



**Ottawa County**  
Board of Commissioners

**Joe Moss**  
Chairperson

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**Sylvia Rhodea**  
Vice-Chairperson

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, July 23<sup>rd</sup> at 6:30 PM** for the regular July meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Correspondence
5. Public Comment
6. Approval of Agenda
7. Consent Resolutions:

From the County Clerk/Register

A. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the minutes of the [July 9, 2024](#) Board of Commissioners meeting.

From the Talent and Recruitment Committee

B. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 1](#)

Suggested Motion:

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

Gretchen Cosby | Chris Kleinjans | Douglas Zylstra | Jacob Bonnema | Kendra Wenzel  
Rebekah Curran | Roger Belknap | Roger Bergman | Allison Miedema

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

Eligible:

\*Matt Rosser  
Tom Mahoney

and to Matt Rosser to fill one (1) Representative of Solid Waste Facility (Landfill) vacancy beginning August 1, 2024 and ending July 31, 2029.

C. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 2](#)

Suggested Motion:

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

Eligible:

\*Russ Boersma  
Tom Mahoney

and to select Russ Boersma to fill one (1) Representative of Hauler vacancy beginning August 1, 2024 and ending July 31, 2029.

D. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 3](#)

Suggested Motion:

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

Eligible:

\*Tom Mahoney  
Matt Rosser

and to select Tom Mahoney to fill one (1) Materials Recovery Facility vacancy beginning August 1, 2024 and ending July 31, 2029.

E. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 4](#)

Suggested Motion:

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

Eligible:

\*Dan Tietema  
Tom Mahoney

Ineligible:

Matt Rosser

and to select Dan Tietema to fill one (1) Representative of Compost Facility/Aerobic Digester vacancy beginning August 1, 2024 and ending July 31, 2029.

F. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 5](#)

Suggested Motion:

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

Eligible:

\*Kari Bliss  
Nick Carlson

Ineligible:

Tom Mahoney

and to select Kari Bliss to fill one (1) Representative of Waste Diversion, reuse, or deduction facility operator vacancy beginning August 1, 2024 and ending July 31, 2029.

G. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 6](#)

Suggested Motion:

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

Eligible:

\*Kelly Goward  
Nick Carlson  
Daniel Schoonmaker  
Rose Spickler

Ineligible:

Matt Rosser

and to select Kelly Goward to fill one (1) Representative of Environmental Group vacancy beginning August 1, 2024 and ending July 31, 2029.

H. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 7](#)

Suggested Motion:

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

Eligible:

\*Jacob Bonnema

and to select Jacob Bonnema to fill one (1) Elected Official of the County vacancy beginning August 1, 2024 and ending July 31, 2029.

I. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 8](#)

Suggested Motion:

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

Eligible:

\*Edward Costigan  
Meredith Hemmeke  
Thomas Oonk

and to select Edward Costigan to fill one (1) Elected Township Official vacancy beginning August 1, 2024 and ending July 31, 2029.

J. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 9](#)

Suggested Motion:

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

Eligible:

\*Dan Broersma

and to select Dan Broersma to fill one (1) Elected City Official vacancy beginning August 1, 2024 and ending July 31, 2029.

K. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 10](#)

Suggested Motion:

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

Eligible:

\*Nick Carlson  
Eric Shake

Ineligible:

Fred Cizauskas

and to select Nick Carlson to fill one (1) Business that generates managed material vacancy beginning August 1, 2024 and ending July 31, 2029.

L. [Ottawa County Materials Management Planning Committee \(MMPC\) Seat 11](#)

Suggested Motion:

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

Eligible:

\*Paul Sachs

and to select Paul Sachs to fill one (1) Regional Planning Agency vacancy beginning August 1, 2024 and ending July 31, 2029.



M. [Ottawa County Community Action Agency Advisory Board](#)

Suggested Motion:

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

Eligible:

\*Kenneth Styles  
Fred Cizauskas  
Jeremy Gladding  
Christopher MacDonald  
Joyce ann Reed  
Karl VanOostenbrugge

Ineligible:

Ronald Foster  
Caleb Worpel

and to select Kenneth Styles to fill one (1) Private Sector vacancy beginning May 15, 2024 and ending December 31, 2024.

8. Agenda and Action Requests:

A. [Operating Budget Policy \(Second Reading\)](#)

Suggested Motion:

To approve the revised Operating Budget Policy.

B. [Fund Balance Policy \(Second Reading\)](#)

Suggested Motion:

To approve the revised Fund Balance Policy.

9. Committee Reports

10. Public Comment

11. Additional Business

A. Administrator's Report

B. Chairman's Update

12. Adjournment at Call of the Chairperson

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
JULY SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, July 9, 2024, at 9:00 a.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor Mark.

Chairperson Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Chris Kleinjans, Doug Zylstra, Jacob Bonnema, Joe Moss, Kendra Wenzel, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema. (11)

Correspondence

None.

Public Comment

Public comments were made by the following:

1. Donna Mooney-Georgetown Township

B/C 24-135 Doug Zylstra moved for a recess at 9:07 a.m.

The motion passed.

Chairperson Moss called the meeting back to order at 9:13 a.m.

2. Sofie Studebaker-Georgetown Township
3. Marla Walters-Holland Township
4. Joel Studebaker-Georgetown Township
5. David Barnosky-Port Sheldon Township
6. Virginia Greenlee-Park Township
7. Dan Zimmer-Port Sheldon Township
8. Bob Spaman-Blendon Township
9. Sarah Kleinjans-Holland Township
10. Curt Meppelink-Zeeland Township

Approval of Agenda

B/C 24-136 Sylvia Rhodea moved to approve the agenda.

The motion passed.

Public Hearings

B/C 24-137 Gretchen Cosby moved to open a Public Hearing at 9:42 a.m. to receive comments on the proposed Brownfield Plan Amendment for the Prospect Flats redevelopment project.

The motion passed.

B/C 24-138 Roger Belknap moved to close the Public Hearing at 9:42 a.m. on the proposed Brownfield Plan Amendment for the Prospect Flats redevelopment project.

The motion passed.

B/C 24-139 Roger Belknap moved to open a Public Hearing at 9:43 a.m. to receive comments on the proposed Brownfield Plan Amendment for the Winsor Place redevelopment project.

The motion passed.

B/C 24-140 Allison Miedema moved to close the Public Hearing at 9:44 a.m. on the proposed Brownfield Plan Amendment for the Winsor Place redevelopment project.

The motion passed.

Consent Resolutions

Doug Zylstra requested to move Consent Resolution O to Action Item 9D.

B/C 24-141 Allison Miedema moved to approve the following Consent Resolutions.

- A. To approve the minutes of the June 11, 2024, Board of Commissioners meeting.
- B. To receive for information the Ottawa County Clerk's Office 2023 Annual Report.
- C. To receive for information the West Michigan Enforcement Team (WEMET) 2023 Annual Report.
- D. To receive for information the Ottawa County Facilities/Maintenance 2023 Annual Report.
- E. To ratify all contracts for the period of June 1, 2024 to June 30, 2024 currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy.
- F. To approve the general claims in the amount of \$14,748,634.92 as presented by the summary report for May 27, 2024 through June 21, 2024.
- G. To approve the request from Community Mental Health to add one 1.0 FTE Business Analyst, Unclassified, pay grade 12, at a cost of \$117,634 funded by Medicaid reimbursement.

- H. To approve the request from Equalization to increase the pay grade for the Assessing Division Managers from a grade 11 to grade 13 at a total cost of \$30,393.
- I. To authorize the Board Chair and Clerk/Register to sign the Amendment to the Broadband Wired Infrastructure Expansion Partnership Agreement between Ottawa County and 123Net Inc.
- J. To approve Commissioners a resolution approving the Brownfield Plan Amendment for Prospect Flats LLC located in the City of Hudsonville.
- K. To approve Commissioners a resolution approving the Brownfield Plan Amendment for Winsor Place located in the Village of Spring Lake.
- L. To approve a contract for roof repair and installation of safety features at 3 County buildings for a total of \$131,999.10.
- M. To approve the request to allocate an additional \$825,000.00 from the Monsanto Lawsuit Settlement to the Department of the Water Resources Commissioner for their revolving fund.
- N. To approve a five-year lease agreement for thirteen (13) postage meters with Pitney Bowes Inc at a total cost of \$114,859.20.
- O. To approve the granting of an easement to Zeeland Charter Township for construction of a public trail through a portion of the Upper Macatawa Natural Area.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss. (11)

#### Agenda and Action Requests

- B/C 24-142 Gretchen Cosby moved to approve the revised Operating Budget Policy and advance it to a second reading before the Board of Commissioners.

The motion passed by the following votes: Yeas: Gretchen Cosby, Roger Bergman, Jacob Bonnema, Kendra Wenzel, Allison Miedema, Rebekah Curran, Chris Kleinjans, Roger Belknap, Sylvia Rhodea, Joe Moss. (10)

Nays: Doug Zylstra. (1)

- B/C 24-143 Roger Belknap moved to approve the revised Fund Balance Policy and advance it to a second reading before the Board of Commissioners.

The motion passed by the following votes: Yeas: Jacob Bonnema, Roger Bergman, Allison Miedema, Kendra Wenzel, Gretchen Cosby, Sylvia Rhodea, Rebekah Curran, Doug Zylstra, Roger Belknap, Joe Moss. (10)

Nays: Chris Kleinjans. (1)

Closed Session

B/C 24-144 Allison Miedema moved to go into closed session at 10:06 a.m. for the purpose of strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement pursuant to OMA Section 8c.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Kendra Wenzel, Gretchen Cosby, Doug Zylstra, Roger Bergman, Jacob Bonnema, Sylvia Rhodea, Chris Kleinjans, Joe Moss. (11)

B/C 24-145 Allison Miedema moved to come out of closed session at 10:37 a.m. for the purpose of strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement pursuant to OMA Section 8c.

The motion passed.

Chairperson Moss called the meeting back to order at 10:43 a.m.

B/C 24-146 Roger Bergman moved to ratify the AFSME Michigan CMH of Ottawa County negotiated contract effective through December 31, 2025.

The motion passed by the following votes: Yeas: Roger Bergman, Doug Zylstra, Roger Belknap, Gretchen Cosby, Rebekah Curran, Chris Kleinjans, Sylvia Rhodea, Allison Miedema, Jacob Bonnema, Kendra Wenzel, Joe Moss. (11)

B/C 24-147 Kendra Wenzel moved to approve the FY2024 budget adjustments per the attached schedule.

The motion passed by the following votes: Yeas: Doug Zylstra, Roger Bergman, Chris Kleinjans, Roger Belknap, Gretchen Cosby, Allison Miedema, Jacob Bonnema, Sylvia Rhodea, Rebekah Curran, Kendra Wenzel, Joe Moss. (11)

Committee Reports

- A. Ottawa County Clerk's Office 2023 Annual Report-Justin Roebuck, Ottawa County Clerk presented the Ottawa County Clerk's 2023 Annual Report.
- B. West Michigan Enforcement Team (WEMET) 2023 Annual Report-Andrew Foster, Task Force Commander, MSP, presented the West Michigan Enforcement Team (WEMET) 2023 Annual Report.
- C. Ottawa County Facilities/Maintenance 2023 Annual Report-Cameron Bricker, Facilities Director, presented the Ottawa County Facilities/Maintenance 2023 Annual Report.

Public Comment

1. David Barnosky-Port Sheldon Township

2. Heather Kors-Holland
3. Virginia Greenlee-Park Township
4. Curt Meppelink-Zeeland Township
5. Dan Zimmer-Port Sheldon Township
6. Aaron Compagner-Jamestown Township
7. Kendra Wenzel-Georgetown Township

Online Public Comment

1. Lori Grasman-Robinson Township
2. Rebecca Patrick-Allendale Township
3. Kristen Megan Kelly-Jamestown Township
4. Sheila Dettloff-Holland Township
5. Joe Spaulding-Holland Township
6. Tracy Reed-Grand Haven

Additional Business

None.

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 12:49 p.m.

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

JOE MOSS, Chairperson  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 1

## Suggested Motion:

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

Eligible:

\*Matt Rosser

Tom Mahoney

and to select Matt Rosser to fill one (1) Representative of Solid Waste Facility (Landfill) vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Matt Rosser

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Solid Waste Facility (Landfill)

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## Education

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**School**

Corunna High School

**Degree**

High Scholl Diploma

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

WM (formerly Waste Management)

**Position**

District Manager

**Responsibilities:** *(Max length: 1000)*

District Manager for Autumn Hills and Hastings landfills. Oversee and manage all operations of both WM landfills in Ottawa County and Barry County. I am responsible for safe operations, compliance with regulatory agencies i.e. EGLE, EPA and local agencies. I have worked in the waste industry for over 25 years. Autumn Hills manages waste from Ottawa, Allegan, Muskegon, Kalamazoo and several other surrounding counties. I have knowledge of how the landfill operates with many years of experience. I have served on the current Ottawa Count Solid Waste committee for many years also serve on Barry and Allegan Solid Waste committees. I believe my knowledge and experience would provide strong insight for the new MMP committee.



**Previous Employer**

Current

**Position**

District Manager

**Responsibilities: (Max length: 1000)**

I have worked for WM since graduating high school working my way up to District Manager, previous positions I was heavy equipment operator, Operations Manager and now District Manager.

**Other Information**

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**How many years have you lived in Ottawa County?**

16

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

Ottawa County solid waste committee, Allegan and Barry County solid waste committees. Have attending many EGLE solid waste seminars/meetings.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Autumn Hills provides waste outlets for Ottawa County and surrounding counties. Autumn Hills has partnered with Ottawa County for many years under Ottawa County and Autumn Hills host agreement. I believe I can provide experience and knowledge to the MMP committee for planning to support the new EGLE part 115 rules.

# Thomas Mahoney

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Solid Waste Facility (Landfill)

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## Education

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**School**

Marquette University

**Degree**

BS Business Administration-Finance

**School**

**Degree**

## Employment Background

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**Current Employer**

Republic Services

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

Responsible for leading one of Republic Services' Business Units which includes full profit loss responsibility for all facets of the operation. The position manages an infrastructure team comprised of division-level managers, including Operations, Fleet Management, Sales, Finance, Human Resources, Safety and Environmental Compliance, and Environmental Engineering, who support the total operation of the Business Unit. I ensure execution of local market strategy that complements the company's overall strategic operating and marketing plans and implements tactical initiatives to drive functional excellence and budget achievement. I manage all matters related to collection and/or post-collections operations (transfer stations, landfills, recycling centers and/or complexes); represent the Company to customers, vendors and municipal customers and other external stakeholders; oversees effective safety and accident prevention programs and ensure regulatory compliance.

## Previous Employer

WM (formerly Waste Management)

## Position

Division Manager

## Responsibilities: *(Max length: 1000)*

Various positions held from driver to division manager. As Division Manager, I was responsible for managing the collections activities for commercial, industrial and residential customers, as well as container delivery and pick up, in a geographically dispersed area. The position managed a team of Operations Supervisors, , Dispatchers, Operations Clerks, Drivers and Helpers who were responsible for the route system for commercial, roll-off and residential customers throughout the business unit.

## Other Information

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How many years have you lived in Ottawa County?

0

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

Though I do not live in Ottawa County, I have worked in Ottawa County for 14 years in my current role of General Manager for Republic Services of Western Michigan.

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served as a solid waste planning committee member for Calhoun, Saginaw, Allegan and Kent County. In Allegan County I was Vice Chair of the committee and in 2023 was selected as the sole waste industry representative on the Kent County Sustainable Business Park Advisory Group.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Republic Services owns and operates the largest infrastructure of environmental services capabilities utilized by many Ottawa County residents and has a significant interest in the development and planning the future of Ottawa County's materials management. As an experienced member of several solid waste planning committees with over 35 years industry experience, I will be able to bring unparalleled insight and recommendations to help the committee shape the future of materials management planning in Ottawa County.

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 07/23/2024  
**Requesting Department:** Administration  
**Submitted By:** Jordan Epperson  
**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 2

## Suggested Motion:

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

Eligible:

\*Russ Boersma

Tom Mahoney

and to select Russ Boersma to fill one (1) Representative of Hauler vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024



# Russ Boersma

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Hauler

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## Education

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**School**

Trinity Christian College

**Degree**

General Studies

**School**

Lewis University

**Degree**

General Studies

## Employment Background

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**Current Employer**

Arrowaste, Inc.

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

I am responsible for everything in the office; Customer Service, sales, dispatch, IT, HR, Safety, accounts payable, accounts receivable, billing.

**Previous Employer**

Homewood Disposal

**Position**

Dispatcher

**Responsibilities: (Max length: 1000)**

Dispatch Residential, Commercial, and Roll off trucks. Talk to customers about their needs.

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**Other Information**

**How many years have you lived in Ottawa County?**

23

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I have served 4 times on the Ottawa County Solid Waste Planning committee, I have served 3 times on the Kent County Solid Waste Planning committee. I currently serve as Chair of the Holland Charter Township Zoning Board of Appeals.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I believe that I can bring a perspective from a small hauler and also provide a lot of experience in Solid Waste and Recycle planning.

# Thomas Mahoney

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Hauler

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## Education

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**School**

Marquette University

**Degree**

BS Business Administration-Finance

**School**

**Degree**

## Employment Background

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**Current Employer**

Republic Services

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

Responsible for leading one of Republic Services' Business Units which includes full profit loss responsibility for all facets of the operation. The position manages an infrastructure team comprised of division-level managers, including Operations, Fleet Management, Sales, Finance, Human Resources, Safety and Environmental Compliance, and Environmental Engineering, who support the total operation of the Business Unit. I ensure execution of local market strategy that complements the company's overall strategic operating and marketing plans and implements tactical initiatives to drive functional excellence and budget achievement. I manage all matters related to collection and/or post-collections operations (transfer stations, landfills, recycling centers and/or complexes); represent the Company to customers, vendors and municipal customers and other external stakeholders; oversees effective safety and accident prevention programs and ensure regulatory compliance.

## Previous Employer

WM (formerly Waste Management)

## Position

Division Manager

## Responsibilities: *(Max length: 1000)*

Various positions held from driver to division manager. As Division Manager, I was responsible for managing the collections activities for commercial, industrial and residential customers, as well as container delivery and pick up, in a geographically dispersed area. The position managed a team of Operations Supervisors, , Dispatchers, Operations Clerks, Drivers and Helpers who were responsible for the route system for commercial, roll-off and residential customers throughout the business unit.

## Other Information

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How many years have you lived in Ottawa County?

0

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

Though I do not live in Ottawa County, I have worked in Ottawa County for 14 years in my current role of General Manager for Republic Services of Western Michigan.

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served as a solid waste planning committee member for Calhoun, Saginaw, Allegan and Kent County. In Allegan County I was Vice Chair of the committee and in 2023 was selected as the sole waste industry representative on the Kent County Sustainable Business Park Advisory Group.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Republic Services owns and operates the largest infrastructure of environmental services capabilities utilized by many Ottawa County residents and has a significant interest in the development and planning the future of Ottawa County's materials management. As an experienced member of several solid waste planning committees with over 35 years industry experience, I will be able to bring unparalleled insight and recommendations to help the committee shape the future of materials management planning in Ottawa County.



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 3

## Suggested Motion:

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

Eligible:

\*Tom Mahoney

Matt Rosser

and to select Tom Mahoney to fill one (1) Representative of Materials Recovery Facility vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment Committee 7/16/2024

# Thomas Mahoney

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Materials Recovery Facility

---

## Education

---

**School**

Marquette University

**Degree**

BS Business Administration-Finance

**School**

**Degree**

## Employment Background

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**Current Employer**

Republic Services

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

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## Other Information

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How many years have you lived in Ottawa County?

0

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

Though I do not live in Ottawa County, I have worked in Ottawa County for 14 years in my current role of General Manager for Republic Services of Western Michigan.

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served as a solid waste planning committee member for Calhoun, Saginaw, Allegan and Kent County. In Allegan County I was Vice Chair of the committee and in 2023 was selected as the sole waste industry representative on the Kent County Sustainable Business Park Advisory Group.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Republic Services owns and operates the largest infrastructure of environmental services capabilities utilized by many Ottawa County residents and has a significant interest in the development and planning the future of Ottawa County's materials management. As an experienced member of several solid waste planning committees with over 35 years industry experience, I will be able to bring unparalleled insight and recommendations to help the committee shape the future of materials management planning in Ottawa County.

# Matt Rosser

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Materials Recovery Facility

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## Education

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**School**

Corunna High School

**Degree**

N/A

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

WM (formerly Waste Management)

**Position**

District Manager

**Responsibilities:** *(Max length: 1000)*

Responsible for all aspect of Autumn Hills and Hastings landfill. Safety, Enviromental compliance, financial performance, community relations among other duties.

Previous Employer

Current

Position

District Manager

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

16

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served on Ottawa County, Barry County and Allegan County solid waste committees for several years.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)



I have been in the waste industry for over 25 years mostly managing landfills but have experience in all lines of business of our company MRF's, landfills, transfer stations and hauling. I believe my experience in the industry and history of serving on Ottawa County, Barry County and Allegan County would transition well to this new MMP board. Being able to serve on these committees I have learned different perspectives and challenges that can occur in the waste and recycling industry.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 4

## Suggested Motion:

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

\*Dan Tietema

Tom Mahoney

Ineligible:

Matt Rosser

and to select Dan Tietema to fill one (1) Representative of Compost Facility/Aerobics Digester vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment Committee 7/16/2024

# Dan Tietema

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Compost Facility/Aerobic Digester

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## Education

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**School**

Aquinas College

**Degree**

Communications

**School**

Grand Rapids Junior College

**Degree**

General

## Employment Background

---

**Current Employer**

Organicycle

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

Founder of west Michigan's first curbside compost company specializing in diverting organic material away from landfills to be composted into nutrient rich soil to be used by our local farmers. Out of necessity I established one of West Michigan's only compost facilities to accept all organic materials including food paper yard waste and compostable products like bags and cups. Today Organicycle provides services to both residential and commercial accounts throughout Ottawa Kent Muskegon Ionia and Kalamazoo counties diverting millions of pounds of waste from our landfills every year. We work closely with our partners and customers on educating and providing awareness of the benefits of composting and have become a leader in organic waste management and diversion and look to be a driving force to change the way people look at trash.

**Previous Employer**

Omni Medical Waste

**Position**

Owner

**Responsibilities: (Max length: 1000)**

Created West Michigan's locally owned medical waste management company specializing in the collection and proper destruction of medical waste from medical facilities and educating customers on proper management of medical waste while ensuring that every customer remains current with all state regulations.

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**Other Information**

**How many years have you lived in Ottawa County?**

0

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

Served as the liaison between the West Michigan American Heart Association and their board members.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Because of my 20+ years in waste management and recycling, I bring a unique perspective on how to divert materials away from landfills responsibly in order to create a better environment for our community.

# Thomas Mahoney

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Compost Facility/Aerobic Digester

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## Education

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**School**

Marquette University

**Degree**

BS Business Administration-Finance

**School**

**Degree**

## Employment Background

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**Current Employer**

Republic Services

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

Responsible for leading one of Republic Services' Business Units which includes full profit loss responsibility for all facets of the operation. The position manages an infrastructure team comprised of division-level managers, including Operations, Fleet Management, Sales, Finance, Human Resources, Safety and Environmental Compliance, and Environmental Engineering, who support the total operation of the Business Unit. I ensure execution of local market strategy that complements the company's overall strategic operating and marketing plans and implements tactical initiatives to drive functional excellence and budget achievement. I manage all matters related to collection and/or post-collections operations (transfer stations, landfills, recycling centers and/or complexes); represent the Company to customers, vendors and municipal customers and other external stakeholders; oversees effective safety and accident prevention programs and ensure regulatory compliance.

**Previous Employer**

WM (formerly Waste Management)

**Position**

Division Manager

**Responsibilities: (Max length: 1000)**

Various positions held from driver to division manager. As Division Manager, I was responsible for managing the collections activities for commercial, industrial and residential customers, as well as container delivery and pick up, in a geographically dispersed area. The position managed a team of Operations Supervisors, , Dispatchers, Operations Clerks, Drivers and Helpers who were responsible for the route system for commercial, roll-off and residential customers throughout the business unit.

**Other Information**

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**How many years have you lived in Ottawa County?**

0

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?** Yes  No**If yes, please describe: Max length: 500**

Though I do not live in Ottawa County, I have worked in Ottawa County for 14 years in my current role of General Manager for Republic Services of Western Michigan.

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**



I have served as a solid waste planning committee member for Calhoun, Saginaw, Allegan and Kent County. In Allegan County I was Vice Chair of the committee and in 2023 was selected as the sole waste industry representative on the Kent County Sustainable Business Park Advisory Group.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Republic Services owns and operates the largest infrastructure of environmental services capabilities utilized by many Ottawa County residents and has a significant interest in the development and planning the future of Ottawa County's materials management. As an experienced member of several solid waste planning committees with over 35 years industry experience, I will be able to bring unparalleled insight and recommendations to help the committee shape the future of materials management planning in Ottawa County.

# Matt Rosser

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Compost Facility/Aerobic Digester

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## Education

---

**School**

Corunna High School

**Degree**

N/A

**School**

N/A

**Degree**

N/A

## Employment Background

---

**Current Employer**

WM (formerly Waste Management)

**Position**

District Manager

**Responsibilities:** *(Max length: 1000)*

Previous Employer

Current

Position

District Manager

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

16

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served on Ottawa County, Allegan County and Barry County solid waste committees for several years.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I have been in the waste industry for over 25 years mostly managing landfills but have experience in all lines of business of our company MRF's, landfills, transfer stations and hauling. I believe my experience in the industry and history of serving on Ottawa County, Barry County and Allegan County would transition well to this new MMP board. Being able to serve on these committees I have learned different perspectives and challenges that can occur in the waste and recycling industry. In addition i have overseen/managed the compost facility that was at Autumn Hills for several years.

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	07/23/2024
<b>Requesting Department:</b>	Administration
<b>Submitted By:</b>	Jordan Epperson
<b>Agenda Item:</b>	Ottawa County Materials Management Planning Committee (MMPC) Seat 5

## Suggested Motion:

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

Eligible:

\*Kari Bliss

Nick Carlson

Ineligible:

Tom Mahoney

and to select Kari Bliss to fill one (1) Representative of Waste Diversion, reuse, or deduction facility operator vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

**Administration:**   Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Kari Bliss

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Waste Diversion, reuse, or deduction facility operator

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## Education

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**School**

Aquinas College

**Degree**

BS

**School**

Whole Works Greenbiz

**Degree**

Leading the Sustainability Transformation

## Employment Background

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**Current Employer**

PADNOS

**Position**

Principal Sustainability

**Responsibilities:** *(Max length: 1000)*

Kari leads Sustainability at PADNOS, an industrial recycler of paper, plastics, metals, and electronics. She is a GreenBiz certified professional, Leading the Sustainability Transformation, GRI Certified Sustainability Professional, a board member of the Michigan Sustainable Business Forum, Board Vice President of Public Thread, Co-PI on a DOE Grant with U of M and Ford. She is a result driven leader skilled at bringing stakeholders together to develop sustainability initiatives and solve complex circular economy challenges.



## Previous Employer

Bazzani

## Position

Director of Marketing & Sales LEED AP

## Responsibilities: *(Max length: 1000)*

Develop value proposition and company core message. Implement new logo and web site to differentiate Bazzani. Create all marketing materials. Developed marketing budget and analyze options for maximum benefit. Assist clients in finding tax incentives, grants, and creative ways to overcome economic hurdles. Community Liaison. Coordinate all Bazzani events. Assist clients with finish selections and project management. Develop and implement all press releases for both Bazzani and Bazzani clients.

? Awarded first Double Gold LEED building certification in the world.

? Successfully completed all projects on time and within budget.

## Other Information

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How many years have you lived in Ottawa County?

15

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

? YMCA Yoga Instructor	2005 to date
? Treasurer Society of Plastic Engineers International Recycling Division	2015 to date
? International Public Speaker	2018 to date
? MI & Grand Rapids Chamber of Commerce Environmental Affairs Committees? Member	2019 to date
? Board Member Michigan Sustainable Business Forum	2020 to date
? Ottawa County Solid Waste Planning Committee	2020 to date
? NextCycle Grant Selection & Technical Advisor	2021 to date
? Guest Lecturer at MSU, Kendall, Aquinas, GVSU, Davenport, CMU, Western, U of M	2021 to date
? Board Member Public Thread	2022 to date

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I am eager to join the Ottawa County Material Management Planning Committee to leverage my 20+ years in sustainability and 15 years in industrial recycling. I have led efforts in waste reduction, resource efficiency, and environmental impact minimization. My expertise includes implementing sustainable practices, enhancing recycling rates, and fostering economic benefits. I have engaged communities and stakeholders, developed aligned policies, and managed sustainability projects emphasizing collaboration and communication. I am excited to help Ottawa County achieve its sustainability goals and improve material management practices.

# Nick D Carlson

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Waste Diversion, reuse, or deduction facility operator

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## Education

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**School**

Olivet Nazarene University

**Degree**

M.A.

**School**

Olivet Nazarene University

**Degree**

B.A.

## Employment Background

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**Current Employer**

Goodwill Industries of West Michigan, Inc.

**Position**

Business Development Director

**Responsibilities:** *(Max length: 1000)*

I am responsible for creating new businesses for Goodwill with the materials that we are throwing into the landfill. I oversee our sustainability initiatives as well as our non-donated goods business operations. July 2021 - Present

## Previous Employer

Goodwill Industries of Greater Grand Rapids, Ir

## Position

Vice President of Donated Goods Operations

## Responsibilities: *(Max length: 1000)*

I oversaw all 18 retail stores, 1 outlet center, our recycling & export sales, online sales as well as our logistics/transportation division, loss prevention and safety and our environmental programs.  
November 2008 - July 2021

## Other Information

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How many years have you lived in Ottawa County?

7

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

Current – Chair of the Michigan Recycling Coalition Board of Directors, Norton Shores Youth Hockey League Coach

Former – State of Michigan LARA Board for Speech & Language Pathology (Board Member & Disciplinary Sub Committee Chair), State of Michigan LARA Board for Occupational Therapy (Board Member & Disciplinary Sub Committee Chair), U.S. Green Building Council Board of Directors (Secretary), Kent County DPW Solid Waste Planning Committee.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

I have a passion for protecting our environment and ensuring that waste materials find a better use than landfill or burning. I believe in the circular economy and work closely with others to ensure that materials are properly managed in West Michigan. I am actively involved in the recycling community across the State and hope to help craft a better system for West Michigan. I help lead Goodwill's initiatives both locally and on a national level.

# Thomas Mahoney

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of Waste Diversion, reuse, or deduction facility operator

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## Education

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**School**

Marquette University

**Degree**

BS Business Administration-Finance

**School**

**Degree**

## Employment Background

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**Current Employer**

Republic Services

**Position**

General Manager

**Responsibilities:** *(Max length: 1000)*

Responsible for leading one of Republic Services' Business Units which includes full profit loss responsibility for all facets of the operation. The position manages an infrastructure team comprised of division-level managers, including Operations, Fleet Management, Sales, Finance, Human Resources, Safety and Environmental Compliance, and Environmental Engineering, who support the total operation of the Business Unit. I ensure execution of local market strategy that complements the company's overall strategic operating and marketing plans and implements tactical initiatives to drive functional excellence and budget achievement. I manage all matters related to collection and/or post-collections operations (transfer stations, landfills, recycling centers and/or complexes); represent the Company to customers, vendors and municipal customers and other external stakeholders; oversees effective safety and accident prevention programs and ensure regulatory compliance.



**Previous Employer**

WM (formerly Waste Management)

**Position**

Division Manager

**Responsibilities: (Max length: 1000)**

Various positions held from driver to division manager. As Division Manager, I was responsible for managing the collections activities for commercial, industrial and residential customers, as well as container delivery and pick up, in a geographically dispersed area. The position managed a team of Operations Supervisors, , Dispatchers, Operations Clerks, Drivers and Helpers who were responsible for the route system for commercial, roll-off and residential customers throughout the business unit.

**Other Information**

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**How many years have you lived in Ottawa County?****Are any of your family members currently employed by the County of Ottawa or any other unit of government?** Yes  No**If yes, please describe: Max length: 500**

Though I do not live in Ottawa County, I have worked in Ottawa County for 14 years in my current role of General Manager for Republic Services of Western Michigan.

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I have served as a solid waste planning committee member for Calhoun, Saginaw, Allegan and Kent County. In Allegan County I was Vice Chair of the committee and in 2023 was selected as the sole waste industry representative on the Kent County Sustainable Business Park Advisory Group.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

Republic Services owns and operates the largest infrastructure of environmental services capabilities utilized by many Ottawa County residents and has a significant interest in the development and planning the future of Ottawa County's materials management. As an experienced member of several solid waste planning committees with over 35 years industry experience, I will be able to bring unparalleled insight and recommendations to help the committee shape the future of materials management planning in Ottawa County.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 6

## Suggested Motion:

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

\*Kelly Goward

Nick Carlson

Daniel Schoonmaker

Rose Spickler

Ineligible:

Matt Rosser

and to select Kelly Goward to fill one (1) Representative of Environmental Group vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Kelly Goward

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of an Environmental Group

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## Education

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**School**

Ball State University

**Degree**

Master of Science

**School**

Grand Valley State University

**Degree**

Bachelor of Science

## Employment Background

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**Current Employer**

ODC Network

**Position**

Land & Water Director

**Responsibilities:** *(Max length: 1000)*

I am responsible for setting department goals, metrics, budgets and resource plans that support the ODC operating and strategic plans and ensuring that metrics are met and impacts are shared with stakeholders. I support team members in accomplishing their personal performance goals and in their professional development. I am part of the ODC leadership team that sets overall plans and goals for the organization. In coordination with teammates and community partners, I plan and carryout public events, including the Macatawa Water Festival and West Michigan Green Infrastructure Seminar. I coordinate and support the activities of community and stakeholder groups including the Project Clarity Advisory Committee, the Macatawa Watershed Stormwater Committee, the ODC Land and Water Committee, and the Rush Creek Watershed Committee. I oversee watershed planning, projects, and reporting, including assisting with grant writing and administration to ensure successful project management.

## Previous Employer

Macatawa Area Coordinating Council

## Position

Environmental Program Manager

## Responsibilities: *(Max length: 1000)*

I was responsible for overseeing implementation of the Macatawa Watershed Management Plan. This included securing and overseeing implementation of grant funding to support agricultural and urban best management practice implementation to improve water quality. I conducted various types of community outreach and education including hosting watershed activities at community events, speaking at seminars and organizing and holding educational programs. I maintained relationships with partners and stakeholders by providing regular updates to the MACC's Policy Board and hosting regular meetings of the Macatawa Watershed Advisory Committee and Macatawa Watershed Stormwater Committee. I prepared and distributed quarterly newsletters and annual reports. I provided MS4 compliance assistance to six permittees in the Macatawa Watershed, which included preparing and submitting permit documents and progress reports.

## Other Information

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How many years have you lived in Ottawa County?

35

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served on the Ottawa County Solid Waste Planning Committee since 2020, the entire time serving as the Chair. This committee represents a diverse group of stakeholders that come with various positions and opinions. The last 4 years have included several challenges that we have worked through collaboratively, but not always unanimously. I appreciate the diverse viewpoints as well as the patience and persistence of the members as we have discussed these sometimes difficult issues. As Chair, I try to mostly sit back, listen and then summarize and secure consensus for a path forward. I have also served on the Ottawa County Farmland Preservation Board since 2022 and currently serve as the Vice Chair. This issue is critical to the work that I do at the ODC Network to protect water quality in the Macatawa Watershed and other areas of the county. I also appreciate the diverse viewpoints on this Board and the deep dedication all have to protecting our precious agricultural resources.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

As stated above, I have served on the Solid Waste Planning Committee since 2020 as the Chair. As we look to transition this group from a focus on solid waste to a focus on materials management, it is critical that we have continuity in that process and maintain as many of the committee members as possible that have already begun to learn about and prepare for the changes that are required. I also look forward to adding new voices to the committee that were not represented on the previous committee. On a professional level, I desire to continue being involved as my team works with several communities in West Michigan, including the City of Holland, on community sustainability issues. The changes in part 115 and the subsequent new Materials Management Plan will have a direct impact on those communities and we will be better positioned to help them adjust to the changes having been part of the committee that developed and will implement the new plan.



# Nick D Carlson

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of an Environmental Group

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## Education

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**School**

Olivet Nazarene University

**Degree**

M.A.

**School**

Olivet Nazarene University

**Degree**

B.A.

## Employment Background

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**Current Employer**

Goodwill Industries of West Michigan

**Position**

Business Development Director

**Responsibilities:** *(Max length: 1000)*

**Previous Employer**

Goodwill Industries of Greater Grand Rapids, Ir

**Position**

Vice President of Donated Goods Operations

**Responsibilities: (Max length: 1000)**

**Other Information**

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**How many years have you lived in Ottawa County?**

7

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

Board & Committee Appointments

Michigan Recycling Coalition (2011–2013 & 2018–Present) Board Chair (2021–Present), Policy Chair 2018 –2020

State of Michigan Licensing & Regulatory Affairs Board of Speech & Language Pathology (2018 –2021) Board Member & Disciplinary Subcommittee Chair

State of Michigan Licensing & Regulatory Affairs Board of Occupational Therapists (2014 ? 2017) Board Member & Disciplinary Subcommittee Chair

Kent County Solid Waste Policy Planning Committee (2010 ? 2020)

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Given my history with Goodwill I have seen how much stuff people have and dispose of. It is very important to me that the materials we consume are managed appropriately. I have spent my almost 18 year career working to ensure that the things people discard find the best possible home. I believe that as a part of the MMPC for Ottawa County I can have a positive impact on the way materials are managed in Ottawa. Through Goodwill I have already been working hard at getting materials into profitable circularity in Muskegon County. I think I can help in Ottawa as well.

# Daniel A Schoonmaker

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of an Environmental Group

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## Education

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### School

Aquinas College

### Degree

Business Administration and English

### School

Grand Rapids Community College

### Degree

Associates of Arts

## Employment Background

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### Current Employer

West Michigan Sustainable Business Forum

### Position

Executive Director

### Responsibilities: *(Max length: 1000)*

An accomplished environmental educator, Daniel Schoonmaker has served as the Executive Director of West Michigan Sustainable Business Forum since 2013. Launched two decades earlier as a forum for local professionals to collaboratively introduce their organizations to beyond-compliance sustainability (the "triple-bottom-line?"), under his leadership it grew to become the preeminent regional program for sustainable business in the Midwest, later expanding to the five sister communities of the Michigan Sustainable Business Forum. With the support of its members, MiSBF today promotes business practices and public policy that advance the triple-bottom line of people, planet and profit. Schoonmaker is the organization's CEO and responsible for all strategy, personnel decisions, fund development, and program implementation, including educational programs and presentations on materials management topics.

**Previous Employer**

West Michigan Environmental Action Council

**Position**

Membership and Communications Director

**Responsibilities: (Max length: 1000)**

For a short period after leaving the corporate world I managed all communications, volunteer development and fundraising for the regional environmental group.

**Other Information**

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**How many years have you lived in Ottawa County?**

0

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

No

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I am a current member of the Ionia Solid Waste Planning Commission and expect to be appointed to its Materials Management Planning Committee. I currently serve on the Kent County Materials Management Planning Committee and the Michigan Community Service Commission. I have sat on several corporate and community advisory committees and boards for City of Grand Rapids, Kent County and the Michigan Department of Environment, Great Lakes and Energy. I have served on committees of the National Recycling Council, Michigan Recycling Council, ReFED, Green Business Engagement National Network and Green Home Institute.

Professionally, I have previously served as a contract consultant providing stakeholder engagement and research support on materials management to Ottawa County Solid Waste Planning Committee, and the counties of Kent, Allegan, Van Buren, Berrien, St. Joseph, Kalamazoo, Cass.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

As you likely know, Ottawa County has played a key role in the development of the sustainable business movement over the past 30 years. Many of the national advances we take for granted may not have occurred if not for the unique commitment of the private sector here, which envisioned an approach to environmental conservation informed by conservative principles and the efficiencies and innovation of a free market. The new Materials Management Plan will be the county's best opportunity in a generation to advance sustainable business. A strong plan will ensure the community maintains its competitive advantage for private and public sector investment in recycling and waste management. I am professionally and personally invested in seeing our local counties benefit from the investments that will be enabled by a quality plan and planning process.



# Matt Rosser

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of an Environmental Group

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## Education

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School

Corunna High School

Degree

N/A

School

N/A

Degree

N/A

## Employment Background

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Current Employer

WM (formerly Waste Management)

Position

District Manager

**Responsibilities:** *(Max length: 1000)*

Previous Employer

Current

Position

District Manager

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

16

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served on Ottawa County, Barry County, and Allegan County solid waste committees for several years.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I have been in the waste industry for over 25 years mostly managing landfills but have experience in all lines of business of our company MRF's, landfills, transfer stations and hauling. I believe my experience in the industry and history of serving on Ottawa County, Barry County and Allegan County would transition well to this new MMP board. Being able to serve on these committees I have learned different perspectives and challenges that can occur in the waste and recycling industry. I also managed/overseen the compost facility at Autumn Hills for several years.

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 07/23/2024  
**Requesting Department:** Administration  
**Submitted By:** Jordan Epperson  
**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 7

## Suggested Motion:

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

Eligible:

\*Jacob Bonnema

and to select Jacob Bonnema to fill one (1) Elected Official of the County vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Jacob Bonnema

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Elected Official of the County

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## Education

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**School**

N/A

**Degree**

N/A

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

Ottawa County

**Position**

Commissioner District 4

**Responsibilities:** *(Max length: 1000)*

Oversight of budget, policy, and overall direction of the county

Previous Employer

Bonnema Holdings, LLC

Position

Principle

Responsibilities: *(Max length: 1000)*

Owner

## Other Information

---

How many years have you lived in Ottawa County?

Sir

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have more than two decades of service experience on multiple for profit and non profit boards that include private business, NGO, civic and faith based organizations. The most relevant experience is that I have been serving on the Solid Waste Committee for the last 18 months and have been part of the decision making process to create the new OC MMPC.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)



There is a steep and complicated learning curve for this committee, I would like to continue to build on the knowledge that I have gained and relationships I have worked to build. My district is home to one of our key landfills and I would like to make sure we continue to be good stewards of it and the others. There is much to consider in how we manage this service to our county.

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	07/23/2024
<b>Requesting Department:</b>	Administration
<b>Submitted By:</b>	Jordan Epperson
<b>Agenda Item:</b>	Ottawa County Materials Management Planning Committee (MMPC) Seat 8

## Suggested Motion:

To place into nomination and forward to the Board of Commissioners the names of (\*indicates recommendation from the Interview Subcommittee):  
Eligible:  
\*Edward Costigan  
Meredith Hemmeke  
Thomas Oonk  
and to select one (1) to fill one (1) Elected Township Official vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment Committee 7/16/2024

# Edward Michael Costigan

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Elected Township Official

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## Education

---

**School**

Michigan State University

**Degree**

Bachelors of Science in Crop and Soil Science

**School**

**Degree**

## Employment Background

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**Current Employer**

Windy View Farm

**Position**

Dairy Farmer

**Responsibilities:** *(Max length: 1000)*

Being a family owned dairy farm, the responsibilities seem endless. Each family member must be able to fill in for one another at any time. We are at a generational transition period where management responsibilities are being handed off almost daily. I have only been at full-time employment with the farm for a short time(1 month). I have been employed part-time for 15 years. At the moment, my primary responsibilities include crop planning and implementation. I need to balance the crops and their inputs to produce adequate feed for the dairy throughout the year. As a robot milking dairy, I assist with the technology and hardware needed to milk cows and reach production goals. With the transitioning of duties, I am also working towards the management of farm financials and the business end of the farm.

**Previous Employer**

Muskegon County Resource Recovery Center

**Position**

Farm Manager

**Responsibilities: (Max length: 1000)**

The Resource Recovery Farm is the final step of the wastewater treatment process for Muskegon County. I was in charge of all farm activities, from start to finish. These responsibilities included crop planning, seeking bids for crop inputs, employee management, all field work and activities, grain marketing, reporting, and probably the most important, wastewater irrigation. As part of the County's nutrient discharge permit, I had to irrigate treated wastewater while meeting the facility's permit requirements. I had to balance nutrient applications to meet crop needs, while also keeping track of nutrients from the treated wastewater. Regular reporting was required by various state agencies to make sure we remained compliant.

**Other Information**

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**How many years have you lived in Ottawa County?**

17

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

Serving the community of Polkton Township as the Supervisor for the last 4 years has given me the opportunity to sit on many different committees. I have led the Township Board meetings efficiently, and have been very productive working together with our trustees, and the community. I also serve as a member of the Coopersville-Polkton Fire Authority. I have held positions as the Chair and Co-chair of the Authority, as well as being a member of the Authority's hiring committee for recent staffing changes. When called upon by my church, I was also a deacon, and served as the church treasurer during my time as deacon. While serving in these capacities, there has always been an atmosphere of teamwork and cooperation.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

With the various industries in Polkton Township, that relate to the Materials Management Planning Committee, we need to have some representation. Planning for the long term success of these industries is very important to us, while also having a voice what is right for our community.

# Meredith Hemmeke

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Elected Township Official

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## Education

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**School**

Grand Valley State University

**Degree**

Bachelors in Business with a double Major in H

**School**

**Degree**

## Employment Background

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**Current Employer**

**Position**

**Responsibilities:** *(Max length: 1000)*

Previous Employer

Position

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*



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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)



# Thomas W Oonk

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Elected Township Official

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## Education

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**School**

Ferris State College

**Degree**

BS Accounting

**School**

**Degree**

## Employment Background

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**Current Employer**

Zeeland Charter Township

**Position**

Supervisor

**Responsibilities:** *(Max length: 1000)*

Manage the business of the Township as well as chair the board meetings.

**Previous Employer**

Herman Miller Inc

**Position**

Contract Manager

**Responsibilities: (Max length: 1000)**

Negotiate Contracts with Customers. Provide pricing on competitive projects.

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**Other Information**

**How many years have you lived in Ottawa County?**

69

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I have served on the ZCT board for 20 years as Trustee and Supervisor. I have served in numerous capacities on church boards. I have served on the Love Inc. board.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I have been a member of the solid waste committee for the last four years and would like to continue with my involvement

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 9

## Suggested Motion:

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

Eligible:

\*Dan Broersma

and to select Dan Broersma to fill one (1) Elected City Official vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Dan Broersma

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Elected City Official

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## Education

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School

GRCC

Degree

Computer Applications

School

Degree

## Employment Background

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Current Employer

City of Holland

Position

Sustainability Manager

**Responsibilities:** *(Max length: 1000)*

Manage waste contracts, recycling resources and energy efficiency programs



**Previous Employer**

Herman Miller

**Position**

Sustainability manager

**Responsibilities: (Max length: 1000)**

Help supply chain reduce environmental footprint.

---

**Other Information**

**How many years have you lived in Ottawa County?**

48

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I have served for the last two years on the materials management committee

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I have 20-plus years of materials management experience and have served on the previous committee.

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	07/23/2024
<b>Requesting Department:</b>	Administration
<b>Submitted By:</b>	Jordan Epperson
<b>Agenda Item:</b>	Ottawa County Materials Management Planning Committee (MMPC) Seat 10

## Suggested Motion:

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

Eligible:

\*Nick Carlson

Eric Shake

Ineligible:

Fred Cizauskas

and to select Nick Carlson to fill one (1) Business that generates managed material vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

**Administration:**   Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Talent Recruitment 7/16/2024

# Nick D Carlson

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Business that generates managed material

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## Education

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**School**

Olivet Nazarene University

**Degree**

M.A.

**School**

Olivet Nazarene University

**Degree**

B.A.

## Employment Background

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**Current Employer**

Goodwill Industries of West Michigan

**Position**

Business Development Director

**Responsibilities:** *(Max length: 1000)*

Previous Employer

Goodwill Industries of Greater Grand Rapids, Ir

Position

Vice President of Donated Goods Operations

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

7

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

Board & Committee Appointments

Michigan Recycling Coalition (2011–2013 & 2018–Present) Board Chair (2021–Present), Policy Chair 2018 –2020

State of Michigan Licensing & Regulatory Affairs Board of Speech & Language Pathology (2018 –2021) Board Member & Disciplinary Subcommittee Chair

State of Michigan Licensing & Regulatory Affairs Board of Occupational Therapists (2014 ? 2017) Board Member & Disciplinary Subcommittee Chair

Kent County Solid Waste Policy Planning Committee (2010 ? 2020)

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

Given my history with Goodwill I have seen how much stuff people have and dispose of. It is very important to me that the materials we consume are managed appropriately. I have spent my almost 18 year career working to ensure that the things people discard find the best possible home. I believe that as a part of the MMPC for Ottawa County I can have a positive impact on the way materials are managed in Ottawa. Through Goodwill I have already been working hard at getting materials into profitable circularity in Muskegon County. I think I can help in Ottawa as well.



# Eric James Shake

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Business that generates managed material

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## Education

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**School**

Muskegon Community College

**Degree**

Associate - Applied Science

**School**

**Degree**

## Employment Background

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**Current Employer**

GHSP, Inc

**Position**

EHS Specialist

**Responsibilities:** *(Max length: 1000)*

Hazardous and Regulated Waste Management, Recycling, ISO 14001 management, Environmental Regulatory Compliance, Education and Training - Environmental and Health/Safety, Internal Audits, Materials Marketplace Administrator, Sustainability advancement and reporting. - Member of the West Michigan Sustainable Business Forum / Lakeshore SBF. Facility Health & Safety, including audits, investigations, corrective actions, training & compliance.

Previous Employer

Position

Responsibilities: *(Max length: 1000)*

## Other Information

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How many years have you lived in Ottawa County?

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

I have a brother who works for the State of Colorado. I believe he does something with veterans and helping them find jobs. I'm not entirely sure.

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

This would be my first, though I've been asked many times by many people to consider it.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I am passionate about the environment, waste streams, recycling, the circular economy concepts and all things that help make our society sustainable and resilient for future generations with sensible programs that do the most amount of good with the least amount of burden. Solutions need to be both pro-world and real-world to be successful. I believe I can assist with this challenge.

# Fred Cizauskas

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Business that generates managed material

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## Education

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**School**

Ferris State University

**Degree**

BS Marketing

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

ProvisionAI

**Position**

Chief Marketing Officer

**Responsibilities:** *(Max length: 1000)*

- ? Oversee all creative aspects (Website, video, social media) for global messaging.
- ? Develop and align worldwide key messaging on three strategic focus areas.
- ? Successfully rebranded the company and launched a new website.
- ? Contributed to a 12% year-over-year growth for the last four years.
- ? Led employee engagement initiatives.
- ? Developed tactical marketing plans for nationwide events.

**Previous Employer**

ThermoAnalytics

**Position**

Director of Marketing

**Responsibilities: (Max length: 1000)**

- Executed a successful Public Policy Conference in Washington, DC.
- ? Managed a team and implemented marketing automation programs.
- ? Launched the US microsite and implemented marketing plans.
- ? Redesigned communications and started CRM implementation.

**Other Information**

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**How many years have you lived in Ottawa County?**

2

**Are any of your family members currently employed by the County of Ottawa or any other unit of government?**

Yes  No

**If yes, please describe: Max length: 500**

**What is your past experience in serving on government boards, or the boards of civic and other similar organizations? (Max length: 1000)**

I have served on multiple boards, both for associations and religious organizations. I served on the Parish board and also served as its president for three years.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I want to be considered for this appointment because I have always strived to serve the community in which I live. I firmly believe in the importance of giving back, as it is a fundamental responsibility that everyone should embrace. This role provides an excellent opportunity to contribute meaningfully to our community, utilizing my skills and experiences to make a positive impact.

Throughout my life, I have been dedicated to various community service initiatives, from volunteering at local shelters to organizing neighborhood clean-up events. These experiences have not only allowed me to understand the needs of our community better but also instilled in me a deep sense of civic duty. I am passionate about continuing this path of service through a more formal and impactful capacity within this appointment.



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Materials Management Planning Committee (MMPC) Seat 11

## Suggested Motion:

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

Eligible:

\*Paul Sachs

and to select Paul Sachs to fill one (1) Regional Planning Agency vacancy beginning August 1, 2024 and ending July 31, 2029.

## Summary of Request:

The Board of Commissioners makes various appointments to boards and commissions through the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment 7/16/2024

# Paul Sachs

**Committee:** Ottawa County Materials Management Planning Committee (MMPC)

**Seat:** Representative of the Regional Planning Agency

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## Education

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School

WMU

Degree

Earth Sciences - BS

School

Degree

## Employment Background

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Current Employer

Ottawa County

Position

Director of Strategic Impact

**Responsibilities:** *(Max length: 1000)*

Develops and implements collaborative, multi-jurisdictional planning projects with local units of government and conducts strategic planning and statistical evaluations of programs to ensure the cost-effective, outcome-based delivery of meaning services to residents and businesses of Ottawa County.

Previous Employer

n/a

Position

n/a

Responsibilities: *(Max length: 1000)*

n/a

## Other Information

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How many years have you lived in Ottawa County?

23

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

Currently serve as a County Parks Commissioner and serve on the West Michigan Regional Planning Commission.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I'm confident that I have the necessary skillsets to actively and thoughtfully support the MMPC in its impending work while collaboratively working with community and business stakeholders to understand and meet their respective needs in this important space.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 07/23/2024

**Requesting Department:** Administration

**Submitted By:** Jordan Epperson

**Agenda Item:** Ottawa County Community Action Agency Advisory Board

## Suggested Motion:

To place into nomination the names of (\*Interviews will be conducted by the Subcommittee on Monday and the agenda will be updated): Eligible:

\*Kenneth Styles  
Fred Cizauskas  
Jeremy Gladding  
Christopher MacDonald  
Joyce Ann Reed  
Karl VanOostenbrugge

Ineligible:  
Ronald Foster  
Caleb Worpel

and to select Kenneth Styles to fill one (1) Private Sector vacancy beginning May 15, 2024 and ending December 31, 2024.

## Summary of Request:

The Board of Commissioners makes various appointments utilizing the Talent and Recruitment Committee.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Talent and Recruitment Committee 7/16/2024

# Kenneth Styles

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

The Citadel

**Degree**

Master of Business Administration (MBA)

**School**

College of Charleston

**Degree**

Bachelor of Science

## Employment Background

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**Current Employer**

General Motors (GM)

**Position**

Manufacturing Optimization GPS Execution Le:

**Responsibilities:** *(Max length: 1000)*

- ? Lead the design, construction, integration, plant installation, and successful launch of continuous improvement plant optimization projects valued at \$9.7M.
- ? Served as the conduit between internal engineering Subject Matter Experts (SMEs) and automation vendors.
- ? Provided the technical oversight, sequence of operations definition, manufacturing process definition, Statement of Requirements (SOR) definition and management, human factors management, material flow management, practical problem solving, risk management, and Safety Contract Management (SCM) for plant floor reconfigurations.

**Previous Employer**

**Position**

GHSP

Principal QA Engineer

**Responsibilities: (Max length: 1000)**

- &#9679; Facilitated a successful Capability Maturity Model Integration (CMMI) Maturity Level 3 appraisal for the GHSP Software Department.
- &#9679; Spearheaded the effort to migrate from the CMMI process improvement model to the Automotive SPICE process improvement model.
- &#9679; Transformed all software development projects from Waterfall to the Scrum Framework that eliminated escaped defects that facilitated in a company cost avoidance of \$250,000.00.
- &#9679; Participated in GHSP's Organizational Excellence (OE) and Diversity, Equity, and Inclusion (DEI) subcommittees that facilitated obtaining and empowering diverse talent.
- &#9679; Managed two shift-by-wire product lines resulting in over \$24M in annual revenue.
- &#9679; Authored and refreshed existing GHSP process documentation that resulted in

**Other Information**

How many years have you lived in Ottawa County?

6

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*



I have served as a board member for the West Michigan Chapter of the Project Management Institute (WMPMI) since 2022. I currently serve as the Vice President of Sponsorship.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I would like to give back to the community I live in. I think I can be an asset to the board with my project management and business acumen experience.



# Fred Cizauskas

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Ferris State University

**Degree**

BS Marketing

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

ProvisionAI

**Position**

Chief Marketing Officer

**Responsibilities:** *(Max length: 1000)*

- ? Oversee all creative aspects (Website, video, social media) for global messaging.
- ? Develop and align worldwide key messaging on three strategic focus areas.
- ? Successfully rebranded the company and launched a new website.
- ? Contributed to a 12% year-over-year growth for the last four years.
- ? Led employee engagement initiatives.
- ? Developed tactical marketing plans for nationwide events.

**Previous Employer**

**Position**

ThermoAnalytics

Director of Marketing

**Responsibilities: (Max length: 1000)**

Executed a successful Public Policy Conference in Washington, DC.

- ? Managed a team and implemented marketing automation programs.
- ? Launched the US microsite and implemented marketing plans.
- ? Redesigned communications and started CRM implementation.

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**Other Information**

How many years have you lived in Ottawa County?

2

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have served on multiple boards, both for associations and religious organizations. I served on the Parish board and also served as its president for three years.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I want to be considered for this appointment because I have always strived to serve the community in which I live. I firmly believe in the importance of giving back, as it is a fundamental responsibility that everyone should embrace. This role provides an excellent opportunity to contribute meaningfully to our community, utilizing my skills and experiences to make a positive impact.

Throughout my life, I have been dedicated to various community service initiatives, from volunteering at local shelters to organizing neighborhood clean-up events. These experiences have not only allowed me to understand the needs of our community better but also instilled in me a deep sense of civic duty. I am passionate about continuing this path of service through a more formal and impactful capacity within this appointment.

# Jeremy Louis Gladding

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Greenville Senior High School

**Degree**

Diploma

**School**

N/A

**Degree**

N/A

## Employment Background

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**Current Employer**

PLP Services, LLC

**Position**

Marketing Manager

**Responsibilities:** *(Max length: 1000)*

As a marketing manager, my primary duties involve developing and executing comprehensive marketing strategies to promote our products and services. I conduct market research to identify trends, customer needs, and competitive landscape, using this information to shape our marketing plans. My responsibilities include managing the marketing budget, overseeing advertising campaigns, and coordinating with advisors, client development, and creative teams to ensure cohesive messaging and branding. Additionally, I analyze the performance of marketing initiatives through metrics and KPIs, making data-driven adjustments to optimize results.

**Previous Employer**

**Position**

Fox Factory

Marketing Supervisor

**Responsibilities: (Max length: 1000)**

As a marketing supervisor at Fox Factory, my job duties encompassed overseeing the daily operations of the marketing team to ensure the successful implementation of marketing strategies and campaigns. My role involved coordinating projects, setting deadlines, and ensuring that all marketing materials align with our brand standards and objectives. I also analyzed market trends and performance metrics, providing insights and recommendations to improve our campaigns. Additionally, I collaborated with other departments, such as sales and product development, to align our marketing efforts with overall business goals and drive organizational growth.

## Other Information

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How many years have you lived in Ottawa County?

6

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*



I have no previous experience in serving on government boards.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I am motivated by the opportunity to bridge public and private resources, fostering community development and addressing local needs through strategic partnerships. By leveraging my experience in market research, strategic planning, and stakeholder engagement, I aim to enhance the agency's outreach, increase its impact, and drive sustainable growth within the community.



# Christopher A MacDonald

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Comstock Park High School

**Degree**

High School Diploma

**School**

Grand Valley State University

**Degree**

N/A

## Employment Background

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**Current Employer**

The Insurance Group

**Position**

Associate Agent

**Responsibilities: (Max length: 1000)**

I am a licensed Accident, Life, and Health insurance agent for an independent agency called The Insurance Group in Holland. My roll is to meet with individuals and groups and discuss different options for Health Insurance. We sell individual/family plans, through the Health Insurance Marketplace/ACA, and also have a large book of business of clients on Medicare that need some form of secondary insurance, like a Medicare Advantage Prescription Drug plan or Medicare Supplement plan. I meet with people as young as 18, who need to seek out insurance on their own for the first time, all the way up to those in their 90's-100's who have been on Medicare for years, but need some help explaining their coverage or seeking a plan that better meets their needs. There is never any charge to the clients for our services. Our agency gets a commission from the Insurance Companies, if someone decides to enroll through our office. A major part of my position is also follow up/service of the policy.

**Previous Employer**

**Position**

Midwest Communications

On Air Talent

**Responsibilities: (Max length: 1000)**

I also still work part time, and have since High School, for a group of radio stations in Holland owned by Midwest Communications. 1450 WHTC, an AM news/talk/sports station and also 92.7 The Van, a classic hits station. I have run the board and produced shows behind the scenes, worked on air in every capacity imaginable, and have done many live broadcasts/hosted live events out and about in the community.

## Other Information

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How many years have you lived in Ottawa County?

12

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

None. I have always been interested in local government, but have never sought out a position. There's a first time for everything!

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

Both my day job and part time/fun radio gig have given me the opportunity to meet people from all walks of life. There are more similarities between us all than most people think. I would like to apply what I have learned and the connections I have made and help to give back to my community. I have also had many personal struggles and challenges over the years and have managed to overcome them. From having three major back surgeries before I turned 20 years old, to quitting smoking and losing 100lbs at one point, when I set my mind to a task, it will get done. I also am raising my three children here in Ottawa County and would like for them to be proud of their home. If I can help contribute to that, it would be my honor.

I have covered most of the important info on this application. Let me know if you would still like me to submit a cover letter and resume. Thanks in advance for your consideration!

# Joyce ann Reed

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Granville High School, Grandville, MI

**Degree**

Diploma

**School**

Central Michigan University

**Degree**

BA Therapeutic Recreation

## Employment Background

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**Current Employer**

Retired

**Position**

N/a

**Responsibilities:** *(Max length: 1000)*

**Previous Employer**

**Position**

Falls Services Inc

President

**Responsibilities: (Max length: 1000)**

This was a business I worked from home until 2016. I worked as a sales representative for Apple.

## Other Information

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How many years have you lived in Ottawa County?

15

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*



I have served on Mission Boards. I helped build a school in the Dominican Republic. We held a concert in our church. Also in 1990s I set up a Children and Worship program in my church. Currently I am retired and want to find a service project where I can get involved! That Community Action Agency would give me the opportunity to serve the people in my community! I would work for all the people!

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I like helping people and have been seeking a project that I could get involved with, to grab hold of a way to help. I would give it my heart and work hard to help everyone.

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# Karl James VanOostenbrugge

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Covenant Christian High school

**Degree**

graduated 1981

**School**

GRCC

**Degree**

Associates in Applied Arts and Science

## Employment Background

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**Current Employer**

KVO Communications Inc.

**Position**

President / Owner

**Responsibilities: (Max length: 1000)**

Since May of 1999 I started this small business of wiring and installing sound, video, surveillance, and card access for many General Contractors in the west Michigan area.

**Previous Employer**

**Position**

City Animation Co.

Rental, Staging, and Service manager

**Responsibilities: (Max length: 1000)**

Overseeing of up to 15 people scheduling and coordinating their work for the day.

## Other Information

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How many years have you lived in Ottawa County?

4C

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I have no experience on anything government, but as I near retirement from present position would like to become more involved in civic duties of my County and Township.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

To be involved in common sense decisions, that will affect our community and my children and grandchildren for many years to come.

# RONALD LEE FOSTER

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

NORTHERN MICHIGAN UNIVERSITY; PACIFIC LU

**Degree**

BA. ED.

**School**

WMU COOLEY LAW SCHOOL

**Degree**

J.D.

## Employment Background

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**Current Employer**

STATE OF MI

**Position**

FOSTER CARE REVIEW BOARD REPRESENTATIV

**Responsibilities:** *(Max length: 1000)*

HANDLE FOSTER PARENT APPEALS

**Previous Employer**

**Position**

DAVENPORT UNIVERSITY

DISTINGUISHED ADJUNCT PROFESSOR

**Responsibilities:** *(Max length: 1000)*

TAUGHT COLLEGE LEGAL CLASSES FOR 30 YEARS

## Other Information

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How many years have you lived in Ottawa County?

22

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*



CITY OF HUDSONVILLE TERRA SQUARE ADVISORY BOARD. CITY OF HUDSONVILLE ZONING BOARD OF AUTHORITY.

LEGAL COUNSEL TO NUMEROUS NON-PROFIT ORGANIZATION'S BOARD OF DIRECTORS.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

TO SERVE THE COUNTY LIKE I AM SERVING THE CITY OF HUDSONVILLE.

# Caleb Worpel

**Committee:** Ottawa County Community Action Agency Advisory Board

**Seat:** Private Sector (BC)

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## Education

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**School**

Grand Valley State University

**Degree**

Communications

**School**

Grand Rapids Community College

**Degree**

A.A.

## Employment Background

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**Current Employer**

Social Security Administration

**Position**

Service Representative

**Responsibilities:** *(Max length: 1000)*

? Responsible for assisting beneficiaries or inquirers in person, by telephone or in writing to provide information on SSA laws, rules, Medicare Insurance Programs and regulations governing all such programs.

? Obtain information in order to determine individuals eligibility and entitlement for programs administered by SSA, and using automation tools to access and update information about claims or potential eligibility.

? Conduct interviews to determine the nature of individuals questions or issues; Explain technical information, gather facts, evaluate evidence, and take action to resolve problems relating to all Social Security programs.

? Work independently and remotely from home as determined by agency policy.

? Obtain and maintain a United States Government 'Secret' Security Clearance.

**Previous Employer**

**Position**

United States Air Force

Public Affairs Specialist

**Responsibilities: (Max length: 1000)**

- ? Interview subject matter experts regarding the Department of Defense, Air Force, International partners and other government related policies, procedures and functions.
- ? Conducted media outreach activities such as press conferences and interviews with print, broadcast, and online outlets.
- ? Write news releases, feature articles, speeches, talking points, web content, brochures and other informational materials for executive staff members.
- ? Interpret and apply a complex body of pertinent laws, regulations, directives, and policies that relate Air Force and DoD communication objectives.
- ? Strategically communicate highly-sensitive issues prior to any public communication or release of information through storytelling objectives officiated by Air Force and Department of Defense personnel.
- ? Manage multiple platforms of social media capitalizing on high-value topics by engaging

## Other Information

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How many years have you lived in Ottawa County?

5

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

Yes  No

If yes, please describe: *Max length: 500*

My wife, Rebecca, is employed by the Ottawa Area Intermediate School District.

What is your past experience in serving on government boards, or the boards of civic and other similar organizations? *(Max length: 1000)*

I am a United States Air Force Veteran and current Federal Employee with SSA. Before living at my current address, I was the President of the Creekside Shores Homeowners Association, a new housing development at the former Summergreen Golf Course location, from 2019 to 2022.

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 no, please explain. *Max length: 1000.*

Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)

I want to continue to serve my country, state and county by representing my neighbors and constituents of Ottawa County by assuming this role.

11

# Action Request



<b>Committee:</b>	Board of Commissioners	<input type="text"/>
<b>Meeting Date:</b>	07/23/2024	<input type="text"/>
<b>Requesting Department:</b>	Fiscal Services Department	<input type="text"/>
<b>Submitted By:</b>	Karen Karasinski	<input type="text"/>
<b>Agenda Item:</b>	Operating Budget Policy (Second Reading)	<input type="text"/>

**Suggested Motion:**

To approve the revised Operating Budget Policy .

**Summary of Request:**

With the proposed changes to the Fund Balance policy, the Operating Budget Policy was updated to recognize that the General Fund contingency will need to consider all areas of the budget supported by General Fund operating transfers.

**Financial Information:**

Total Cost:	General Fund Cost:	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.

Committee/Governing/Advisory Board Approval Date: Finance and Administration 7/2/2024  
Board of Commissioners 7/9/2024

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**Administration:**

County Administrator:



Recommended

Not Recommended

Without Recommendation

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Committee/Governing/Advisory Board Approval Date:





## Ottawa County

### OPERATING BUDGET POLICY

#### **I. POLICY**

The Ottawa County Board of Commissioners supports principles of budgeting, management, and accounting which promote the fiscal integrity of the County. The goal of the budget is to provide financial plan for County operations that align to the Board of Commissioner Strategic Plan/ Business Plan and communicate the same to Ottawa County residents.

#### **II. STATUTORY REFERENCES**

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of 1851, as amended. See also the specific statutory requirements of the Uniform Budgeting and Accounting Act, MCL 141.421a et seq.

#### **III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES**

Board of Commissioners Policy Adoption Date and Resolution Number: June 13, 2017; B/C 17-118

Board of Commissioners Review Date and Resolution Number: May 23, 2017; B/C 17-101

Name and Date of Last Committee Review: Planning and Policy Committee, May 11, 2017

Last Review by Internal Policy Review Team: September 1, 2022



## Ottawa County

### IV. PROCEDURE

#### A. County Budget Philosophy

1. Alignment with Strategic Plan: The Board of Commissioners reviews and updates the County's strategic plan annually which serves as a guide for County operations. Since the budget is the main tool for implementation of the Strategic Plan/Business Plan, the budget, to the extent possible, will be consistent with the goals and objectives of the Strategic Plan/Business Plan.
2. Prudence: As stewards of taxpayer dollars and to promote stability, the budget will be prepared using conservative, but realistic estimates. The County will also avoid budgetary procedures such as accruing future years' revenues or rolling over short-term debt to balance the current budget at the expense of future budgets.

The County will include a contingency amount in the budget for unforeseen and emergency type expenditures. The amount of contingency will not exceed 3% of the General Fund's actual expenditures for the most recently completed audit, and the amount of the contingency will take into consideration all areas of the County budget that is supported by the General Fund.—

3. Balancing the Budget: In accordance with Public Act 621, no fund will be budgeted with a deficit (expenditures exceeding revenues and fund balance). Prudence requires that the ongoing operating budget be matched with ongoing, stable revenue sources to maintain consistent service levels.

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#### B. Budget Formulation

1. Responsibility: The County Administrator is responsible for the preparation, presentation and control of the budget, and shall prepare an annual budget calendar and budget resolution packet for each fiscal year.
2. State law requires the County to adopt a budget for the General Fund and all Special Revenue Funds. In addition to what is required by law, the County will adopt a budget for all Debt Service Funds and Capital Projects Funds.
3. With the exception of the Capital Improvement Fund, the legal level of control, at a minimum, is the department in each fund for which a budget is adopted. The Capital Improvement Fund is appropriated by project and unexpended resources will carry over until complete. Fiscal Services may implement safeguards or guidelines for processing budget reallocations within a department to ensure sufficient resources are available.



## Ottawa County

4. Budget Basis: Except capital assets, the budget will be prepared on the same basis as the County's financial statements. Capital assets are budgeted on cash basis of accounting.
5. Required Budget Data: As part of the budget preparation process, Department Heads and Elected Officials will provide information and justification to the County Administrator as it pertains to any of their budget requests, including new/replacement equipment and positions.
6. Departments and Elected Officials are responsible for administering their respective programs within the budget, as adopted or amended.
7. Budget Document: The County will prepare the budget document in compliance with Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program and industry best practices.

### V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years and will make recommendations for changes to the Planning & Policy Committee.

# Action Request



<b>Committee:</b>	Board of Commissioners	<input type="text"/>
<b>Meeting Date:</b>	07/23/2024	<input type="text"/>
<b>Requesting Department:</b>	Fiscal Services Department	<input type="text"/>
<b>Submitted By:</b>	Karen Karasinski	<input type="text"/>
<b>Agenda Item:</b>	Fund Balance Policy (Second Reading)	<input type="text"/>

**Suggested Motion:**

To approve the revised Fund Balance Policy.

**Summary of Request:**

The policy was updated so that all Special Revenue Funds supported by a general operating transfer will only maintain fund balance that is restricted, non-spendable, or committed by separate resolution of the Board of Commissioners.

This change will improve transparency regarding General Fund support to Special Revenue Funds because it will always be reflected as a transfer in. Additionally, it will allow for a more accurate calculation of unassigned General Fund dollars.

**Financial Information:**

Total Cost:	General Fund Cost:	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 3: Maintain or improve bond credit ratings.

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

Committee/Governing/Advisory Board Approval Date: Finance and Administration 7/2/2024

Board of Commissioners 7/9/2024



# Ottawa County

## FUND BALANCE POLICY

### I. POLICY

The County of Ottawa believes that sound financial management principles requires ~~that~~ sufficient funds be retained by the County to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to provide cash flow to the organization, ~~to~~ for ~~providing~~ financial reserves ~~for~~ in the event of unanticipated expenditures and/or revenue shortfalls of an emergency nature, and/or provide funds for existing encumbrances.

The purpose of this policy is to establish a key element of financial stability ~~of~~ for the County of Ottawa by setting guidelines ~~for~~ regarding fund balance. It is essential ~~that~~ the County of Ottawa maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstance.

In addition, this policy addresses requirements under Government Accounting Standards Board (GASB) surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

### II. STATUTORY REFERENCES

### III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: October 8, 2019

Board of Commissioner Review Date and Resolution Number: September 24, 2019

Date of Last Committee Review: Planning and Policy Committee September 17, 2019

Last Review by Internal Policy Review Team: April 19, 2022

### IV. PROCEDURE

- A. Fund balance is only reported in governmental funds and is the difference between assets, deferred outflows and its liabilities and deferred inflows. The five components of fund balance are as follows:
1. Non-spendable Fund Balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
  2. Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or



## Ottawa County

through enabling legislation. Examples include grants, dedicated millage, and budget stabilization fund established under State law.

3. Committed Fund Balance – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
4. Assigned Fund Balance – Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. Unassigned Fund Balance – is the residual classification of the general fund and includes all amounts not contained in other classification. Unassigned amounts are technically available for any purpose.

### B. Minimum Fund Balance

The fund balance of the County of Ottawa's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The County of Ottawa's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

[Special Revenue Funds that are supported by a general operating transfer of money from the General Fund will only maintain a fund balance to the extent that the funds are one or more of the following types: restricted; non-spendable; or committed by separate resolution of the Board of Commissioners.](#)

It is the goal of the County of Ottawa to achieve and maintain an unrestricted fund balance in the general fund equal to 20% - 25% of expenditures, including transfer to other funds, but excluding non-recurring expenditures and special millage tax revenue passed thru to component units. The use of unrestricted fund balance is appropriate for one-time expenditures.

For purposes of this policy, non-recurring expenditures are defined as an expenditure that has not occurred in the previous two years and is not expected to occur in the following year.

### C. Budget Stabilization



## Ottawa County

Under State law, the maximum stabilization amount is the lower of 1) 20% of the most recently adopted General Fund budget; or 2) 20% of the average of the most recent five years of General Fund budgets, as amended.

Uses of stabilization fund will be in compliance with State law.

### D. Assigned Fund Balance

Through the adoption of this policy, Ottawa County Board of Commissioners authorizes the County Administrator to assign fund balance to a specific purpose and in compliance with this policy.

### E. Order of Spending Fund Balance

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Ottawa to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Ottawa that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

### F. Measurement Date

The County will measure compliance with this policy as of September 30<sup>th</sup> each year, as soon as practical after [fiscal](#) year-end account information becomes available.

### G. Funding the Reserve

Fund of General Fund reserve target will generally come from excess revenue over expenditures or one-time revenues.

### H. Condition for Use of Reserve

It is the intent of the County to limit use of General Fund reserves to address unanticipated, non-recurring needs. Reserves may, however, be used to allow time for the County to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in [a-the](#) context of an adopted long-term plan.

### I. Replenishment of Reserve



## Ottawa County

In the event that a fund balance falls below the established minimum balance requirements, the Board of Commissioners will adopt a plan during the budget process to replenish the reserve within a three-year~~s~~ time horizon.

### J. Excess Reserves

In the event reserves exceed the minimum balance requirements, the excess may be used in the following ways:

1. Fund accrued liabilities, including but not limited to debt service and pension. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
2. Fund the Stabilization Fund to the maximum allowable under State law;
3. Appropriated to lower the amount of bonds or contributions needed to fund capital projects in the Capital Improvement Plan; and
4. One-time expenditures that do not increase recurring costs that cannot be funded through current revenues. Emphasis will be placed on one-time use that reduce future operating costs.

### V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years and will make recommendations for changes to the Planning & Policy Committee.