



**Ottawa County**  
Clerk | Register of Deeds

Justin F. Roebuck  
County Clerk | Register of Deeds

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Sherri A. Sayles  
Chief Deputy County Clerk

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Rachel A. Sanchez  
Chief Deputy Register of Deeds

December 28, 2021

TO ALL COUNTY COMMISSIONERS:

The Ottawa County Board of Commissioners will meet on Monday, January 3, 2022 at 8:30 a.m. in the Board of Commissioners Room, Fillmore Street Complex, West Olive, Michigan and via Zoom and YouTube for the purpose of Organization of the Board for the year 2022.

The Agenda is as follows:

1. Call to order by the Clerk
2. Invocation – Commissioner Terpstra
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Public Comment
6. Oath of Office
7. [Resolution Adopting a One \(1\) Year Term for the Board Chairperson](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson.
8. Elect Temporary Chairperson
9. Elect Chairperson
10. Elect Vice-Chairperson
11. Oath of Office for Chairperson and Vice-Chairperson

## 12. Action Items

### A. [2022 Board of Commissioner Committee Appointments](#)

Suggested Motion:

To approve the Board of Commissioner Committee appointments for 2022.

### B. [2022 Rules of the Ottawa County Board of Commissioners](#)

Suggested Motion:

To approve the proposed updates to the Rules of the Ottawa County Board of Commissioners.

### C. [Resolution to Provide for Deposit of Public Monies](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to deposit all public funds in approved financial institutions, and execute any necessary contracts for the same, for the benefit of Ottawa County.

### D. [Resolution to Provide for Deposit of Drainage District Funds](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds in identified financial institutions and execute necessary related contracts for the benefit of the Ottawa County Water Resources Commissioner.

### E. [Resolution to Provide for Deposit of Road Commission Funds](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest Road Commission funds in identified financial institutions and execute related necessary contracts for the benefit of the Ottawa County Road Commission.

### F. [Resolution to Provide for Investment of Surplus Funds](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to invest and reinvest surplus funds in compliance with the current Ottawa County Investment Policy and to execute any necessary contracts for the same.

### G. [Resolution to Establish Policy Regarding Tax Credits for Qualified Individuals](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to waive administration fees and interest for real property taxes paid prior to May 1 by qualified persons, as set forth in the Resolution.



## H. Appointments

### From the Talent and Recruitment Committee

#### 1. [Building Authority](#)

Suggested Motion:

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

\*Gary Rosema

\*Terry Blanchard

\*Ron Frantz

and to select three (3) to fill three (3) Member vacancies beginning immediately and ending December 31, 2024.

#### 2. [Community Mental Health](#)

Suggested Motion:

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

\*David Parnin

and to select one (1) to fill one (1) General Public vacancy beginning April 1, 2022 and ending March 31, 2025.

#### 13. Public Comments

#### 14. Adjournment

**COUNTY OF OTTAWA**  
**STATE OF MICHIGAN**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3<sup>rd</sup> day of January, 2022 at 8:30 a.m. local time.

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

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

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

WHEREAS, HB 5952, amending MCL 46.3, as passed by the Senate on December 14, 2000 and signed into law by Governor John Engler, provides that commencing on January 1, 2001, the term of the chairperson of a county board of commissioners within the State of Michigan shall begin on odd-numbered years for a two (2) year term, unless the board of commissioners of the affected county elects, by resolution, to elect the chairperson annually for a one (1) year term; and,

WHEREAS, it is the belief of the Ottawa County Board of Commissioners that for the Board term beginning January 1, 2022 until a new Chair is elected in January 2023. The Chairperson of the Ottawa County Board of Commissioners should be elected by the Board

annually for a one (1) year term, so as to maintain maximum flexibility during that time period in the choice of Board leadership;

NOW THEREFORE BE IT RESOLVED, that the Chairperson of the Ottawa County Board of Commissioners is elected beginning January 1, 2022 and ending with the election of a new Chairperson in January 2023.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

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

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

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk/Register

## 2022 Board and Commission Assignments

Agriculture Preservation Board	Matt Fenske
Area Community Services Employment & Training Council (ACSET)*	Matt Fenske, Frank Garcia
Brownfield Redevelopment Authority	Greg DeJong
Community Corrections Advisory Board	Roger Bergman
Comprehensive Economic Development Strategy Committee (CEDS)	Kyle Terpstra
Drain Board*	Matt Fenske, Joe Baumann
Food Services Appeals Board	Al Dannenberg
Grand Valley Metropolitan Council (GVMC)	Jim Holtvluwer
Groundwater Board	Matt Fenske, Greg DeJong
Holland SmartZone Local Development Authority	Doug Zylstra
Kent Ottawa Muskegon Foreign Trade Zone Authority	Randy Meppelink
Lakeshore Regional Entity (LRE) Executive Board	Matt Fenske
Lakeshore Regional Entity (LRE) Oversight Policy Board	Doug Zylstra
Land Bank Authority (LBA)	Randy Meppelink
Lloyd's Bayou Lake Board	Roger Bergman
Local Emergency Planning Commission (LEPC)	Kyle Terpstra
Macatawa Area Coordinating Council Policy Board (MACC)	Joe Baumann
MSU Extension Advisory Board	Kyle Terpstra, Roger Bergman
Ottawa County Central Dispatch Authority Policy Board	Randy Meppelink
Ottawa County Economic Development Corporation	Greg DeJong
Ottawa County Insurance Authority*	Matt Fenske, Joe Baumann, Roger Bergman
Ottawa County Community Mental Health Board	Matt Fenske, Al Dannenberg, Doug Zylstra, Jim Holtvluwer
Parks and Recreation Commission	Jim Holtvluwer, Phil Kuyers, Greg DeJong
Plat Board*	Matt Fenske
Solid Waste Planning Committee	Al Dannenberg
Spring Lake, Lake Board	Roger Bergman
Veteran's Affairs Committee	Randy Meppelink
West Michigan Airport Authority (Tulip City Airport)	Frank Garcia
West Michigan Enforcement Team Policy Board (WEMET)	Al Dannenberg
West Michigan Regional Planning Commission	Frank Garcia
West Michigan Shoreline Regional Development Commission	Roger Bergman

\*denotes Board Chair requirement



Ottawa County  
*Where You Belong.*

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

***20212022***  
***As Amended on ~~March 23, 2021~~ January 3, 2022***

**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 2.2 - 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 Committee meeting agendas and materials should be posted on the website for Commissioner and public review. 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. If the Committee has advanced a matter that was considered by a Committee without advance notice or was materially changed by the Committee, the Administrator shall copy all Commissioners with the new or revised matter as soon as practicable after the Committee meeting and before the Board meeting and ensure that the matter is included in the Board Agenda packet available to the public. 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 2.3 - 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 2.4 - 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 2.5 – Public Comment**

Persons wishing to utilize public comment at meetings may 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.

### **Section 2.5-6 - 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.
- 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:**

Public Defender's Office	<u>December</u>
Corporation Counsel	<u>December</u>
<del>Planning and Performance Improvement</del> <u>Department of Strategic Impact</u>	<u>December</u>
Treasurer	<u>January</u>
Diversity, Equity and Inclusion	<u>January</u>
Equalization Department/Property Description & Mapping	<u>February</u>
Innovation and Technology	<u>February</u>
Community Mental Health	<u>February</u>
Facilities Maintenance	<u>February</u>

Department of Health & Human Services	<u>March</u>
Michigan State University Extension Service	<u>March</u>
Ottawa County Department of Public Health	<u>March</u>
Community Action Agency	<u>March</u>
Parks and Recreation	<u>April</u>
Prosecuting Attorney	<u>April</u>
Human Resources	<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>

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.

Because the Board's authority is limited to certain statutory responsibilities, the Board may only entertain substantive resolutions, motions or ordinances that pertain to the specific administrative or legislative authority conferred to it by state statute. Nonbinding commentary on issues is inappropriate for Board action with the sole exception being a recommendation on a proposed law that has been introduced or proposed regulation that is in the comment phase before state or federal government and, if passed, would directly affect the Board's authority. Any proposed resolution, motion or ordinance that does not pertain in this way to the Board's statutory authority is out of order. The only exception to this rule is honorary resolutions that recognize extraordinary community or county service of particular individuals, officers or employees.

### **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~~2022.

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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 [H.](#) Holtvluwer  
District 7 Commissioner

---

Greg J. DeJong  
District 8 Commissioner

---

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

**COUNTY OF OTTAWA**  
**STATE OF MICHIGAN**

**RESOLUTION ESTABLISHING DEPOSITORIES OF PUBLIC MONIES**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of January, 2022 at \_\_\_\_\_ o'clock 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 County Treasurer of Ottawa County, Michigan (hereinafter, "the Ottawa County Treasurer") receives from time-to-time certain monies belonging to, or held for the State, the County of Ottawa, its constituent departments and agencies, or other political units of the State; and,

WHEREAS, pursuant to Act 40 of the Public Acts of 1932, as amended, MCLA §129.12, the Board of Commissioners is required to designate authorized and qualified depositories for such public monies;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Treasurer, is hereby directed to deposit all public monies, including tax monies, now in or coming into the hand of said

Treasurer, in such of the following financial institutions as may qualify to so act under the laws of the State of Michigan:

Bank of America  
CIBC  
Choice One Bank  
Citizen's Bank  
Comerica Bank  
Comerica Securities  
Consumers Credit Union  
Crestmark Bank  
Fifth Third Bank  
Fifth Third Securities  
First Community Bank  
First National Bank of America  
First National Bank of Michigan  
Flagstar Bank  
Grand River Bank  
Horizon Bank  
Huntington National Bank  
Huntington Capital  
Independent Bank  
JP Morgan Chase  
Key Bank  
Lake Michigan Credit Union  
Level One Bank  
Macatawa Bank  
Mercantile Bank of West Michigan  
Michigan CLASS  
Multi-Bank Securities, Inc.  
Northstar Bank  
Northpointe Bank  
Old National Bank  
PNC Bank  
Robert W. Baird & Co. Inc.  
Southern Michigan Bank and Trust  
Sterling Bank & Trust  
The State Bank  
United Bank of Michigan  
United Federal Credit Union  
Union Bank  
Wells Fargo Advisors  
West Michigan Community Bank

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is hereby authorized to designate which among the listed qualified bank or banks shall be an actual depository for the public fund accounts of the County and to advise quarterly the Ottawa County Board of Commissioners, County Administrator, County Fiscal Services Director and County Corporation Counsel of all accounts that have been open in the year and to provide them information on and to update all such account balances so that those officials have an accurate periodic record of such accounts and their contents; and,

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners, and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners:

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NAYS: Commissioners:

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ABSTENTIONS: Commissioners: \_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Matt Fenske, Chairperson,  
Ottawa County Board of Commissioners

\_\_\_\_\_  
Justin F. Roebuck, Ottawa County Clerk



**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION REGARDING DEPOSIT OF DRAINAGE DISTRICT FUNDS**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of January, 2022 at \_\_\_\_\_ o'clock p.m. local time.

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Public Acts of 1956, as amended, MCLA 280.282, the Ottawa County Water Resources Commissioner, is required to provide for the deposit of all drain monies belonging to, or held for all Drainage Districts coming into the hands of the County Treasurer, in one or more banks within the State;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Water Resources Commissioner hereby directs, and the Board of Commissioners confirms, that the County Treasurer of Ottawa County, Michigan, (hereinafter, "the Ottawa County Treasurer") shall deposit all drain monies coming into his/her hands as Treasurer in any bank within the State which is a legal depository as defined by State and/or Federal law, and is among those approved by the Board

of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates of deposit in these institutions or invest in any investment permitted by Act No. 20 of the Public Acts of 1943, as amended, MCLA 129.91 et seq., or Federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is authorized, with the approval of the Board of Commissioners, to enter into and execute on behalf of all Drainage Districts any contracts with any bank or trust company for the safekeeping or third party custodianship of any of Ottawa County's securities as well as any contract or repurchase agreements with any corporation for the purpose of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the Ottawa County Treasurer shall require; and,

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

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

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

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ABSTENTIONS: Commissioners: \_\_\_\_\_

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\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Matt Fenske, Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION REGARDING DEPOSIT OF ROAD COMMISSION FUNDS**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of January, 2022 at \_\_\_\_\_ o'clock p.m. local time.

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

WHEREAS, under the laws of the State of Michigan, Act No. 51 of the Public Acts of 1951, as amended, MCLA 247.651 et seq., the Ottawa County Treasurer is required to provide for the deposit and investment of funds returned to the County for the use of the Board of County Road Commissioners of the County of Ottawa, as specifically provided for in MCLA 247.662(12);

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Treasurer shall deposit all funds returned to the County for the use of the Board of County Road Commissioners of the County of Ottawa in a bank within the State of Michigan which is a depository as defined by Michigan and/or federal law, and is among those approved by the Board of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates of deposit in these

institutions or invest in any investment permitted by Act 20 of the Public Acts of 1943, as amended, MCLA 129.91 et seq., or federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is authorized with the approval of the Board of Commissioners, to enter into and execute on behalf of the Board of Ottawa County Road Commissioners any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County's securities represented by those funds held for and on behalf of the Board of Road Commissioners of the County of Ottawa, as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the Ottawa County Treasurer shall require; and,

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners, and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Matt Fenske, Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION REGARDING INVESTMENT OF SURPLUS FUNDS**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of January, 2022 at \_\_\_\_\_ o'clock 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 following terms will have the meanings as set forth:

"Ottawa County" means the County of Ottawa, Michigan.

"Board" means the Ottawa County Board of Commissioners.

"Act" means Act No. 20, of the Public Acts of 1943, as amended, MCLA 129.91 et seq.

"Surplus Funds" means "surplus funds" as described in the Act.

"Approved investments" means investments specifically approved by Section 1 of the Act.

"Liquid" means convertible into cash.

WHEREAS, the Board desires to invest Ottawa County's Surplus Funds at all times in Approved Investments which preserves the principal thereof, which are sufficiently liquid for Ottawa County to meet future fiscal needs, and which earn a high rate of interest.

WHEREAS, the investment of the Ottawa County's Surplus Funds requires comprehensive planning involving a monitoring of Ottawa County's existing investment of Surplus Funds, examining Ottawa County's future fiscal needs, comparing the various Approved Investments, and proposing to the Board investment of Surplus Funds in Approved Investments which preserves the principal thereof, which are sufficiently liquid for Ottawa County to meet its future fiscal needs.

NOW THEREFORE BE IT RESOLVED, that in executing the afore-described duties, the Ottawa County Treasurer shall regularly report to the Administration and Finance Committee of the Board, regarding Ottawa County's investment of Surplus Funds, its future fiscal needs, and the performance of investments pursuant to the Ottawa County Investment Policy.

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer shall invest and reinvest Ottawa County's Surplus Funds according to Board directive, and the County Treasurer shall notify the Finance Committee Chairperson, in writing, of the existence and investment of the Surplus Funds.

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.



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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Matt Fenske, Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION REGARDING TAX CREDITS FOR CERTAIN  
QUALIFIED PERSONS**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of January, 2022 at \_\_\_\_\_ o'clock 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 legislature of the State of Michigan has provided for a tax credit upon real estate property taxes for senior citizens, paraplegics, quadriplegics, eligible servicepersons, eligible veterans, eligible widows, totally and permanently disabled and blind persons; and,

WHEREAS, said credits are seldom received prior to February 15, the date after which certain administration fees and interest become payable to the Ottawa County Treasurer; and,

WHEREAS, some of the above mentioned persons do not have the funds to pay such taxes except with the assistance of the credit; and,

WHEREAS, pursuant to Act 334 of the Public Acts of 1975, as amended, MCLA 211.59, allows this Board to waive administration fees and interest for taxes paid prior to May 1, in the first year of delinquency;

NOW THEREFORE BE IT RESOLVED: (a) Any administration fee in excess of the fee that would be added if the tax had been paid before February 15, shall be waived, and (b) Interest paid pursuant to MCLA 211.59(1), shall be refunded from the general fund of Ottawa County for the taxes paid by the above described qualified persons in the first year of delinquency before May 1, provided said person:

1. Made a claim before February 15 for the credit provided by Chapter 9 of Act 281 of the Public Acts of 1967, as amended, being Sections MCLA 206.501 to 206.532, who presents a copy of the form filed for that credit to the Ottawa County Treasurer; and,
2. Certifies to the Ottawa County Treasurer that he or she has not received the credit before March 1, and who states that the credit is needed to pay the taxes.

BE IT FURTHER RESOLVED, that this resolution shall continue in effect and apply to 2022 and all future property tax collection years unless rescinded by the Ottawa County Board of Commissioners;

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Matt Fenske, Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/03/2022

**Requesting Department:** Administration

**Submitted By:** Regina MacMillan

**Agenda Item:** Building Authority

## Suggested Motion:

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

\*Gary Rosema

\*Terry Blanchard

\*Ron Frantz

and to select three (3) to fill three (3) Member vacancies beginning immediately and ending December 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: 12/14/2021

Talent and Recruitment Committee

# Gary Rosema

Committee: Building Authority

Seat: Member (BC)

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## Education

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**School:**

Muskegon Community College

**Degree:**

Associates of Arts - Public Administration

**School 2:**

FBI National Academy (University of Virginia)

**Degree 2:**

## Employment

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**Current Employer:**

Retired

**Position:**

**Responsibilities:**

Currently a Board Member and Board Chair of the Children's Advocacy Center in Ottawa County. In addition was the Capital Campaign chair on a 1.7 million dollar building addition project that met its goal in 9 months. I represented the Board on the Building Committee and the Building has been completed.

**Previous Employer:**

Ottawa County

**Position:**

Sheriff (for 24 yrs.and member of the department for 42 yrs.)

**Responsibilities:**

Responsible for the maintenance and overall operation of the Ottawa County Sheriff's Office accountable to the general public and the various local units in the county. Also represented the county in various committees and responsibilities at the state level. Involved in all aspects of building plans that impacted the Sheriff's Office and Criminal Justice operations throughout the county over my tenure as Sheriff.

## Eligibility & Other Considerations

---

**Residency Length:**

69 Years

**Family members employed at Ottawa County or other govt:**

true

Son works for the City of Grandville

**Experience:**

I have been involved with numerous boards and committees over the years in my role as Sheriff and also as a staff member of the department. I chaired Governor Snyder's CLEAR Council (Council on Law Enforcement and Reinvention) at the state level during his tenure as Governor. I am a past Governor's appointee and chair of the Michigan Law Enforcement Standards Council. Also the Governor's appointee for the original development and start-up of the MIOC (Michigan Intelligence Operations Center).

**Attendance Policy:**

false

\*\*Yes, however, I do travel to Florida for three months during the winter.

**Why do you want to be considered for this appointment?**

I still have an active interest in the direction that Ottawa County is headed. Both the County Board and the County Administration have constantly looked toward the future as it relates to the facilities and services that they make available to the residents of the county. This, in addition to providing a positive workplace for county staff, has been demonstrated throughout the years.

# Terry D. Blanchard

Committee: Building Authority

Seat: Member (BC)

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## Education

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**School:**

Davenport University

**Degree:**

Associates Business

**School 2:**

**Degree 2:**

## Employment

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**Current Employer:**

Retired

**Position:**

**Responsibilities:**

Taking care of wife, children and grand children with needs wishes and wants

**Previous Employer:**

Goldberg Group Architects

**Position:**

Director of Business Development

**Responsibilities:**

## Eligibility & Other Considerations



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**Residency Length:**

36 Years

**Family members employed at Ottawa County or other govt:**

false

**Experience:**

**Attendance Policy:**

true

Yes I commit to attending all required meetings

**Why do you want to be considered for this appointment?**

Having been on the board previously I have the desire to continue in assisting with the current Family Courts Building project

**Application Date:** 11/28/2021

**Position Applying For:** Building Authority/Member (BC)

**Name:** Ronald J Frantz

[REDACTED]

### **Contact Information:**

[REDACTED]

[REDACTED]

### **Education:**

**School:** Kalamazoo College

**Degree:** BA Economics

**School:** Case Western Reserve University

**Degree:** Juris Doctor

### **Employment Background:**

**Current Employer:** Retired

#### **Responsibilities:**

Current Building Authority member

**Previous Employer:** Ottawa County

**Position:** Prosecuting Attorney

**Responsibilities:**

Prosecute violations of state law

**Length of Residency in Ottawa County:** 44

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

**If so, describe**

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

**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?**

true

**If not, why not?**

Yes

**Why do you want to be considered for this appointment?**

Currently Building Authority member

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/03/2022

**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):

\*David Parnin

and to select one (1) to fill one (1) General Public vacancy beginning April 1, 2022 and ending March 31, 2025.

## 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: 12/14/2021

Talent and Recruitment Committee

12/14/2021

Board of Commissioners

**Application Date:** 11/04/2021

**Position Applying For:** Community Mental Health Board/General Public (BC)

**Name:** David R Parnin

[REDACTED]

**Contact Information:**

[REDACTED]

[REDACTED]

**Education:**

**School:** Central Michigan

**Degree:** BS Psychology

**School:** Central Michigan

**Degree:** MA Counseling Psychology

**Employment Background:**

**Current Employer:** see previous

**Responsibilities:**

see previous

**Previous Employer:** see previous

**Responsibilities:**

see previous

**Length of Residency in Ottawa County:** 7

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

**If so, describe**

see previous

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

see previous

**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?**

true

**If not, why not?**

see previous

**Why do you want to be considered for this appointment?**

Reappointment request as term ends in March 2022.