



**Roger A. Bergman**  
Chairperson

**Matthew R. Fenske**  
Vice-Chairperson

# Ottawa County

Board of Commissioners

*To All Ottawa County Commissioners:*

The Ottawa County Board of Commissioners will meet on **Tuesday, September 14, 2021 at 1:30 PM** for the regular September meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom.

*The Agenda is as follows:*

1. *Call to Order by the Chairperson*
2. *Invocation – Commissioner Zylstra*
3. *Pledge of Allegiance to the Flag*
4. *Roll Call*
5. *Presentation of Petitions and Communications*
  - A. *Outstanding Customer Service Award Recipients*
    1. *Ken Schreur, Friend of the Court*
    2. *David Bosse, Facilities Maintenance*
  - B. *GCSI Update, Bob Devries*
  - C. *FY 2022 Budget Presentation, Karen Karasinski*
6. *Public Comments*
7. *Approval of Agenda*

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Allen Dannenberg Randall J. Meppelink  
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Gregory J. DeJong

12220 Fillmore Street | West Olive, Michigan 49460 | 616-738-4898 | miOttawa.org

8. *Actions and Reports*

A. *Consent Resolutions:*

*From the County Clerk/Register*

1. *Board of Commissioners Meeting Minutes*

*Suggested Motion:*

*To approve the Minutes of the [August 24, 2021 Board of Commissioners meeting](#).*

*From Administration*

2. [\*Accounts Payable for August 16 - 27, 2021\*](#)

*Suggested Motion:*

*To approve the general claims in the amount of \$5,244,757.48 as presented by the summary report for August 16 - August 27, 2021.*

3. [\*Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy\*](#)

*Suggested Motion:*

*To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.*

4. [\*Draft of Proposed 2022 Board Rules\*](#)

*Suggested Motion:*

*To receive a report from the Rules Committee on the draft of the proposed 2022 Board Rules.*

B. *Public Hearings:*

1. *FY 2022 Ottawa County Budget*

*Suggested Motion:*

- a. *To open the Public Hearing to receive comments on the FY 2022 Ottawa County Budget.*
- b. *To close the Public Hearing on the FY 2022 Ottawa County Budget*

2. *Closeout of CARES Community Development Block Grant*

*Suggested Motion:*

- a. *To open the Public Hearing to receive comments on the closeout of the CARES Community Development Block Grant.*
- b. *To close the Public Hearing on the closeout of the CARES Community Development Block Grant.*

C. Action Items: None

D. Appointments:

1. Community Mental Health Board

Suggested Motion:

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

\*Terry Goldberg

and to select one (1) to fill one (1) Family Member vacancy beginning immediately and ending March 31, 2024.

2. Building Authority

Suggested Motion:

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

\*Ron Frantz

and to select one (1) to fill one (1) Member vacancy beginning immediately and ending December 31, 2021.

E. Discussion Items: None

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, August 24, 2021, at 1:30 p.m. and was called to order by the Chair.

James Holtvluwer pronounced the invocation.

The Deputy Clerk led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Francisco Garcia, Joseph Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Roger Bergman, Matthew Fenske. (10)

Absent: Philip Kuyers. (1)

Presentation of Petitions and Communications

Chairman Roger Bergman addressed the Board of Commissioners and audience regarding the Public Health Limited Mask Mandate Order.

Lisa Stefanovsky, Health Officer, addressed the Limited Mask Mandate Order.

Dr. Rosemary Olivero, M.D., and Dr. Dailya Khuon, M.D., Pediatric Infectious Specialists at Helen DeVos Children's Hospital, spoke on the Limit Mask Mandate Order and COVID-19 in schools.

Marcia Mansaray, Deputy Health Administrator, address the Limited Mask Mandate Order.

A COVID-19 update was presented by Derel Glashower, Senior Epidemiologist.

Public Comments

Public comments were made by the following:

1. Casey Koopmans
2. Robert Davidson
3. David Barnosky
4. Brian VanDussen
5. Ryan Smarszcz

B/C 21-184 Joseph Baumann moved to approve the agenda of today as presented. The motion passed.

B/C 21-185 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 10, 2021 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$11,323,427.49 as presented by the summary report for August 2, 2021 to August 13, 2021.
3. To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

The motion passed as shown by the following votes: Yeas: James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 21-186 Douglas Zylstra moved to open the Public Hearing at 2:44 p.m. to receive comments on the Mary Free Bed Rehabilitation Hospital Refunding bonds. The motion passed.

B/C 21-187 Douglas Zylstra moved to close the Public Hearing at 2:44 p.m. to receive comments on the Mary Free Bed Rehabilitation Hospital Refunding bonds. The motion passed.

B/C 21-188 Gregory DeJong moved to approve the naming of the paved trail loop through the forest southwest of the Nature Center at Hemlock Crossing County Park in honor of David VanGinhoven including the installation of an appropriate permanent sign. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Gregory DeJong, Roger Bergman. (10)

B/C 21-189 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Ottawa County Grand River Collaboration Resolution. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Roger Bergman. (10)

B/C 21-190 Gregory DeJong moved to approve the amended Bylaws of the Ottawa County Land Bank Authority. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)

- F/C 21-191 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Riverside Storage LLC easement as required for construction of the Grand River Greenway Idema Explorers Trail in the amount of \$1,000.00 from the Parks Millage. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)
- B/C 21-192 Gregory DeJong moved to approve the creation of a permanent Port Sheldon Closure Planning Committee consisting of representatives of the County, other taxing units, and economic development organizations. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (10)
- B/C 21-193 Joseph Baumann moved to approve the 2021 budget adjustments per the attached schedule. The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Allen Dannenberg, Matthew Fenske, Roger Bergman. (10)
- B/C 21-194 Joseph Baumann moved to approve the FY 2022-2027 Capital Improvement Plan. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (10)
- B/C 21-195 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the contract with Tele-Rad, Inc. for Tower Management Consulting Services at a total cost of \$12,500.00. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)
- B/C 21-196 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the contract with GovHR for executive recruitment services to assist in hiring a County Administrator at a cost of \$22,500 and to appoint a County Administrator search committee consisting of Chair Bergman, Vice-Chair Fenske, Commissioner Dannenberg, Jose Gomez, Jennifer Owens, Michelle Fare and Monica Verplank. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Gregory DeJong, Roger Bergman. (10)
- B/C 21-197 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Retainer Agreement between Governmental Consultant Services,

Inc. and Ottawa County for a cost of \$48,000.00 per year. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Roger Bergman. (10)

B/C 21-198 Joseph Baumann moved to approve the request from CMH to increase one part-time, non-benefited Mental Health Clerk to full-time benefited and upgrade one Mental Health Specialist to a Mental Health Clinician at a total cost of \$56,658.26 per year paid for the Medicaid and Lakeshore Regional Entity funding. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)

B/C 21-199 Joseph Baumann moved to approve the request from CMH to add 14 full-time, benefited positions at a total cost of \$985,729.13 to be paid for with SAMSHA and CCBHC Grant funding. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)

B/C 21-200 Joseph Baumann moved to approve the request from Public Health to add 17 full-time, benefited positions and 25 part-time, non-benefited positions at a total cost of \$2,179,153.00 to be paid for with federal and state grant funding. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Francisco Garcia, Allen Dannenberg, James Holtvluwer, Roger Bergman. (7)

Nays: Randall Meppelink, Gregory DeJong, Kyle Terpstra. (3)

B/C 21-201 Joseph Baumann moved to approve to pay Interim County Administrator John Shay at the Unclassified U15 level, \$158,572 from August 30, 2021 to the conclusion of his duties as Interim County Administrator and to appoint Mr. Shay to the following boards and commissions for the interim period:

- Grand Valley Metropolitan Council Board of Directors and Executive Committee
- Kent-Ottawa-Muskegon Foreign Trade Zone Board of Directors
- Ottawa County Central Dispatch Authority Board of Directors
- West Michigan Enforcement Team Board of Directors
- Ottawa County Land Bank Authority
- Ottawa County Brownfield Authority
- Ottawa County Economic Development Corporation Board of Directors
- Ottawa County Insurance Authority Board of Directors and Work Group
- Lakeshore Advantage Board of Directors

The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Allen Dannenberg, Matthew Fenske, Roger Bergman. (10)

B/C 21-202 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution in Support of Additional Circuit Court Judgeship. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (9)

Nay: Douglas Zylstra. (1)

B/C 21-203 Joseph Baumann moved to approve the setting of a public hearing on the FY 2022 Ottawa County budget for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 21-204 Joseph Baumann moved to approve the setting of a public hearing on the closeout of the CARES Community Development Block Grant for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Gregory DeJong, Roger Bergman. (10)

B/C 21-205 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the agreement between the County and the Ottawa Conservation District (OCD) in the amount of \$100,000 per year for a two-year term. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Roger Bergman. (10)

B/C 21-206 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the bonding activity of the Kent County Hospital Finance Authority under the IRS Code Section 147(f) for funding that affects one Mary Free Bed Hospital facility in Ottawa County as well as acceptance of Mary Free Bed's indemnification of Ottawa County for this action. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)



B/C 21-207 Joseph Baumann moved to approve the restoration of the Unclassified Optional 457 Deferred Compensation Plan Employer Cap to the IRS limits effective January 1, 2022. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)

A break was taken from 3:17 p.m. to 3:27 p.m.

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

Public Comments

Public comments were made by the following:

1. Linda Young
2. Kathie Pearson
3. Tara Anama
4. Rivka Hodgkinson
5. Ray Moss
6. Allison Miedema
7. Tammy Clark
8. Kristen Meghan Kelly
9. Michelle Grzybowski
10. Rachel Atwood
11. Melissa Meiste
12. Rachel Nephew
13. Valorie Triemstra
14. Angela Loreth
15. Krista Yetzke
16. Angie Yetzke
17. Angie Bronkema
18. Janice Walters
19. Alyssa Lubbers
20. Kacie Prins
21. Barb VanderVeen
22. Ken Liupakka
23. Paul Kik
24. Ashton Foreman
25. Sherri Wabeke
26. Jared Schuitema
27. Rachel Gallegos

28. Sarah Oberst
29. Vicki Neis
30. Lisa Bomers
31. Kris Smith
32. Marie Karsemeyer
33. Jillian Van Solkema
34. Roger Belknap
35. Mitch Disselkoen
36. Colin Disselkoen
37. Amy Disselkoen
38. Kristi Lacy
39. Jamie LeMieux
40. Steven LeMieux
41. Sally Cronkright
42. Gail Roelofs
43. Joel Studebaker
44. Phillip Merrill
45. Giana Galvan
46. Audrey Black
47. Margaret Rosloniec
48. Tobi Hildebrand
49. Tonya Harris
50. Emily Underhill
51. Darrell Heuker
52. Harvey Nikkel
53. Christi Meppelink
54. Amanda Semlow
55. Kerri Bosma
56. Jamie Overway
57. Christina Vizihum
58. Yelena Klawon
59. Hilary DeJonge
60. Kristina Stickney
61. Matt Dumond
62. Karen DeVries
63. Christian Tishelar
64. Jodi DeRoo
65. Jeremy Voorhies
66. Linda Ford
67. Jamie Dirkse
68. Jolynn Patmos
69. Ashley Brower

70. Ben Smith
71. Amber Ciesielski
72. Liz Ramey
73. Staci Perkins
74. Mindy VanderHeuvel
75. Illance Olsen
76. Ruth VanHoven
77. Rhonda Young
78. Lanae Monera
79. Chris Fisher
80. Ryan Schut
81. Rachel VanHouten
82. Candy Kraker
83. Matthew Jones
84. Joe Moss
85. Kaley Kiewiet
86. Sergei Petrenko
87. Sandy Betten
88. Dawn Buitenhuis
89. Madelyn Bolhuis
90. Caitlyn Bolhuis
91. Ronnie Allen
92. Kim Mol
93. Kristen Jones
94. Zachary Koster
95. Sandy Tuggle
96. Dave Muma
97. Brandon Holstege
98. Brett Kuypers
99. Andrew Geurink
100. Mary Jane Gears
101. Ross Ziegenthaler
102. Ann Mowery
103. Reginald Hanegraff
104. Dan Vander Zwaag

Zoom public comments were made by the following:

1. Kate Ritsema
2. Alyssa Olson
3. Gabi Manolache
4. Aileen VanderSchoor

5. Elizabeth Flandreau
6. Deanna Hunter
7. Dan Winiarski
8. Cathy Seaver
9. Kathleen Lucas
10. Sylvia Rhodea
11. Shelby Visser
12. Cadence Ziegenthaler
13. Teresa Patteuw
14. Denise Bruursema
15. Dina Matchinsky
16. Chelsie Jensen
17. Jeff Rudd

B/C 21-208 Matthew Fenske moved to adjourn at 8:20 p.m. subject to the call of the Chair. The motion passed.

JUSTIN F. ROEBUCK, Clerk/Register  
Of the Board of Commissioners

ROGER A. BERGMAN, Chairman  
Of the Board of Commissioners

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	09/14/2021
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Accounts Payable for August 16 - 27, 2021

## Suggested Motion:

To approve the general claims in the amount of \$5,244,757.48 as presented by the summary report for August 16 - August 27, 2021.

## Summary of Request:

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

## Financial Information:

Total Cost: \$5,244,757.48	General Fund Cost: \$5,244,757.48	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 1: To Maintain and Improve the Strong Financial Position of the County.

**Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

**Total CHECKS | EFTs | WIRES**



Dates: August 16, 2021  
to August 27, 2021

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

**\$5,244,757.48**

1,100 INVOICES

5,244,757.48

Karen Karasinski  
Fiscal Services Director


Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, September 7, 2021

Roger Bergman, Chairperson  
Board of Commissioners

Justin Roebuck  
Clerk/Register of Deeds

## Total CHECKS | EFTs | WIRES

 <b>Ottawa County</b> <i>Where You Belong.</i>	Dates: August 16, 2021	
	to August 27, 2021	
	<b>Total of all funds:</b>	<b>\$5,244,757.48</b>
0000	TREASURY FUND	5,348.15
1010	GENERAL FUND	323,685.26
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	37,831.48
2160	FRIEND OF COURT	1,076.55
2180	OTHER GOVERNMENTAL GRANTS	90,940.44
2210	HEALTH	35,696.38
2220	MENTAL HEALTH	822,756.63
2221	MENTAL HEALTH MILLAGE	185,190.20
2225	SUBSTANCE USE DISORDER	120,122.18
2271	SOLID WASTE CLEAN-UP	23,644.30
2272	LANDFILL TIPPING FEES	12,328.29
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	0.00
2600	PUBLIC DEFENDERS OFFICE	10,296.20
2620	FEDERAL FOREITURE	0.00
2602	WEMET	6,261.88
2630	SHERIFF GRANTS & CONTRACTS	16,230.55
2631	CONCEALED PISTOL LICENSING	668.00
2901	DEPT OF HUMAN SERVICES	2,831.67
2920	CHILD CARE - PROBATE	180,191.14
2970	DB/DC CONVERSION	0.00

## Total CHECKS | EFTs | WIRES



Dates: August 16, 2021

to August 27, 2021

**Total of all funds: \$5,244,757.48**

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	185,471.00
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	0.00
5160	DELINQUENT TAXES	1,255.00
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	11,511.00
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	20,191.51
6641	EQUIPMENT POOL	20,170.00
6770	PROTECTED SELF-FUNDED INSURANCE	6,980.82
6771	EMPLOYEE BENEFITS	237.60
6772	PROTECTED SELF-FUNDED UNEMPL INS.	97.95
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	1,229,028.92
7010	TRUST & AGENCY	1,689,278.20
7015	TRUST & AGENCY JUVENILE COURT	50.00
7040	IMPREST PAYROLL	8,868.79
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
8010	SPECIAL ASSESS. DRAINS	190,407.41
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	0.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	6,109.98



# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	09/14/2021
<b>Requesting Department:</b>	Corporation Counsel
<b>Submitted By:</b>	Doug Van Essen
<b>Agenda Item:</b>	Post-Execution Ratification of Contracts under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy

## Suggested Motion:

To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

## Summary of Request:

Ottawa County has adopted a Contracting Authorization and Form Policy to handle the thousands of contracts that require the approval of the Ottawa County Board of Commissioners each year. Section IV (D)(2) of this Policy enables contracts of the courts and community mental health, contracts under \$70,000 in total, emergency contracts, grants renewals and other contracts that require prompt execution under exceptional circumstances to be signed by the Board Chairperson and County Clerk and then to be ratified after execution by the Board of Commissioners at its next meeting. The attached list is a collection of these contracts and is being approved in total pursuant to the consent rules of the Board.

## 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 1: To Maintain and Improve the Strong Financial Position of the County.

**Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

**Administration:**  Recommended  Not Recommended  Without Recommendation  
County Administrator: *John Su*

Committee/Governing/Advisory Board Approval Date:

# Board Ratification Contracts

**Report Start Date:** 8/21/2021

**Report End Date:** 8/31/2021

**Total Amount of Contracts:** \$551,385.00

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	OBJECT CODE	PURPOSE
1261	08/02/2021	08/23/2021	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	\$75,000.00	502000	Emergency Housing Voucher grant with MSHDA for services to prevent homelessness.
1283	08/26/2021	08/30/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$406,157.00	502000	Coronavirus Aid Relief and Economic Security 2022, Part 1
1284	08/26/2021	08/30/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$70,228.00	505000	Community Services Block Grant 22 - 2022, Part 1

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 09/14/2021

**Requesting Department:** Administrator's Office

**Submitted By:** John Shay

**Agenda Item:** Draft of Proposed 2022 Board Rules

## Suggested Motion:

To receive a report from the Rules Committee on the draft of the proposed 2022 Board Rules.

## Summary of Request:

Section 4.4 of the 2021 Board Rules states in part: "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."

The Rules Committee met on August 30, 2021 and is recommending only one change to the Board Rules. In Section 2.3, the Rules Committee is proposing to clarify that correspondence shall not be read out loud into the record at a Board meeting.

## 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 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: *John Shay*

Committee/Governing/Advisory Board Approval Date:



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

***20212022  
As Amended on ~~March 23~~September 14, 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.

### **Section 2.5 Public Comment**

Persons wishing to utilize public comment at meetings shall be required to complete a form stating their complete name and address and attesting to their willingness to abide by the Board's rules for public comment, which include directing their comments to the Chairperson only, speaking within the allotted time frame stated by the Chairperson, refraining from personal attacks, refraining from vulgarity or profanity and to be civil in tone. Generally, public comment is limited to 3 minutes per person; however, the Chairperson may further reduce the time to 2 minutes or even 1 minute depending if a high number of people are present to speak so that all persons can exercise their right. If a meeting is also being broadcast digitally, the Chairperson in his or her discretion may allow participation of persons in public comment. All rules of decorum applicable to physical public comment apply, including the responsibility to identify name and address. The Chairperson may restrict digital public comment to residents of Ottawa County only and may limit the number of people participating depending on the length of the meeting.

## **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.
- g.

### **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:**

<u>Public Defender</u>	<u>December</u>
Corporation Counsel	<u>December</u>
<u>Planning and Performance Improvement</u>	<u>Department of Strategic Impact</u>
<u>December</u>	
Treasurer	<u>January</u>
<u>Diversity, Equity and Inclusion</u>	<u>December</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>
<u>Human Resources</u>	<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>
<u>Human Resources</u>	<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>
20 <sup>th</sup> Circuit Court – Probation	<u>May</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

---

Kyle J. Terpstra  
District 6 Commissioner

---

James Holtvluwer  
District 7 Commissioner

---

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 09/14/2021

**Requesting Department:** Administration

**Submitted By:** Regina MacMillan

**Agenda Item:** Community Mental Health Board

## Suggested Motion:

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

\*Terry Goldberg

and to select one (1) to fill one (1) Family Member vacancy beginning immediately and ending March 31, 2024.

## Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

## 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 1: To Maintain and Improve the Strong Financial Position of the County.

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

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

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

**Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Date 07/13/2021

Position Applying For Community Mental Health Board/Family Member (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Terry Goldberg

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

\_\_\_\_\_

\_\_\_\_\_

**Education:**

School Michigan State University School GVSU

Degree Masters Degree BS

**Employment Background:**

Current Employer Retired Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Previous Employer Ottawa Area Intermediate School District Position Teacher/Teacher Consultant

Responsibilities \_\_\_\_\_

35 years as a classroom teacher, 4 years as a teacher consultant. Assist in classrooms, listen to and advise teachers, paras, students and families.

Length of Residency in Ottawa County 60

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes  No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Special Olympics, Momentum Center Advisory Board, St. Mary's festival and auction committees.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes  No

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

I have been in education for 47 years. I grew up with a niece and 2 nephews with different abilities. My wife and both sons are ADDHD with medications. My wife is also receiving medication for depression. I have lived with members of my family with needs that have prepared me to assist others. I myself has been diagnosed with ADD, but unmedicated. My doctor stated I had devised coping techniques to deal with my diagnosis.

Family Member (BC)/Community Mental Health Board/

**Thank you for your interest in Ottawa County Government**

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 09/14/2021

**Requesting Department:** Administration

**Submitted By:** Regina MacMillan

**Agenda Item:** Building Authority

## Suggested Motion:

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

\*Ron Frantz

and to select one (1) to fill one (1) Member vacancy beginning immediately and ending December 31, 2021.

## Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

## 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 1: To Maintain and Improve the Strong Financial Position of the County.

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

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

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

**Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:

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

Date 07/30/2021

Position Applying For Building Authority/Member (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Ronald J Frantz

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 8 Birth Day 4

**Contact Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:**

School Kalamazoo Colege

School Case Western Reserve University School of Law

Degree BA

Degree Juris Doctor

**Employment Background:**

Current Employer Retired Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Previous Employer Ottawa County Position Prosecuting Attorney

Responsibilities \_\_\_\_\_

Chief Law Enforcement Officer of Ottawa County by statute. Prosecuted thousands of criminal defendants over a 43+ year career for crimes ranging from homicides to traffic infractions. Supervised an office staff of up to 14 assistant prosecutors and 15 support staff.

Length of Residency in Ottawa County 44

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes  No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I have served on several county building planning committees, including having a significant role in the design of the Grand Haven Courthouse. I have served on the boards and as president of the state prosecutors' association and the county bar association, and as a county representative on the boards of Legal Aid of West Michigan and the Children's Advocacy Center (where I continue to serve).

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes  No

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

I have enjoyed my time on various county building committees and believe I have the experience and insight to contribute substantially to the planning, development, construction, and completion of the pending projects in a fiscally responsible manner.

**Thank you for your interest in Ottawa County Government**