

**Agenda**  
**Planning and Policy Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Tuesday, March 16, 2021**  
**8:30 AM**

**Public Comment:**

**Consent Items:**

1. Approval of the Agenda
2. Approval of the minutes from the [February 16, 2021](#) Planning and Policy Committee meeting.

**Action Items:**

1. [Agricultural Economic Development Plan](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners a Resolution of support for the Ottawa County Focus on Agriculture Plan.
2. [Resolution of Support for the Creation of a Groundwater Board](#)  
Suggested Motion:  
To approve and forward to the Board Chairperson and Clerk/Register the Resolution of Support for the creation of an Ottawa County Groundwater Board.
3. [2021 Michigan Natural Resources Trust Fund Grant Application for Kirk Park](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners for the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$474,000 to renovate facilities at Kirk Park.
4. [2021 Michigan Natural Resources Trust Fund Grant Application for Stearns Bayou](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners for the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$300,000 to construct the Stearns Bayou Connector Segment of the Grand River Greenway Idema Explorers Trail.

I. [Motion to Approve Amended 2021 Board Rules](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the Rules Committee's recommended amendments to the 2021 Board Rules.

**Discussion Items:**

I. Legislative Issues

a. Current Legislative Priorities

2. Closed Session to Discuss Property Acquisition Pursuant to OMA Section 8d

Suggested Motion:

To go into closed session for the purpose of discussing property acquisition pursuant to OMA Section 8d.

(2/3 roll call vote required)

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

**PLANNING AND POLICY COMMITTEE**

**Proposed Minutes**

DATE: February 16, 2021

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Philip Kuyers, Allen Dannenberg, Francisco Garcia (by zoom), Matthew Fenske (by zoom), Gregory DeJong (by zoom)

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Karen Karasinski, Fiscal Services Director; Jason Shamblin, Parks & Recreation Director; Curtis TerHaar, Coordinator of Park Planning & Development; Douglas Zylstra (by zoom), Sherri Sayles, Chief Deputy Clerk (by zoom)

SUBJECT: CONSENT ITEMS

FC 21-008 Motion: To approve the agenda of today as presented and to approve the minutes from the January 19, 2021 Planning and Policy Committee meeting.  
Moved by: Allen Dannenberg UNANIMOUS

SUBJECT: IDEMA EXPLORERS TRAIL STEARNS BAYOU SERVICE CONTRACT

FC 21-009 Motion: To approve and forward to the Board of Commissioners the modification to the existing agreement with Prein & Newhof engineers for design and engineering of the Stearns Bayou Connector segment of the Idema Explorers Trail in the amount of \$281,317.35.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: IDEMA EXPLORERS TRAIL RAVINES CONNECTOR TRAIL EASEMENT

FC 21-010 Moved by: To approve and forward to the Board of Commissioners the easement and construction agreements with Chad and Tami Ebel for the Idema Explorers trail route along the shoreline of the Grand River at the purchase price of \$85,000.00.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: MACATAWA GREENWAY REAL ESTATE PURCHASE AGREEMENT

FC 21-011 Motion: To approve and forward to the Board of Commissioners the purchase of real estate with E & B Development Co., L.L.C. for the purchase of 5.5 acres in Holland

Township at a price of \$125,000.00 as part of the Macatawa Greenway and abutting Hawthorn Pond Natural Area.

Moved by: Matthew Fenske

UNANIMOUS

Discussion Items

1. Legislative Issues

- a. Current Legislative Priorities - John Shay presented the Current Legislative Priorities for February 2021. The County's lobbyist does not watch federal issues but NACo has a summary on their website.

2. Philip Kuyers was been appointed to the NACo Board.

SUBJECT: ADJOURNMENT

FC 21-012

Motion: To adjourn at 8:52 a.m.

Moved by: Philip Kuyers

UNANIMOUS

# Action Request



**Committee:** Planning and Policy Committee  
**Meeting Date:** 03/16/2021  
**Requesting Department:** Planning & Performance Improvement  
**Submitted By:** Paul Sachs  
**Agenda Item:** Agricultural Economic Development Plan

## Suggested Motion:

To approve and forward to the Board of Commissioners a Resolution of support for the Ottawa County Focus on Agriculture Plan.

## Summary of Request:

Ottawa County ranks 3rd in the State in agricultural production, using more migrant labor than any other county in Michigan to harvest very diverse array of agricultural items. However, the County lost 17% of its farms from 2012 to 2017 (2017 Ag Census data). Continued losses of this magnitude will negatively affect Ottawa County's economy.

In 2019, the Planning and Performance Improvement Department, in partnership with Ottawa County Farm Bureau, surveyed over 1,600 Ottawa County farmers and farmland owners to identify ways to curtail the loss of farms, farmers, and farmland in our County. This survey data was used to develop the Ottawa County Focus on Agriculture Plan, an action plan that aims to support the County's agricultural economy.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

**Objective:** Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

*Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners, held at the Fillmore Complex in the Township of Olive, Michigan on March 23, 2021 at 1:30 p.m. local time.

PRESENT: Commissioners \_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

\_\_\_\_\_

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

WHEREAS it is the goal of the Ottawa County Board of Commissioners to contribute to the long-term economic, social and environmental health of the County; and

WHEREAS agriculture is an economic driver in the County, ranking in the top three counties for Market Value of Agricultural Products sold since 1978; and

WHEREAS the County lost 17% of its farms and 8% of its farmland between 2012 and 2017; and

WHEREAS nearly 30% of farmers in the County are over the age of 65 years old; and

WHEREAS the County is currently the fastest growing county in the State, and the 8<sup>th</sup> most populous; and

WHEREAS Ottawa County personnel has developed a series of strategies to curtail the loss of farms, farmers, and farmland, entitled "Focus on Agriculture: A plan to enhance and support the ag industry in Ottawa County" (Exhibit A); and

WHEREAS key stakeholders in agriculture, economic development, and community leadership have shown their support for this plan by adding their names to a Memorandum of Support (Exhibit B);

NOW THEREFORE IT BE RESOLVED that the Ottawa County Board of Commissioners endorses and pledges to support, within its resource limitations, the efforts of Ottawa County personnel and their partners to implement strategies to curtail the loss of farms, farmers, and farmland, including those enumerated in “Focus on Agriculture: A plan to enhance and support the ag industry in Ottawa County”.

YEAS: Commissioners \_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Roger A. Bergman  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin F. Roebuck  
Ottawa County Clerk/Register

Exhibit A

*F o c u s   o n*

# A G R I C U L T U R E

e n h a n c e   |   s u p p o r t   |   p r o t e c t



Ottawa County

*Farm Where You Belong*



**Ottawa County agriculture** generates \$506 million annually in market value of products sold (2017 Ag Census). Ottawa is the third highest producing county behind Huron and Allegan counties. Our robust farming industry creates resiliency in food security during times of crisis. It anchors our rural character and beautiful landscapes. It offsets costs of community services in rural areas. And it is worthy of economic development efforts just as manufacturing, tourism, and other traditional industries receive. From 2012 to 2017, Ottawa County experienced the loss of 17% of our farms, and an 8% decrease in the amount of land in farms. Continued losses of this magnitude will negatively impact Ottawa County's economy.

**The purpose** of this document is to establish an economic development action plan that targets some of the challenges our local agriculture industry is experiencing in order to slow the loss of farms and farmland. The basis of this plan is a survey of agricultural landowners that was administered in early 2019, with the partnership of the Ottawa County Farm Bureau. The survey was designed to gather the perspectives of Ottawa County agricultural landowners and producers about how best to protect farmland in Ottawa County, and, by extension, our local farming industry. The results and recommendations derived from the survey responses are included in this plan as Exhibit A. This plan also helps to achieve certain outcomes set forth in the 2020-2021 Ottawa County Board of Commissioners Strategic Business Plan, specifically Objectives 1 and 3 of Goal 2 (see Exhibit B).

**Focus areas**, identified through the survey, are included in this plan. Each of the four focus areas offers a number of specific actions that the County, with the help of partners, can undertake that will help curtail the loss of farms, farmers, and farmland. This plan is a multi-year, adaptive guidance document. It is intended to be administered by the Ottawa County Economic Development Coordinator through the Planning and Performance Improvement Department (PPID) and supported by other County staff, agencies, non-profits, and the private sector.

**Support** for this plan has been secured from Ottawa County agencies and farmers, as shown in the Memorandum of Support attached as Exhibit C. Progress will be tracked as a part of the Ottawa County Economic Development Coordinator's Annual Performance Measures and summarized in an Annual Report provided to the Ottawa County Board of Commissioners, as well as on a dashboard to be located on the Ottawa County web page.

Click the Focus Area below to go directly to that section:

[SUCCESSION PLANNING](#)

[COMPREHENSIVE LAND USE VISION](#)

[ECONOMIC VIABILITY](#)

[AGRICULTURAL EASEMENTS](#)

## Focus Area 1: SUCCESSION PLANNING

*78% of Ottawa County Survey respondents agreed that succession planning efforts can help preserve farmland that is essential to Ottawa County's agriculture industry*

### A. Incentive Pilot

To increase the number of current farmers that have a succession plan in place, an incentive program will be piloted. Components of this pilot could include:

- A private sector partner to assist with the pilot
- Grant funding to provide a financial incentive to farmers who complete a succession plan
- Connect and/or launch this pilot as a part of Michigan Farm Bureau's Taking Root 2021 event

Estimated Completion Date: 2/28/2021

### B. Private Sector Partnerships

Many of the currently available succession planning resources for farmers originate from governmental agencies or academia, such as USDA, MDARD, MSUE, etc. Creating stronger engagement with private sector service providers who value ag creates a more direct link between the farmers and the services they require for succession planning. This can be achieved by soliciting their participation and sponsorship at events and/or including them on our County [resource page](#). Below are some examples of companies that could be partners:

- McShane & Bowie PLC
- Varnum Law
- DeBoer, Baumann & Company PLC
- Value Midwest Appraisers

Estimated Completion Date: ongoing

### C. Succession Planning Event(s) in Ottawa County

Numerous succession planning workshops have taken place around the state, but it is uncertain when one was last hosted in Ottawa County. These event(s) would also be a part of the Incentive Pilot, with attendees being offered the financial incentive to complete their succession plans. Details of the event include:

- Offering a biennial local succession planning event during the off years from the Taking Root event
- During years that the Taking Root Event takes place, work with Michigan Farm Bureau to incentivize attendance at their event, e.g. small scholarships to offset travel costs

Estimated Completion Date: 6/30/2021

## Focus Area 2: COMPREHENSIVE LAND USE VISION

*88% of Ottawa County Survey respondents agreed that improved planning and zoning efforts can make farming less challenging*

### A. Viable Ag Lands Mapping

Prioritizing existing ag land can help with selecting parcels for permanent preservation as well as for deciding which parcels might be the best ones to use for development purposes. This mapping tool to be developed by the PPID could include:

- An interactive tool/layer(s) that can be used by developers that help them not only to avoid key agricultural preservation zones, but assist them in finding in-fill areas and/or areas with existing infrastructure and services
- Create an interactive layer that identifies critical areas for groundwater recharge and where alternative irrigation water sources need to be secured

Estimated Completion Date: 9/30/2021

### B. Baseline Agricultural Acreage Assessment

Due to certain reporting parameters used by the USDA Ag Census, the 'land in farms' data they report does not reliably reflect the amount of acreage in Ottawa County that is available for agricultural production year over year, thereby limiting our ability to track true farmland loss. Creating an accurate benchmark will help the County identify critical preservation zones and measure success of protection efforts.

- In conjunction with the Ottawa County Equalization Department, design and develop a full assessment of land that is currently or has the ability to be farmed, based on zoning, future land use, qualified ag exemption status, Farmland Development Rights Agreements, and Natural Resource Conservation Service program enrollment

Estimated Completion Date: 9/30/2021

### C. Cost of Community Services Analysis

Studies of other communities revealed that in nearly all cases, farmland was shown to generate a fiscal surplus that helped to offset the cost of the higher residential demand for public services. To our knowledge, Ottawa County has not had such an analysis performed in the past. This information could be used to help local leaders see the value of leaving acreage in agriculture, largely considered an 'interim' use, rather than developing it to a perceived highest and best use. This could help move toward the development of taxation policy that might more fairly distribute municipal service costs.

- Seek grant funding to hire a consultant to perform a Cost of Community Services Analysis for Ottawa County

Estimated Completion Date: 9/30/2022

### D. Brownfield Redevelopment

The reutilization of vacant, blighted, or functionally obsolete structures in urbanized areas where infrastructure already exists can help reduce urban sprawl.

- Support the Ottawa County Brownfield Redevelopment Authority's increases use of a variety of brownfield redevelopment tools, e.g. assessment grant funding and local incentive funds

Estimate completion date: ongoing

## Focus Area 3: ECONOMIC VIABILITY

*88% of Ottawa County Survey respondents agreed addressing barriers to the economic viability of farming is important*

### A. Farmland Development Rights Agreements

Profit margins in farming are thin if not non-existent. Only 43.6% of farms had a positive net cash farm income in the 2017 AgCensus. For the farms that can actually report income, this land protection tool offered by the State of Michigan provides an income tax credit in exchange for agreeing not to develop farmland for a term of 10-99 years. Statewide, about 33% of farmland is enrolled in this program, however only 20% of the County's current farmland is enrolled. Enrollment is simple, and this program can be a stepping-stone to permanent preservation. Enrollment of Ottawa County farmland could be increased by:

- Promoting participation locally
- Educating tax preparers

Estimated Completion Date: ongoing

### B. Income Diversification

When achieving farm profitability becomes challenging, sometimes diversifying revenue sources can help. Income diversification, and the need for it, can vary widely from farm to farm and operator to operator. Some methods of income diversification, such as wind turbines, could require changes in statute and/or ordinance, but others can be employed more simply. This effort will try to advocate for and facilitate income diversification methods such as:

- Using marginal land for solar arrays
- Adding wind turbines/cell towers
- Transitioning some acres to specialty crops, e.g. high oleic soy beans, grass-fed beef, hemp
- Utilizing the sharing economy to generate income through renting/sharing farm equipment
- Wedding barns and other forms of agritainment/agritourism

Estimated Completion Date: ongoing

### C. Michigan Qualified Ag Property Tax Exemption

Farming requires the use of a much larger land base per operator than most any other industry. This exemption can significantly reduce the tax burden on agricultural property, which, in the State of Michigan, is taxed at 50% above the national average. It is important to ensure that farmers are utilizing this tool, especially new and beginning farmers, and that the benefit is not lost when land changes hands or zoning. This will involve education and awareness campaigns for groups such as:

- Assessors
- Tax practitioners
- Succession/Estate planners
- Beginning farmers

Estimated Completion Date: ongoing

## Focus Area 3: ECONOMIC VIABILITY (cont.)

### D. Broadband Expansion/Improvement

The 2017 Ag Census indicates that 15% of farms do not have access to the internet. That does not account for the farms that do not have connections that are adequate for the significant data downloads and uploads required for farming operations with a variety of digital needs. A 2019 study by the USDA estimated that a potential \$47 billion dollar benefit (nationwide) could be realized if broadband and related precision ag-technologies were fully deployed. \$18 billion of that is dependent upon having adequate access to the internet. The PPID's Broadband Expansion effort will include actions such as:

- Advocate for the development of an Authority of Digital Inclusion to address the rural digital divide
- Continue current countywide efforts to accurately identify areas of critical need, and methods to supply broadband to those areas based on priority

Estimated Completion Date: 9/30/2022

### E. Workforce Development

In Ottawa County, 30% of farms are operated by someone 65 years or older. The average age of Michigan farmers is 57.6 years old. There is not only a lack of heirs continuing family farm operations, but also a lack of young and beginning farmers who have the skillset and financial wherewithal to start or take over a farm. Issues exist not only in finding someone new to operate the farm, but also the laborers to perform the farm work. Existing resources will be deployed in an intentional manner while also developing new resources to address specific local needs for workforce development. Examples of these activities include:

- The recently formed Agribusiness Talent Council will promote interest in and developing talent to serve the ag and food processing sectors
- MSU Institute of AgTech will educate students entering farming and food processing careers
- Careerline Tech Center's Agriculture and Animal Science Program will encourage internships, clerkships, and supervised agricultural experiences at Ottawa County farms in order to keep those students working here in the County once they graduate

Estimated Completion Date: ongoing

### F. Development and Adoption of Agtechnologies

According to the USDA's Economic Research Service, public research and development funds have led to U.S. agriculture productivity growth of 170% (since 1948) while inputs have remained mostly unchanged and labor-use has declined by 24%. The utilization of agtechnologies couples with efforts to resolve internet access issues as many new agtechnologies require high performance internet access. The PPID supports the development of new agtechnologies through partnership with entrepreneurial ecosystem, and will collaborate in the following ways:

- Provide assistance to secure farms to pilot new technologies
- Seek grant funding to find innovative solutions to on-farm problems

Estimated Completion Date: ongoing

## Focus Area 4: AGRICULTURAL EASEMENTS

*63% of Ottawa County Survey respondents agreed that preserving farmland through easements is an important farmland preservation tool*

### A. Local PDR Program Participation

The PPID will provide information and assistance to the remaining seven townships that have not yet adopted a resolution of support. Townships will receive priority as follows: Grand Haven, Port Sheldon, Park, Holland, Allendale, Spring Lake, and Georgetown. Actions will include:

- Filling the vacant Ag Preservation Board seat reserved for Local Government
- Increasing outreach and education efforts through departmental planning and zoning events along with other methods

Estimated Completion Date: board seat by 12/31/2020, outreach is ongoing

### B. Federal, State, and NGO Funding for Easements

The PPID will seek to secure higher levels of funding for farmland preservation programs by:

- Applying for additional ACEP-ALE funds through RCPP
- Applying for additional funding from the Michigan Agricultural Preservation Fund
- Utilizing County lobbyist to promote the program(s) to legislators
- Utilizing partners like American Farmland Trust, Heart of the Lakes, and land conservancies to increase advocacy impact

Estimated Completion Date: ongoing

### C. Local Fundraising

While securing agricultural easements is costly, it is a permanent, well-recognized method of farmland preservation that can be effective when used in concert with well thought out zoning and land use plans. Therefore, significant efforts must be made to generate the funds needed to sustain the program. Current efforts have been successful, but have the capacity to grow in the following ways:

- Increase the financial impact of the signature Farms Are The Tapas event
- Deploy a consistent but manageable Year End Campaign

Estimated Completion Date: ongoing

### D. Transfer of Development Rights (TDR) Pilot

TDR programs can be an effective way to preserve farmland, best suited for areas where there are significant blocks of land in the sending area. In Ottawa County, Grand Haven and Robinson townships have expressed interest in piloting a TDR program. Such a pilot could be coordinated through the PPID, and include the following actions:

- Explore the legal possibility of a multi-jurisdictional program (e.g. Grand Haven Township receiving and Chester Township sending)
- Examine the staff needs that would be required to administer an effective TDR program and whether a positive cost-benefit relationship is possible
- Research whether the TDR program can be developed such that it could be utilized to preserve natural lands as well as agricultural land

Estimated Completion Date: ongoing

# Planning & Performance Improvement Department

12220 Fillmore St., Room 260, West Olive MI 49460

[plan@miottawa.org](mailto:plan@miottawa.org)

[miottawa.org/farmland](http://miottawa.org/farmland)

616.738.4852





# Farmland Preservation Recommendations

These recommendations are based on the Ottawa County Farmland Preservation Survey results. The survey was distributed to 1,636 landowners and received 408 responses.

## Survey results identified the need to support farmland preservation efforts.

- 82% of respondents think farmland loss is now or could be a problem.
- 82% of respondents think it's important to preserve farmland in Ottawa County.

## The following preservation methods were identified as most important to implement:

### ● Continue the Purchase of Development Rights (PDR) Program.

This should include advocating for additional federal and state support and focusing preservation efforts in the most critical areas.

- 63% of respondents strongly agree/agree that agricultural conservation easements are an important farmland preservation tool.
- 98 respondents are interested in learning more about the PDR program.
- 24% of respondents are considering permanently preserving their farmland so that it remains agricultural.

### ● Coordinate an improved growth strategy using planning and zoning.

This may include an ag mapping initiative, piloting a transfer of development rights program, and increasing engagement with local units.

- 88% of respondents strongly agree/agree that this is an important farmland preservation method.
- Of the respondents who felt farmland loss is now or could be a problem, 97% indicated that it could be due to urban/suburban sprawl.

### ● Increase the effectiveness of succession planning efforts.

This may include piloting an incentivized program for succession planning and mobilizing beginning farmer resources.

- 78% of respondents strongly agree/agree that this is an important farmland preservation method.
- 78% of respondents are age 55 and older.
- 76% of respondents are not first generation farmers.
- 75% of respondents are planning to pass their farmland to heirs.

### ● Actively address barriers to the economic viability of farming.

This may include addressing taxation issues, adopting agricultural technologies, and enhancing income diversification opportunities.

- 88% of respondents strongly agree/agree that this is an important farmland preservation method.
- 67% of respondents receive income from farming, however 46% of these respondents require additional sources of off-farm income.

**Next Step:** Develop a **Comprehensive Farmland Preservation Implementation Plan** that defines the actions and tasks necessary to preserve farmland and farming through the methods identified as most important to Ottawa County landowners.



**Goal 2: To Contribute to the Long-term Economic, Social and Environmental Health of the County.**

Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its residents.

- Continued involvement and support of the Housing Next coalition in order to address the shortage of affordable housing.
- Facilitate work with stakeholders to plan for completion of M-231.
- Maintain regular communication and the relationship with the Road Commission.
- Continue work to facilitate and support a county-wide approach and contribution to economic development in the County.
- Recognize and support the role of agriculture in our economy.
- Comply with MIDC standards set for the Public Defender Office.
- Assess feasibility of "futuring" plan by 2022.
- Study countywide public transportation

- County Administrator is a member of Housing Next Leadership Council.
- Work on M-231 terminus point ongoing. County has purchased one of two parcels needed for the terminus. Discussions with MDOT to continue.
- Road Commission quarterly meetings held.
- Full participation with Lakeshore Advantage continues.
- Planning and Performance Improvement deploys comprehensive farmland preservation implementation strategy based on countywide survey results. Closed on Kruithoff property PDR in Chester Twp.
- The feasibility of a "futuring" plan is assessed by 2022.
- Countywide public transportation is studied.

Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its residents.

- Address current issues, including: the opioid epidemic, increasing suicide rates and the funding/provision of mental health services.
- Continue to provide for the health of residents in the County through the Department of Public Health and Community Mental Health.
- Continue to provide for public safety in the County through the work of the Sheriff, Prosecutor and Courts.
- Walk the talk of our vision "Where You Belong", support the Diversity, Equity and Inclusion Office to continue the work of ensuring that the County is a welcoming place to support a globally diverse workforce in our community.

- CMH continues to work with the Lakeshore Regional Entity to resolve the contract dispute with MDHHS, focusing on a solution to the region's past financial liabilities. CMH is working with the Community Mental Health Association of Michigan to address the proposed redesign of the public mental health system. Millage dollars have allowed the hiring of new staff, including a grant writer and additional mental health staff in the jail.
- Ottawa County named 2<sup>nd</sup> healthiest County in the State.
- County vision "Where you belong" is making an impact. Candidates for employment having been attracted by that statement on miOttawa.org
- The Diversity, Equity and Inclusion Director is working on developing a strategic plan and has completed an implicit bias template.

Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its residents.

- Resolve the Southwest Ottawa Landfill issue.
- Implement Comprehensive Groundwater Management Strategies Plan.
- Pursue deployment of Coordinated County-wide Future Land Use Vision.
- Complete and implement groundwater action and governance plan.
- Continue to support the work of the Parks and Recreation Commission and the new Parks Foundation.
- Continued support of the Agricultural Preservation Board, discussing options to more aggressively pursue farmland preservation.
- Continue efforts related to water quality and beach sand quality.
- Review and report on the status of the County being part of multiple Metropolitan Planning Organizations.

- Public Health completed review of risk-based models and presented a fee structure that includes two categories of risk. The Board approved the fee structure on May 1, 2020, which is when the annual food license fees are due.
- Obtaining costs estimates for partial slurry wall for Southwest Ottawa Landfill Slurry Wall project. Evaluating options to reduce operating costs.
- MSU Groundwater Study completed. Seeking state funding for proposed groundwater monitoring network and potential County ordinance.
- Public Health has allocated \$20,000 to water sustainability initiative. EH manager and Communications Specialist are working with PPI staff and other member of groundwater task force to identify and implement new education strategies. As of April 1, the team paused the project due to COVID-19 response.
- Planning and Performance Improvement pursuing coordinated land-use growth strategy for County.
- Grand River Greenway fundraising committee making major headway (developed Grand River Greenway campaign and Grand River Greenway Corporate outreach program).
- Planning and Performance Improvement nearing completion of MPO report with emphasis on enhancing collaboration with regional MPO agencies.
- Ag Preservation Board working to permanently preserve third, fourth and fifth agricultural parcels; Planning and Performance Improvement deploying comprehensive farmland preservation strategy plan.

What will we do to get there?

## Exhibit B

MEMORANDUM

March 23, 2021

To: Ottawa County Board of Commissioners  
Re: Support for the Ottawa County Focus on Agriculture Plan  
From: Advocates for the agriculture industry in Ottawa County (listed on page 2 of this memo)

In 2008, the Ottawa County Board of Commissioners recognized the need to protect the farmland that its agriculture industry needs to thrive, and established the Farmland Preservation Program. In 2019, as part of an effort to evaluate the efficacy of this program in 2019, the County's Planning and Performance Improvement Department conducted a survey of all of its agricultural landowners. The results revealed that not only should the Farmland Preservation Program be continued, but the County should also focus on enhancing the economic viability of farming, ensuring that planning and zoning efforts complement agriculture, and that retiring farmers have a successor to take over their operations. Therefore, the County has developed the Focus on Agriculture plan (Exhibit A), which enumerates specific actions that the County, with assistance from key public and private partners, can take to help curtail the loss of farmers, farms, and farmland in Ottawa County. The individuals named on this memo recognize that a productive, versatile, and resilient farming industry is a cornerstone of not only our economy in Ottawa County, but also our way of life, and hereby support the activation of this plan by Ottawa County and its partners.

The agriculture industry in the County generates over \$506M in value of the agricultural products raised, ranking us third statewide by county<sup>1</sup>. People who live in Ottawa County are 73% more likely to work in agriculture than if they lived somewhere else in the state<sup>2</sup>. Yet, from 2012 to 2017, the County lost 17% of its farms, and 8% of its farmland<sup>1</sup>. This poses a significant threat not just to our economy, but also to our quality of life. In addition to the economic benefits that our diminishing farmland provides, it also offers access to local food, water infiltration and recharge, scenic beauty, wildlife corridors, and

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<sup>1</sup> USDA- NASS Census of Agriculture

<sup>2</sup> Statistical Atlas

positive local property tax revenue over cost of services used. For these reasons, we believe that the agricultural industry should be not only included in, but also prioritized in economic development planning activities; just as traditional, non-ag industry sectors have been for years.

- ✓ **Please add my name to this memo to the Ottawa County Board of Commissioners, signifying my support for the agriculture industry in Ottawa County:**

Jennifer Owens, President, Lakeshore Advantage

Gary McDowell, Director, Michigan Department of Ag and Rural Development

Adam Dietrich, Partner, Homestead Orchards LLC

# Action Request



<b>Committee:</b>	Planning and Policy Committee
<b>Meeting Date:</b>	03/16/2021
<b>Requesting Department:</b>	Planning & Performance Improvement Department
<b>Submitted By:</b>	Paul Sachs
<b>Agenda Item:</b>	Resolution of Support for the Creation of a Groundwater Board

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution of Support for the creation of an Ottawa County Groundwater Board.

## Summary of Request:

To form a new advisory board to help guide the County's mitigation efforts involving ongoing issues with groundwater quantity and quality. The Board will be known as the Ottawa County Groundwater Board, and will be supported by a separate Technical Committee which will be formed pursuant to the Board's impending Bylaws.

The Board's function will be to make policy recommendations and develop regulatory standards for various groundwater initiatives within the scope of the County's current legislative authority. The Board will be administered and supported by the County's Planning and Performance Improvement Department.

The inaugural fifteen-member Board will be comprised of individuals who represent their respective industry sectors; term lengths will be staggered terms for first appointments, with all 3 year terms going forward.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

**Objective:** Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA  
STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners, held at the Fillmore Complex in the Township of Olive, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at 1:30 p.m. local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

WHEREAS, the Ottawa County Board of Commissioners is dutifully committed to addressing the growing groundwater concerns across the County; and

WHEREAS, countywide groundwater management will require the development and management of various forms of new policies and programs; and

WHEREAS, the implementation of new groundwater policies and programs will have broad implications upon County stakeholders; and

WHEREAS, the development of effective and equitable policy will require input from local and regional experts;

NOW, THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners hereby creates the Ottawa County Groundwater Board to guide the implementation of the County's groundwater management efforts.

BE IT FURTHER RESOLVED that the Ottawa County Groundwater Board will be administered and supported by the County's Planning and Performance Improvement Department.

BE IT FURTHER RESOLVED that the inaugural fifteen member Ottawa County Groundwater Board will be comprised of individuals who represent their respective industry sectors. Their names, sectors, and term expiration dates are listed in Attachment A.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Roger A. Bergman  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin F. Roebuck  
Ottawa County Clerk/Register

## OTTAWA COUNTY GROUNDWATER BOARD

<u>Board Member</u>	<u>Sector</u>	<u>Term Expires</u>
Greg DeJong <i>Commissioner, District 8</i>	County Commissioner	12/31/2021
Matthew Fenske <i>Vice Chair Commissioner, District 9</i>	County Commissioner	12/31/2021
Adam Elenbaas <i>Supervisor, Allendale Charter Township</i>	Local Unit of Government	12/31/2023
Kevin Peters <i>Supervisor, Blendon Township</i>	Local Unit of Government	12/31/2024
Alan D. Steinman, Ph.D. <i>Allen &amp; Helen Hunting Director &amp; Professor GVSU Annis Water Resources Institute</i>	Scientific Community	12/31/2023
John A. Yellich, M.S. <i>Director, Michigan Geological Survey</i>	Scientific Community	12/31/2024
Steve Hecksel <i>Proprietor, Hecksel Bros. Well Drilling, LLC</i>	Well Drilling	12/31/2023
Megan Boos <i>Executive Director, Ottawa Conservation District</i>	Ag/Conservation Technical Assistance	12/31/2023
Dale Buist <i>Owner, Countryside Greenhouse</i>	Local Business/Agriculture	12/31/2024
Travis Williams <i>Chief Executive Officer, Outdoor Discovery Center</i>	Environmental/Conservation Education	12/31/2023
Angela Brown <i>Director of Facilities Management Ottawa Area Intermediate School District</i>	K-12 Administration	12/31/2023
Dale Zahn <i>Chief Executive Officer, West Michigan Lakeshore Association of Realtors</i>	Real Estate/Development	12/31/2024
Patrick Staskiewicz, P.E. <i>Public Utilities Director, Ottawa County Road Commission</i>	Utilities/Engineering	12/31/2024
John Truscott <i>Chief Executive Officer, Truscott Rossman</i>	At Large	12/31/2024
Dave Kraker <i>Retired (Kent County Environmental Health)</i>	At Large	12/31/2024

All initially appointed on 3/23/2021, staggered terms for first appointments, all 3 year terms going forward.

# Action Request



**Committee:** Planning and Policy Committee

**Meeting Date:** 03/16/2021

**Requesting Department:** Parks and Recreation

**Submitted By:** Jason Shamblin

**Agenda Item:** 2021 Michigan Natural Resources Trust Fund Grant Application for Kirk Park

## Suggested Motion:

To approve and forward to the Board of Commissioners for the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$474,000 to renovate facilities at Kirk Park.

## Summary of Request:

In accordance with the Ottawa County Parks capital improvement plan and schedule for facility renovations and upgrades, this project would extensively renovate the existing public restrooms building including Americans with Disabilities Act (ADA) required layout improvements, addition of family/unisex/single use facilities, changing rooms, storage, new septic system, replacement of roof structure, and adjacent plaza and walkway paving. The building would act as a trailhead/information center for the bike path/trail along the Lakeshore Drive and the developing Lake Michigan Water Trail.

The project also includes replacement and relocation of a deteriorate and outdated playground facility with a new fully accessible areas in a better central location.

## Financial Information:

Total Cost: \$474,000.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

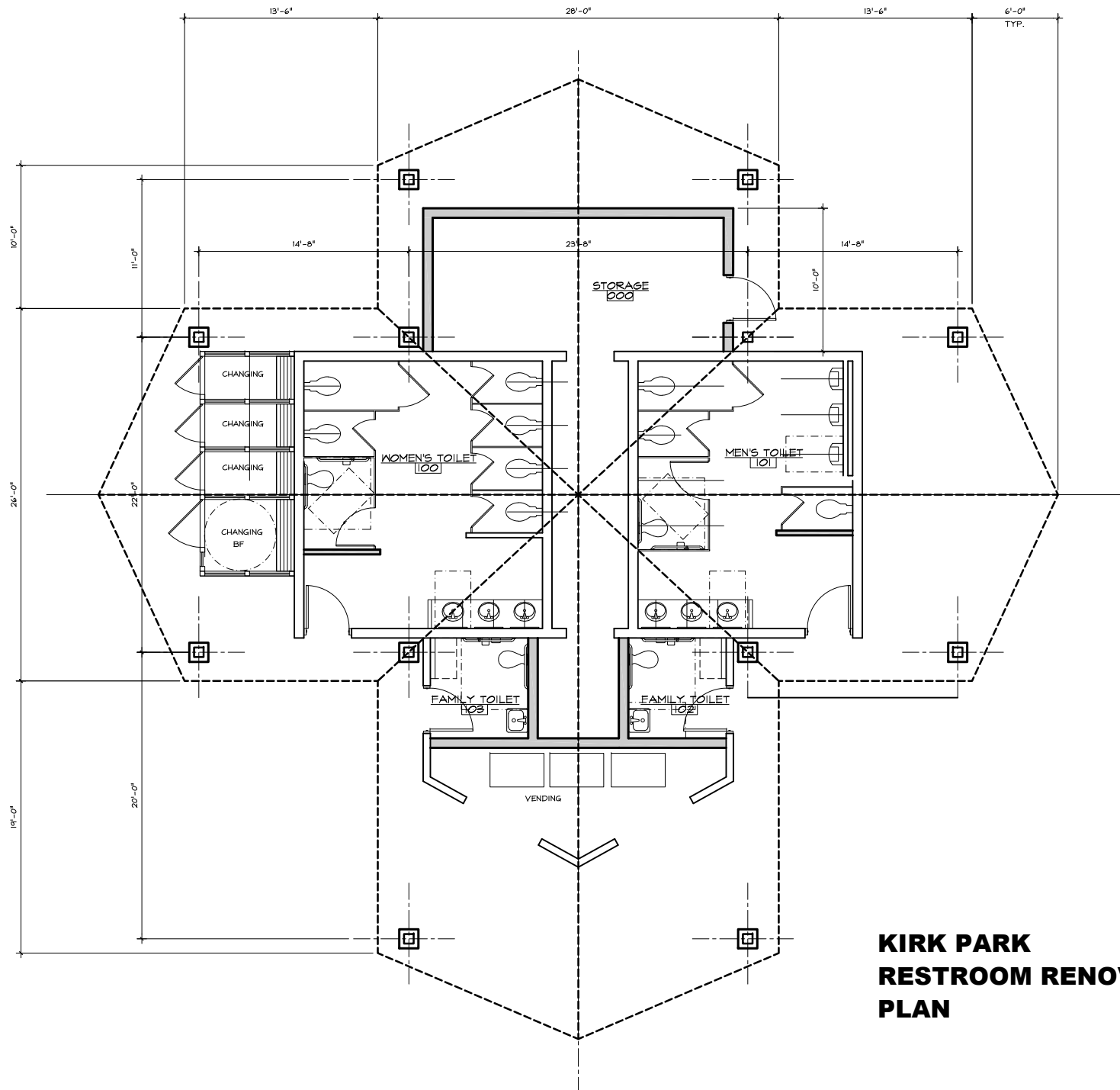
Objective:

**Administration:**  Recommended  Not Recommended  Without Recommendation

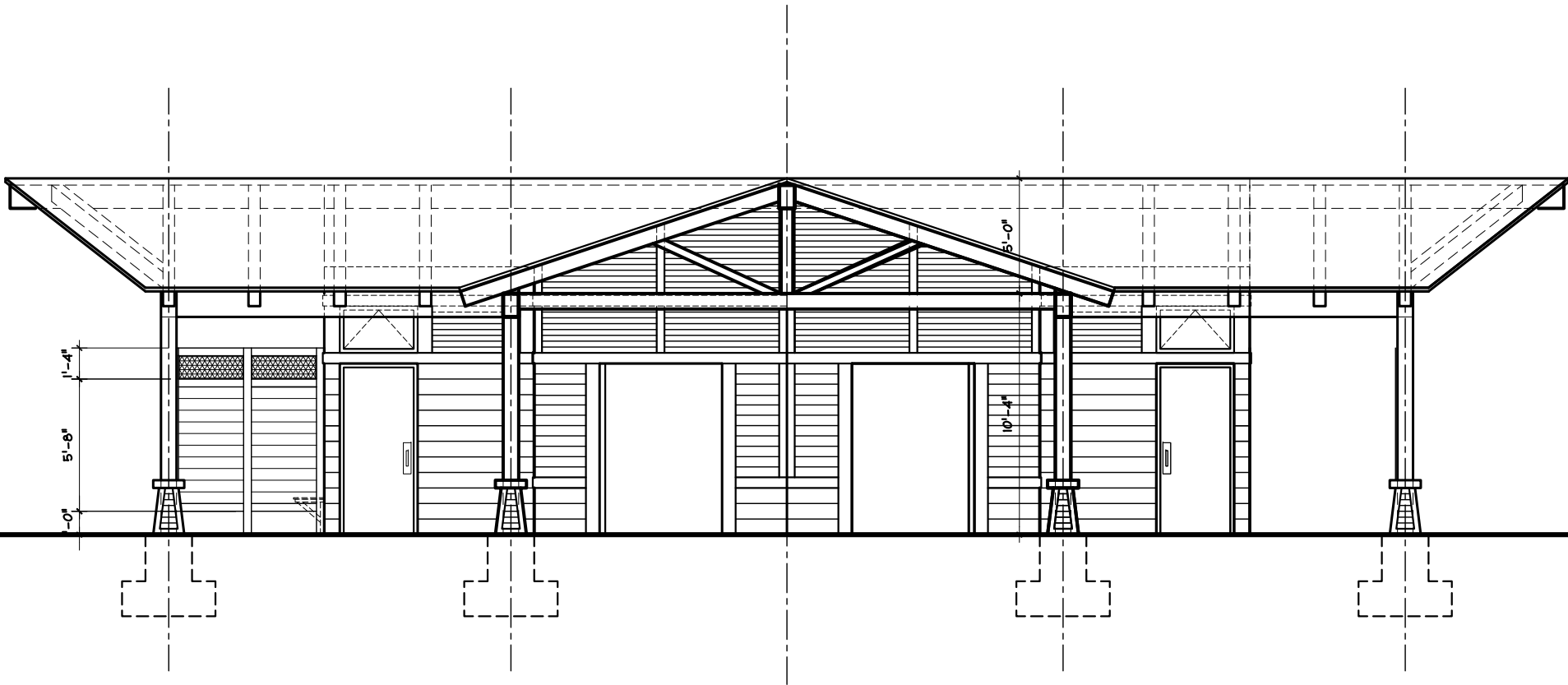
County Administrator:

Committee/Governing/Advisory Board Approval Date:





**KIRK PARK  
RESTROOM RENOVATION  
PLAN**



**KIRK PARK  
RESTROOM RENOVATION  
SOUTH ELEVATION**

# Action Request



<b>Committee:</b>	Planning and Policy Committee
<b>Meeting Date:</b>	03/16/2021
<b>Requesting Department:</b>	Parks and Recreation
<b>Submitted By:</b>	Jason Shamblin
<b>Agenda Item:</b>	2021 Michigan Natural Resources Trust Fund Grant Application for Stearns Bayou

## Suggested Motion:

To approve and forward to the Board of Commissioners for the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$300,000 to construct the Stearns Bayou Connector Segment of the Grand River Greenway Idema Explorers Trail.

## Summary of Request:

Ottawa County Parks has been planning and developing portions of the Idema Explorers Trail for over a decade. The Stearns Bayou Connector Segment is a particularly important and expansive portion of the system. It is important because it will provide the last major link to connect the non-motorized facilities built as part of the M-231 bridge to the Grand Haven area. It is relatively expensive because it includes a large boardwalk over the Little Robinson Creek and expansion of the vehicular bridge over Stearns Bayou. The trail runs on the north side of Green Street extending from the existing trail at 144th Ave. at its western terminus to existing trail on the east of 128th Ave. and North Cedar. Extensive parks funds (\$182,458), private donations (\$1,197,036) and MDOT grant (\$2,337,757) have provided the bulk of the funds necessary for construction. The intent of this grant application is to use the existing funds as the required match for the MNRTF Trust program that would provide \$300,000 in additional grant funds to complete the estimate \$4,014,682 total project. If successful, the grant would be applicable for the current project schedule for this segment which anticipates construction in 2022.

## Financial Information:

Total Cost: \$4,014,682.00	General Fund Cost: \$0	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective:

**Administration:**  Recommended  Not Recommended  Without Recommendation


County Administrator:

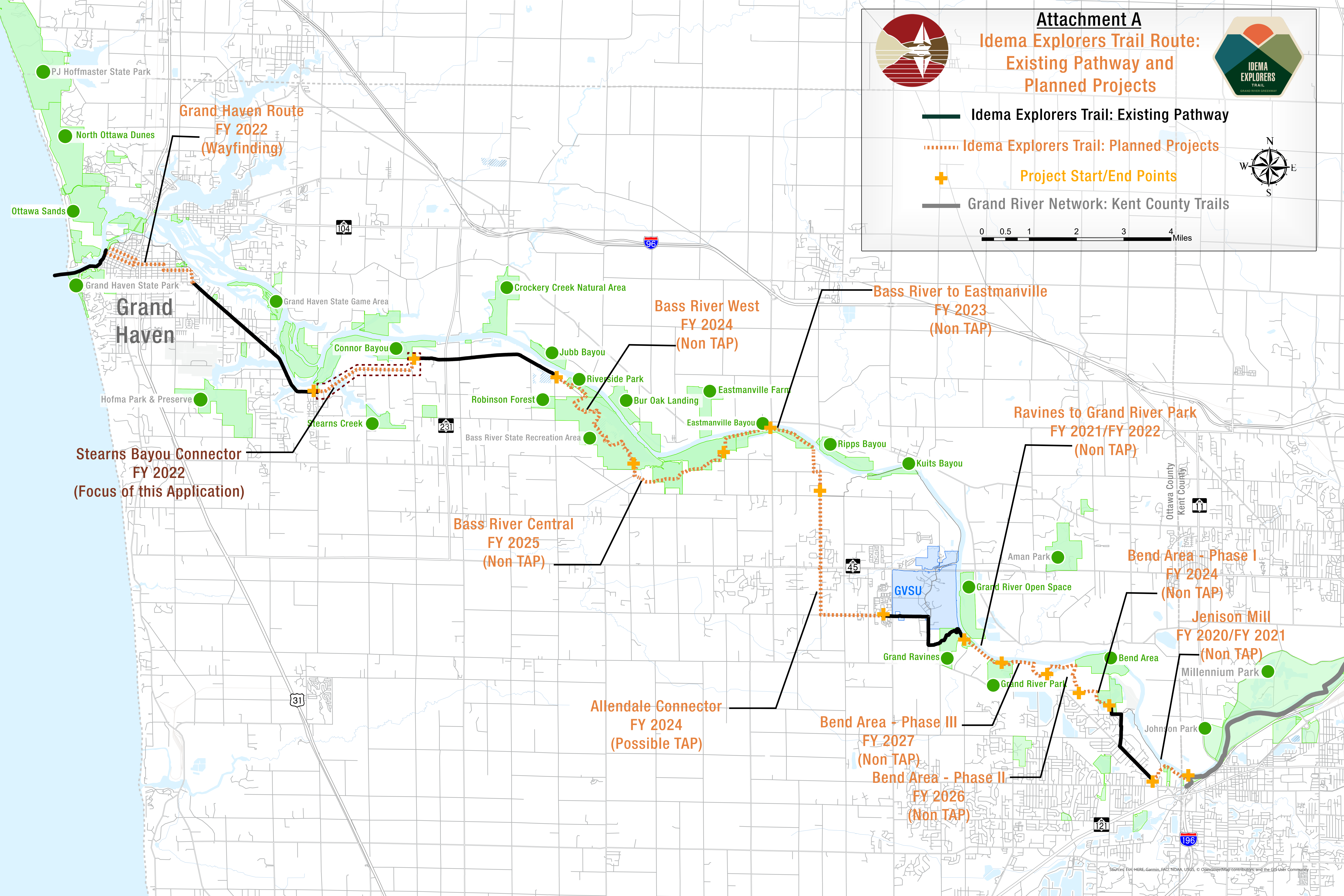
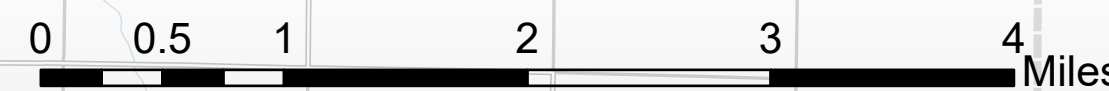
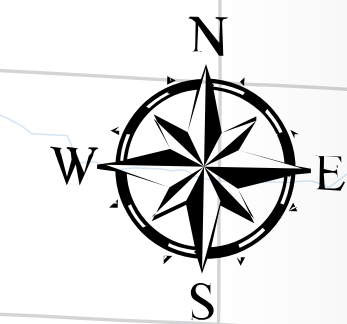
Committee/Governing/Advisory Board Approval Date:



**Attachment A**  
**Idema Explorers Trail Route:**  
**Existing Pathway and**  
**Planned Projects**



-  Idema Explorers Trail: Existing Pathway
-  Idema Explorers Trail: Planned Projects
-  Project Start/End Points
-  Grand River Network: Kent County Trails



**Grand Haven Route**  
**FY 2022**  
**(Wayfinding)**

**Bass River West**  
**FY 2024**  
**(Non TAP)**

**Bass River to Eastmanville**  
**FY 2023**  
**(Non TAP)**

**Ravines to Grand River Park**  
**FY 2021/FY 2022**  
**(Non TAP)**

**Stearns Bayou Connector**  
**FY 2022**  
**(Focus of this Application)**

**Bass River Central**  
**FY 2025**  
**(Non TAP)**

**Bend Area - Phase I**  
**FY 2024**  
**(Non TAP)**

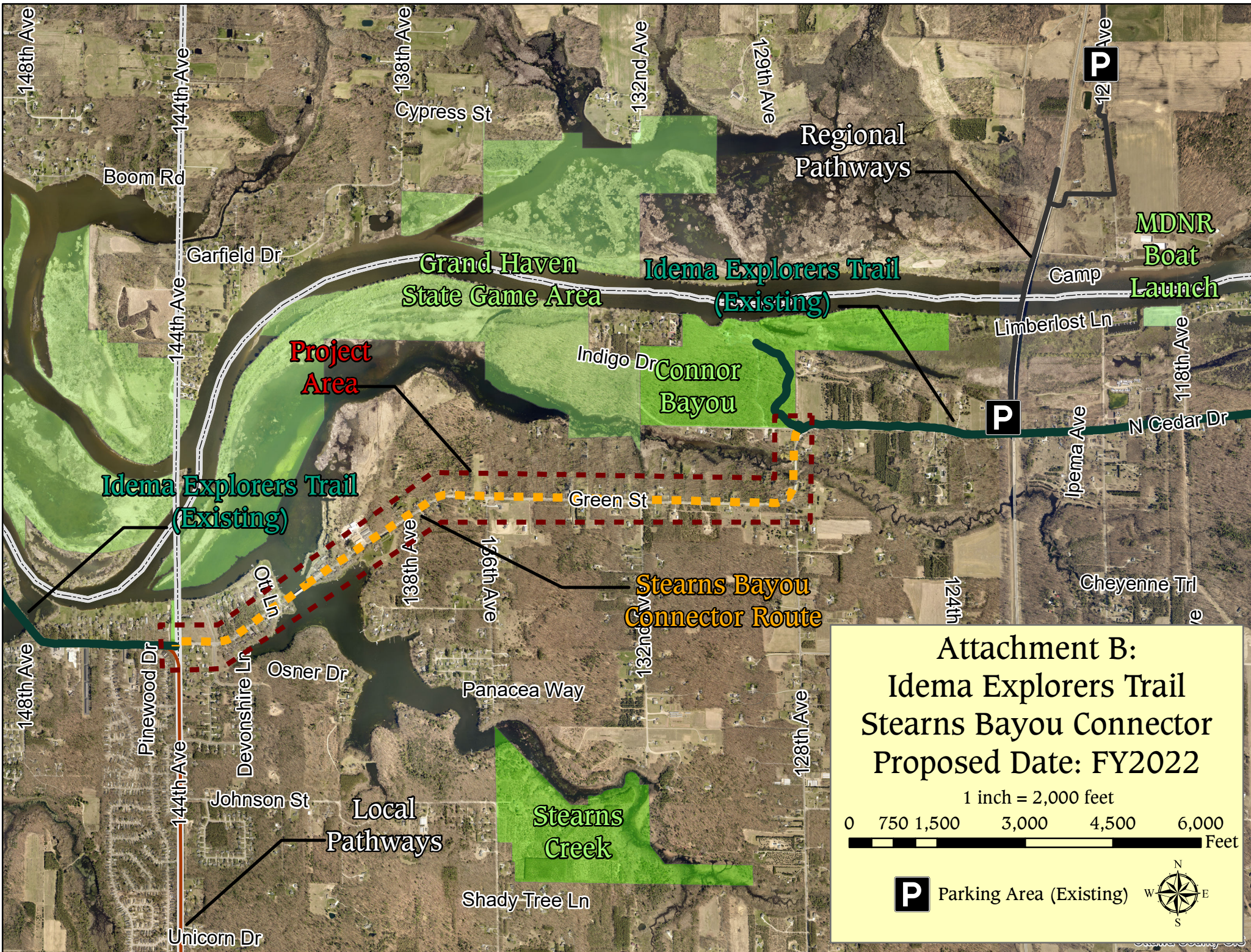
**Jenison Mill**  
**FY 2020/FY 2021**  
**(Non TAP)**

**Allendale Connector**  
**FY 2024**  
**(Possible TAP)**

**Bend Area - Phase III**  
**FY 2027**  
**(Non TAP)**

**Bend Area - Phase II**  
**FY 2026**  
**(Non TAP)**

Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



**Attachment B:**  
**Idema Explorers Trail**  
**Stearns Bayou Connector**  
**Proposed Date: FY2022**

1 inch = 2,000 feet

0    750    1,500    3,000    4,500    6,000  
 Feet

**P** Parking Area (Existing)

# Action Request



**Committee:** Planning and Policy Committee  
**Meeting Date:** 03/16/2021  
**Requesting Department:** Corporation Counsel  
**Submitted By:** Douglas Van Essen  
**Agenda Item:** Motion to Approve Amended 2021 Board Rules

## Suggested Motion:

To approve and forward to the Board of Commissioners the Rules Committee's recommended amendments to the 2021 Board Rules.

## Summary of Request:

The Rules Committee has recommended that the material highlighted in yellow be added to the current Board Rules, including clarifications of who presides over meetings when the chairperson and/or vice chairperson is not present, teleconferencing rights, whom the Chairperson asks to attend certain meetings with Board Members and the establishment of the Rules Committee as a standing committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 4: To Continually Improve the County's Organization and Services.

**Objective:** Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



***RULES OF THE  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
2021  
As Amended on March 23, 2021***

**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.

The Chairperson shall preside at all meetings of the Board of Commissioners at which he or she is physically present, to preserve order, and to decide all questions of order, subject to appeal to the Board of Commissioners. In the event that Chairperson is not physically present, the Vice-Chairperson shall preside if he or she is physically present. If neither the Chairperson or Vice-Chairperson is physically present, the Board may nominate a Chairperson *pro tem* who is physically to preside over that meeting and if not, the Chairperson or Vice-Chairperson, respectively, shall preside if participating remotely. 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 15.261 et seq. The Chairperson shall serve on such other boards and commissions as the state statutes require, and as may be determined by the Board of Commissioners.

**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/Register of Deeds 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. 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/Register of Deeds so that at least ten (10) days' notice may be given of such meeting. The



Chairperson may also call special meetings for any reason 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 – Teleconferencing**

If there is a state of emergency declared in the state or county under 1976 PA 390 as amended, Commissioners may participate in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any commissioner wishing to attend physically shall be permitted to participate physically.
3. A commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all commissioners, members of the public and the County Clerk can hear and record the discussion.
5. Each commissioner must identify for the record his or her location.
6. The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
7. All votes will be by roll call vote.
8. All other Board rules will apply.

### **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. Communication may include comments from County Staff.
6. Public Comments
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. For contracts that are being ratified by this process, the Board must approve a commissioner's request to pull a contract off the consent resolution for ratification. A commissioner must raise the request to pull a contract off of the consent resolution with the Board Chairperson within twenty-four hours of a meeting so that the appropriate county personnel can be present to explain the need for the contract.

#### **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. Commissioner Comments**

#### **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**

1. 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.
2. 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.

#### **Section 3.6 - Duties**

1. As fiduciaries to the taxpayers and their funds entrusted to the County corporate, all Commissioners have a responsibility to act faithfully to advance the County's corporate, legal and financial interests, whether related to bargaining, real estate purchase, litigation or potential litigation, or in any other matter.

2. All Commissioners have a responsibility to preserve the confidentiality of all privileged information, including but not limited to legal, labor related, economic, private or any other information that could be adverse to the County's financial or legal interests if revealed to third parties.
3. If a Commissioner suspects or is concerned that the County might be in legal noncompliance on any issue, he or she should report that concern to Corporation Counsel and the County Administrator jointly, so that the attorney/client privilege regarding that concern or suspicion can be preserved.
4. If the Board Chairperson receives information that suggests that a Commissioner has breached his or her responsibilities under this Section, the Chairperson may convene a private hearing with that Commissioner and, in the discretion of the Chairperson, one other acting Commissioner who is either the Vice Chairperson or a past Chairperson. The County Administrator, Corporation Counsel shall also attend as advisors to the Chairperson. The Commissioner must appear and must respond to questions presented.
5. If the Board Chairperson determines that the Commissioner has breached his or her responsibilities hereunder, the Chairperson may select from the following internal remedies:
  - A. Restrict the Commissioner's access to privileged information for some or all subjects for a period of time;
  - B. Remove the Commissioner from one or more committee assignments, including but not limited to removing the Commissioner from leadership positions; or
  - C. Recommend censure or other actions by the full Board of Commissioners.
6. If the Commissioner is dissatisfied with the Board Chairperson's decision, he or she can appeal to the full Board of Commissioners at the next Board meeting. The Board may affirm, alter, rescind or add to any sanctions imposed. Its decision will be final.

**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. Expense and Mileage - shall audit and approve expense 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 receive reports for County strategic planning and goal setting sessions and shall review 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), the West Michigan Regional Shoreline Development Commission (WMSRDC), 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 Michigan State University Extension Service and handle matters pertaining to agriculture and conservation.
  - g. Drains - shall receive reports from the County Water Resources 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.
  - 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 West Michigan Regional Shoreline Development Commission (WMSRDC), 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 Department of Public Health.
- 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 on substance abuse issues from the Ottawa County Department of Public Health, the Lakeshore Coordinating Council, and the Ottawa County Community Mental Health Agency.
- 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 Regional Michigan Works! Agency.
- h. Solid Waste - shall, through the Ottawa County Department of Public Health, 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 – Talent and Recruitment 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. Employee Relations - shall review practices and policies and make recommendations to the Board of Commissioners on issues related to County employees.
- c. Employee Training – shall review practices and policies regarding hiring, employee training programs and the 4 C's initiatives.
- 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 - Rules Committee**

Five (5) members, two of whom must be the Board Chairperson and Vice Chairperson, shall have original jurisdiction over the rules that the Board of Commissioners' uses. At the first September meeting of the Board of Commissioners, the Rules Committee shall report on the proposed rules for the Board of Commissioners to use the next year. At the first November meeting, the Rules Committee shall report a final version of the rules to be presented for adoption at the organizational meeting of the Board of Commissioners in January.

#### **Section 4.5 - 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 4.6 - 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 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.
- c. 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.
- d. 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 4.7 - 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:**

Corporation Counsel	<u>December</u>
Planning and Performance Improvement	<u>December</u>
Treasurer	<u>January</u>
Parks and Recreation	<u>January</u>
Equalization Department/Property Description & Mapping	<u>February</u>
Ottawa County Department of Public Health	<u>February</u>
Community Mental Health	<u>February</u>
Facilities	<u>February</u>
Department of Human Services	<u>March</u>
Michigan State University Extension Service	<u>March</u>
Innovation and Technology	<u>March</u>
Community Action Agency	<u>March</u>
Prosecuting Attorney	<u>April</u>
West Michigan Enforcement Team (WEMET)	<u>May</u>
Sheriff’s Office/Emergency Management	<u>May</u>
County Clerk/Register of Deeds	<u>May</u>
Water Resources Commission	<u>May</u>
Human Resources	<u>May</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 <sup>th</sup> District Court/Probation/Community Corrections	<u>April</u>
20 <sup>th</sup> Circuit and Probate Courts	<u>April</u>

**Section 4.8 - 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 minutes without being read or distributed and adopted by the Board of Commissioners.
- c. 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.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners 2021.

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Francisco C. Garcia  
District 1 Commissioner

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Joseph Baumann  
District 2 Commissioner

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Doug R. Zylstra  
District 3 Commissioner

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Allen Dannenberg  
District 4 Commissioner

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Randall J. Meppelink  
District 5 Commissioner

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Kyle J. Terpstra  
District 6 Commissioner

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James Holtvluwer  
District 7 Commissioner

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Greg J. DeJong  
District 8 Commissioner

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Philip D. Kuyers  
District 9 Commissioner

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Roger A. Bergman  
District 10 Commissioner

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Matthew Fenske  
District 11 Commissioner