



Joe Moss
Chairperson

Sylvia Rhodea
Vice-Chairperson

Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 10, 2023 at 9:00 AM** for the regular January 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. Public Comment
5. Correspondence
 - A. Introduction of Senator Mark Huizenga
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 [December 13, 2022](#) Board of Commissioners meeting and the [January 3, 2023](#) Board of Commissioners Organizational meeting.

From Administration

B. [Accounts Payable for November 28, 2022 through December 30, 2022](#)

Suggested Motion:

Gretchen Cosby | Roger Bergman | Lucy Ebel | Jacob Bonnema | Rebekah Curran
Roger Belknap | Kyle Terpstra | Doug Zylstra | Allison Miedema

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

To approve the general claims in the amount of \$17,710,192.43 as presented by the summary report for November 28, 2022 through December 30, 2022.

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

Suggested Motion:

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

D. [Correspondence Log 494](#)

Suggested Motion:

To receive for information the Correspondence Log.

8. Public Hearings: None

9. Agenda and Action Requests

From Administration

A. [Legal Services Agreement](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Legal Services Agreement with Kallman Legal Group.

B. [Grand Valley Metropolitan Council Appointments](#)

Suggested Motion:

To approve the appointment of County Administrator John Gibbs to the Grand Valley Metropolitan Council Board of Directors and Executive Committee.

10. Committee Reports

11. Public Comment

12. Additional Business

A. Report from County Administrator

B. General Information, Comments, and Meetings Attended

13. Adjournment at Call of the Chairperson

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

The Ottawa County Board of Commissioners met on December 13, 2022, at 1:32 p.m. and was called to order by the Chair.

Commissioner Matt Fenske pronounced the invocation.

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

Present at roll call: Francisco Garcia, Joseph Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (11)

Presentation of Petitions and Communications

- A. GCSI Update-Bob DeVries gave a legislative update.
- B. Robyn Afrik-Read a letter from Grand Valley State University in recognition of Chairperson Matt Fenske.

Board Chair Comments

Chairman Fenske spoke on several topics, including, thanking all the local businesses for reaching out and thanking the Board for the hard work on the ARPA funding distribution and he spoke on several transformational areas that the ARPA money will help make possible that are already in motion.

Public Comments

- 1. John Nash-Spring Lake Township
- 2. Patricia Kingsley-Georgetown Township
- 3. Jeremy Bosch-Holland
- 4. Jeff Anderson-Works in Ottawa County

- B/C 22-276 Joseph Baumann moved to approve the agenda with the following amendments: add Action Item #2 under "From Administration: to include a Resolution to appoint a new Administrative Health Offices, remove Action Item #12 under "From Finance and Administration Committee", and under "Board Appointments" #27, add the names *Dave Ziegler and *Nick Knebl. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Roger Bergman, Matthew Fenske. (11)

B/C 22-277 Allen Dannenberg moved to approve the following Consent Resolutions.

1. To approve the minutes of the November 22, 2022, Board of Commissioners meeting.
2. To approve the general claims in the amount of \$6,624,087.59 as presented by the summary report for November 13, 2022 through November 25, 2022.
3. To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV (D)(2) of the Ottawa County Contracting Authorization and Form Policy.

The motion passed as shown by the following votes: Yeas: Francisco Garcia, Roger Bergman, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Matthew Fenske. (11)

B/C 22-278 Roger Bergman moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution of Support for the establishment of a Commercial Rehabilitation Districts (PA 210 of 2005) in the City of Grand Haven.

The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Roger Bergman, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Matthew Fenske. (11)

B/C 22-279 Philip Kuyers moved to approve and authorize the Board Chairperson and Clerk/Register to sign a resolution to appoint Adeline Hambley as Ottawa County Administrative Health Officer contingent upon 1) approval by the Board of Commissioners; 2) confirmation by the Michigan Department of Health and Human Services that she has the required educational certifications and work background; and 3) successfully passing the County's background check process.

The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Roger Bergman, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (11)

B/C 22-280 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Grant Agreement with the Ottawa County Parks Foundation for Parks staff support

The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Roger Bergman, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Matthew Fenske. (11)

B/C 22-281 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution approving the grant application to the Michigan Spark Grant Program for \$674,000 in funding assistance for the Kirk Park Renovation project.

The motion passed as shown by the following votes: Yeas: Roger Bergman, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Matthew Fenske. (11)

- B/C 22-282 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the agreement, or one substantially similar as determined by the Parks Director, with the Michigan Department of Natural Resources to construct, operate, and maintain portions of the Idema Explorers Trail through the Bass River State Recreation Area.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Roger Bergman, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Matthew Fenske. (11)

- B/C 22-283 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Settlement Agreement in the Wayside Class Action Case on Rafaeli Claims.

The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Roger Bergman, Matthew Fenske. (11)

- B/C 22-284 Gregory DeJong moved to approve the revised Purchasing Card Policy for review and comment.

The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Roger Bergman, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (11)

- B/C 22-285 Gregory DeJong moved to approve the revised Travel and Meal Policy for review and comment.

The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Roger Bergman, Matthew Fenske. (11)

- B/C 22-286 Gregory DeJong moved to approve the proposed Change Orders for the Family Justice Center Policy for review and comment.

The motion passed as shown by the following votes: Yeas: Francisco Garcia, Roger Bergman, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Matthew Fenske. (11)

- B/C 22-287 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the contract with Denny's Excavating in the amount of \$279,895.00 for construction of the Grand Ravines Treehouse.

The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Roger Bergman, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Matthew Fenske. (11)

- B/C 22-288 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Amended Agreement for Funding Assistance between Ottawa County and the Ottawa Conservation District.

The motion failed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Roger Bergman, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Matthew Fenske. (11)

- B/C 22-289 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the interlocal agreement with the Road Commission regarding the Treasurer's Custody of Road Commission funds and coordination of Audit requirements.

The motion passed as shown by the following votes: Yeas: Roger Bergman, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Matthew Fenske. (11)

- B/C 22-290 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the OPEB Advisory Services Agreement with CapTrust.

The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Roger Bergman, Matthew Fenske. (11)

- B/C 22-291 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the contract for Credit Card Processing with Huntington/FiServe for equipment in the amount of \$4,000, and software in the amount of \$100 plus associated annual transaction fees as outlined in the Request for Proposal Response and the Merchant Agreement which is estimated to be \$150,000 subject to Corporate Counsel and the Treasurer's final approval.

The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Roger Bergman, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (11)

- B/C 22-292 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the 3-year licensing agreement, server replacement, and 1-year extension of the Master Services Agreement with Sentinel Technologies at a total cost of \$311,049.01.

The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Roger Bergman, Matthew Fenske. (11)

B/C 22-293 Joseph Baumann moved to approve the request from Community Mental Health to add one, 1.0 FTE full-time, benefited Nurse Practitioner positions at paygrade 16 at a total cost of \$137,690 paid for with CCBHC grant funds and Medicaid.

The motion passed as shown by the following votes: Yeas: Francisco Garcia, Roger Bergman, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Matthew Fenske. (11)

B/C 22-294 Joseph Baumann moved to approve the request from Community Mental Health to add temporary, non-benefited Crisis Support pooled positions at a not-to-exceed cost of \$40,000 annually.

The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Roger Bergman, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Matthew Fenske. (11)

B/C 22-295 Joseph Baumann moved to approve the FY22 and FY23 budget adjustments per the attached schedule.

The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Roger Bergman, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Matthew Fenske. (11)

B/C 22-296 Doug Zylstra moved to place into nomination all the names that are asterisked (*) that have an equal number of applicants as there are seats on that Board. That bundle would correspond to the following Appointments: 1, 2, 3, 6, 7, 9, 11, 13, 14, 15, 16, 17, 21, 22, 23, 24, 25, and 26.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Roger Bergman, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Matthew Fenske. (11)

B/C 22-297 Francisco Garcia moved to approve all the applicants that are asterisked (*) associated with the bundling in motion B/C 22-296.

The motion passed as shown by the following votes: Yeas: Roger Bergman, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Matthew Fenske. (11)

*Paul Windemuller

and to select one (1) to fill one (1) Agricultural vacancy to the Agricultural Preservation Board beginning January 1, 2023 and ending December 31, 2025.

*Josh Hucul

and to select one (1) to fill one (1) Real Estate vacancy to the Agricultural Preservation Board beginning January 1, 2023 and ending December 31, 2025.

*Lukas E. Hill

and to select one (1) to fill one (1) Township Government vacancy to the Agricultural Preservation Board beginning January 1, 2023 and ending December 31, 2025.

*Paula Jean Creswell

and to select one (1) to fill one (1) Business Community vacancy to the Community Corrections Advisory Board beginning January 1, 2023 and ending December 31, 2024.

*Nichole Derks

and to select one (1) to fill one (1) Defense Attorney vacancy to the Community Corrections Advisory Board beginning January 1, 2023 and ending December 31, 2024

*Matthew Lowe

*Tim Piers

*Heather Toppen

and to select three (3) to fill three (3) Service Areas vacancies to the Community Corrections Advisory Board beginning January 1, 2023 and ending December 31, 2024.

*Rebekah Bakker

and to select one (1) to fill one (1) Private Sector vacancy to the Comprehensive Economic Development Strategy Committee beginning January 1, 2023 and ending December 31, 2023.

*Jordan Jorritsma

and to select one (1) to fill one (1) County Resident vacancy to the Land Bank Authority beginning January 1, 2023 and ending December 31, 2028.

*Daniel Strikwerda

*Timothy Maday

and to select two (2) to fill two (2) City/Village Representative vacancies to the Land Bank Authority beginning January 1, 2023 and ending December 31, 2028.

*Kenneth Brune

and to select one (1) to fill one (1) Director vacancy to the Ottawa County Economic Development Corp/Brownfield Redevelopment Authority beginning January 1, 2023 and ending December 31, 2028.

*Beth Durkee

*Larry Jackson

*Tracey Nauta

and to select three (3) to fill three (3) Member vacancies to the Officers Compensation Commission beginning immediately and ending December 31, 2025.

*Joseph Alfonso

and to select one (1) to fill one (1) Member vacancy to the Officers Compensation Commission beginning immediately and ending December 31, 2023.

*Dan Broersma

and to select one (1) to fill one (1) City Government vacancy to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

*Benjamin Jordan

*Kelly Goward

and to select two (2) to fill two (2) Environmental Interest Group vacancies to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

*Becky Huttenga

*Randy Kortering

*Kenneth Freestone

and to select three (3) to fill three (3) General Public vacancies to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

*Stewart Whitney

and to select one (1) to fill one (1) Regional or County Solid Waste Planning Agency vacancy to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

*Russ Boersma

*Kari Bliss

*Justin Obermeyer

*Matt Rosser

and to select four (4) to fill four (4) Solid Waste Industry vacancies to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

*Thomas Oonk

and to select one (1) to fill one (1) Township Government vacancy to the Solid Waste Planning Committee beginning January 1, 2023 and ending December 31, 2024.

B/C 22-298

Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Belma Rosa Hernandez

Tracey Nauta

and to select one (1) to fill one (1) Private Sector vacancy to the Community Action Agency Advisory Board beginning January 1, 2023 and ending December 31, 2025.

Roll Call Votes:

Kyle Terpstra-Hernandez

Douglas Zylstra- Hernandez

Gregory DeJong-Hernandez

Joseph Baumann-Hernandez

Allen Dannenberg-Hernandez

Matthew Fenske-Hernandez

James Holtvluwer-Hernandez

Philip Kuyers-Hernandez

Randall Meppelink-Hernandez

Roger Bergman-Hernandez

Francisco Garcia-Hernandez

Total votes received: Hernandez-11 Nauta-0

The Chair declared Belma Rosa Hernandez appointed to the Community Action Agency Advisory Board.

B/C 22-299 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Danielle Weeks

Beth Durkee

and to select one (1) to fill one (1) Public Sector vacancy to the Community Action Agency Advisory Board beginning January 1, 2023 and ending December 31, 2025.

Roll Call Votes:

Philip Kuyers-Weeks	James Holtvluwer-Weeks
Francisco Garcia-Weeks	Allen Dannenberg-Weeks
Gregory DeJong-Weeks	Douglas Zylstra-Weeks
Kyle Terpstra-Weeks	Randall Meppelink-Weeks
Joseph Baumann-Weeks	Roger Bergman-Weeks
Matthew Fenske-Weeks	

Total votes received: Weeks-11 Durkee-0

The Chair declared Danielle Weeks appointed to the Community Action Agency Advisory Board.

B/C 22-300 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Linda Haveman

Susan Doughty

and to select one (1) to fill one (1) General Public vacancy to the Community Corrections Advisory Board beginning January 1, 2023 and ending December 31, 2024.

Roll Call Votes:

Francisco Garcia-Haveman	Roger Bergman-Haveman
Douglas Zylstra-Haveman	Allen Dannenberg-Haveman
Kyle Terpstra-Haveman	Randall Meppelink-Haveman
James Holtvluwer-Haveman	Joseph Baumann-Haveman
Philip Kuyers-Haveman	Gregory DeJong-Haveman
Matthew Fenske-Haveman	

Total votes received: Haveman-11 Doughty-0

The Chair declared Linda Haveman appointed to the Community Corrections Advisory Board.

B/C 22-301 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Christian Kleinjans
Julie Tulloch
Heather Toppen
Stephen Rockman
Kyle Parcher

and to select one (1) to fill one (1) General Public vacancy to the Community Mental Health Board beginning immediately and ending March 31, 2025.

Roll Call Votes:

Allen Dannenberg-Kleinjans	Joseph Baumann-Kleinjans
Roger Bergman-Kleinjans	Randall Meppelink-Kleinjans
Kyle Terpstra-Kleinjans	Francisco Garcia-Kleinjans
Gregory DeJong-Kleinjans	James Holtvluwer-Kleinjans
Douglas Zylstra-Kleinjans	Philip Kuyers-Kleinjans
Matthew Fenske-Kleinjans	

Total votes received: Kleinjans-11 Tulloch-0 Toppen-0 Rockman-0 Parcher-0

The Chair declared Christian Kleinjans appointed to the Community Mental Health Board.

B/C 22-302 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Barbara VanHorssen
Belma Rosa Hernandez
Caden Hembrough
Julie Tulloch
Heather Toppen
Heidi Parcher
Tracey Nauta

and to select one (1) to fill one (1) County Resident vacancy to the Department of Health and Human Services Board beginning January 1, 2023 and ending December 31, 2025.

Roll Call Votes:

Philip Kuyers-VanHorssen	James Holtvluwer-VanHorssen
Randall Meppelink-VanHorssen	Kyle Terpstra-VanHorssen
Francisco Garcia-VanHorssen	Douglas Zylstra-VanHorssen
Roger Bergman-VanHorssen	Allen Dannenberg-VanHorssen
Gregory DeJong-VanHorssen	Joseph Baumann-VanHorssen
Matthew Fenske-VanHorssen	

Total votes received: VanHorssen-11 Hernandez-0 Hembrough-0 Tulloch-0
Toppen-0 Parcher-0 Nauta-0

The Chair declared Barbara VanHorssen appointed to the Department of Health and Human Services Board.

B/C 22-303 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Thomas Reinsma
Joseph Alfonso
Caden Hembrough
Randy Kortering
Larry Jackson
Steven Johnson
Tracey Nauta
Jordan Jorritsma

and to select one (1) to fill one (1) Member vacancy to the Ottawa County Housing Commission beginning January 1, 2023 and ending December 31, 2027.

Roll Call Votes:

Douglas Zylstra-Reinsma	Roger Bergman-Reinsma
Joseph Baumann-Reinsma	Philip Kuyers-Reinsma
Francisco Garcia-Reinsma	Randall Meppelink-Reinsma
Allen Dannenberg-Reinsma	Gregory DeJong-Reinsma
James Holtvluwer-Reinsma	Kyle Terpstra-Reinsma
Matthew Fenske-Reinsma	

Total votes received: Reinsma-11 Alfonso-0 Hembrough-0 Kortering-0
Jackson-0 Johnson-0 Nauta-0 Jorritsma-0

The Chair declared Thomas Reinsma appointed to the Ottawa County Housing Commission.

B/C 22-304 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Linda McAffrey
*Jane Longstreet
Caden Hembrough
Joseph Sierawski
Nathan Hoekstra
Michael Cramer
Jeffrey Westendorp
Jordan Jorritsma
Matthew VandeWater
James Kober

and to select two (2) to fill two (2) Public vacancies to the Parks and Recreation Commission beginning January 1, 2023 and ending December 31, 2025.

Roll Call Votes:

Joseph Baumann-McAffrey & Longstreet	Francisco Garcia-McAffrey & Longstreet
Randall Meppelink- McAffrey & Longstreet	James Holtvluwer- McAffrey & Longstreet
Gregory DeJong- McAffrey & Longstreet	Douglas Zylstra- McAffrey & Longstreet
Kyle Terpstra- McAffrey & Longstreet	Philip Kuyers- McAffrey & Longstreet
Allen Dannenberg- McAffrey & Longstreet	Roger Bergman- McAffrey & Longstreet
Matthew Fenske- McAffrey & Longstreet	

Total votes received: McAffrey-11 Longstreet-11 Hembrough-0 Sierawski-0
Hoekstra-0 Cramer-0 Westendorp-0 Jorritsma-0 VandeWater-0 Kober-0

The Chair declared Linda McAffrey and Jane Longstreet appointed to the Parks and Recreation Commission.

B/C 22-305 Randall Meppelink moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*John Schwalm
*John Field Reichardt
*Francisco Garcia
*Arlan Meekhof
Mark Gleason
Caden Hembrough
Kevin Priddy
David Morren
Robert Machiela
Rebekah Bakker
Jon Rice

and to select two (2) to fill two (2) Member vacancies to the Road Commission beginning January 1, 2023 and ending December 31, 2028.

Roll Call Votes:

Kyle Terpstra- Schwalm & Meekhof	James Holtvluwer-Schwalm & Reichardt
Douglas Zylstra-Schwalm & Reichardt	Philip Kuyers-Reichardt & Garcia
Gregory DeJong-Reichardt & Garcia	Randall Meppelink-Reichardt & Garcia
Joseph Baumann-Reichardt & Garcia	Roger Bergman-Reichardt & Garcia
Allen Dannenberg-Reichardt & Garcia	Francisco Garcia-Abstain
Matthew Fenske-Reichardt & Garcia	

Total votes received: Schwalm-3 Reichardt-9 Garcia-6 Meekhof-2 Gleason-0
Hembrough-0 Priddy-0 Morren-0 Machiela-0 Bakker-0 Rice-0

The Chair declared John Field Reichardt and Francisco Garcia appointed to the Road Commission.

B/C 22-306 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Dave Ziegler

*Nick Knebl

*Joseph Alfonso

*Larry Jackson

and to select two (2) to fill two (2) War Veteran vacancies to the Veteran's Affairs Committee beginning January 1, 2023 and ending December 31, 2025.

B/C 22-307 Douglas Zylstra moved to amend motion B/C 22-306 to increase the size of the Veteran's Affairs Committee from 5 people to 7 people, to change the commission ending date for Joseph Alfonso and Larry Jackson to December 31, 2023, and to approve all four candidates.

The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Roger Bergman, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (11)

B/C 22-308 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Rebecca Hopp

Mark Southwell

Jared Schuitema

Caden Hembrough

Rebekah Bakker

Kevin Priddy

Joseph Pierce

Gregory Bales

Kenneth Brune

and to select one (1) to fill one (1) Private Sector vacancy to the West Michigan Regional Planning Commission beginning January 1, 2023 and ending December 31, 2023.

Roll Call Votes:

Kyle Terpstra-Hopp

Douglas Zylstra- Hopp

Gregory DeJong-Hopp

Joseph Baumann-Hopp

Allen Dannenberg-Hopp

Matthew Fenske-Hopp

James Holtvluwer-Hopp

Philip Kuyers-Hopp

Randall Meppelink-Hopp

Roger Bergman-Hopp

Francisco Garcia-Hopp

Total votes received: Hopp-11 Southwell-0 Schuitema-0 Hembrough-0

Bakker-0 Priddy-0 Pierce-0 Bales-0 Brune-0

The Chair declared Rebecca Hop appointed to the West Michigan Regional Planning Commission.

- B/C 22-309 Philip Kuyers moved at 3:00 p.m. to go into Closed Session 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 as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Roger Bergman, Matthew Fenske. (11)

- B/C 22-310 Roger Bergman moved at 3:11 p.m. to come out of Closed Session for the purpose of strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement pursuant to OMA Section 8c.

- B/C 22-311 Joseph Baumann moved to ratify the contract with the Juvenile Courts Association.

The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Roger Bergman, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Matthew Fenske. (11)

The County Administrator's report was presented.

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

- A. Commissioners Parting Remarks-The following gave parting remarks: Commissioner Vice Chairperson Dannenberg, Commissioner DeJong, Commissioner Meppelink, Commissioner Garcia, Commissioner Kuyers, Commissioner Baumann, Commissioner Bergman, Commissioner Chairperson Fenske.

Public Comments

1. Daniela Garcia-Holland
2. Kevin Bowling-Grand Haven
3. Pam DeJong-Allendale
4. David Barnosky-Port Sheldon Township
5. Lanae Monera-Allendale

Online Public Comments

1. Margarete Fochtman-Robinson Township
2. Nichole Derks-Park Township

Chair Fenske adjourned the meeting at 3:56 p.m.

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

MATTHEW R. FENSKE, Chairman
Of the Board of Commissioners

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
JANUARY SESSION – ORGANIZATIONAL MEETING**

The Ottawa County Board of Commissioners met on Tuesday, January 3, 2023, at 8:30 a.m. and was called to order by the Clerk/Register.

Pastor Ray Paget pronounced the invocation.

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

Present at roll call: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Joe Moss, Kyle Terpstra, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema. (10)

Absent: Jacob Bonnema (1)

Public Comments

Public comments were made by the following:

1. Walter (Mac) Davis-Grand Haven
2. Stephen Rockman-Grand Haven Township
3. Joel Studebaker-Jamestown Township
4. Larry Johnson-Holland
5. Jeff Moss-Georgetown Township
6. Michael Bosch-Georgetown Township
7. Steve Redmond-Park Township
8. David Morren-Allendale Township
9. Barbara VanHorssen-Grand Haven
10. Harvey Nikkel-Georgetown Township
11. Joe Spaulding-Holland Township
12. Matthew VanZetten-Holland City
13. Kristen Meghan Kelly-Jamestown Township
14. Emily Underhill-Allendale Township
15. Donna Mooney-Georgetown Township
16. Malinda Pego-Muskegon County
17. Joshua Vanderklok-Georgetown Township

The Clerk/Register of Deeds, Justin Roebuck, administered the Oath of Office to the Commissioners.

B/C 23-001 Roger Bergman moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson. The motion passes as shown by the following votes:

Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Douglas Zylstra, Kyle Terpstra, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss. (10)

The Clerk/Register opened the floor for nominations for Temporary Chairperson.

B/C 23-002 Allison Miedema nominated Gretchen Cosby as Temporary Chairperson. The motion passed.

Gretchen Cosby, as Temporary Chairperson, opened the floor for nominations for the Chairperson of the Board of Commissioners.

B/C 23-003 Gretchen Cosby moved to nominate Joe Moss as Chairperson of the Board of Commissioners.

B/C 23-004 Douglas Zylstra moved to nominate Roger Bergman as Chairperson of the Board of Commissioners.

Roll Call Vote:

Lucy Ebel-Joe Moss	Roger Bergman-Abstained
Allison Miedema-Joe Moss	Kyle Terpstra-Joe Moss
Gretchen Cosby-Joe Moss	Sylvia Rhodea-Joe Moss
Rebekah Curran-Joe Moss	Douglas Zylstra-Roger Bergman
Roger Belknap-Joe Moss	Joe Moss-Joe Moss

Joe Moss was declared Chairperson of the Ottawa County Board of Commissioners.

Chairperson Moss opened the floor for nominations for the office of Vice-Chairperson of the Board of Commissioners.

B/C 23-005 Roger Bergman moved to nominate Doug Zylstra as Vice-Chairperson of the Board of Commissioners.

B/C 23-006 Roger Belknap moved to nominate Sylvia Rhodea as Vice-Chairperson of the Board of Commissioners.

Roll Call Vote:

Gretchen Cosby-Sylvia Rhodea	Roger Bergman-Douglas Zylstra
Douglas Zylstra-Douglas Zylstra	Kyle Terpstra-Douglas Zylstra
Allison Miedema-Sylvia Rhodea	Rebekah Curran-Sylvia Rhodea
Lucy Ebel-Sylvia Rhodea	Roger Belknap-Sylvia Rhodea
Sylvia Rhodea-Sylvia Rhodea	Joe Moss-Sylvia Rhodea

Sylvia Rhodea was declared Vice-Chairperson of the Ottawa County Board of Commissioners.

The Clerk/Register of Deeds, Justin Roebuck, administered the Oath of Office to Chairperson Moss and Vice-Chairperson Rhodea.

- B/C 23-007 Sylvia Rhodea moved to establish the Rules of the Ottawa County Board of Commissioners as amended. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, Rebekah Curran, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Gretchen Cosby, Joe Moss. (8)
- Nays: Douglas Zylstra and Roger Bergman. (2)
- B/C 23-008 Douglas Zylstra moved to amend the Board Rules by removing paragraph 4 of Article III Rule 3.1. Motion failed by the following votes: Nays: Roger Belknap, Rebekah Curran, Allison Miedema, Kyle Terpstra, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss. (8)
- Yeas: Douglas Zylstra and Roger Bergman. (2)
- B/C 23-009 Douglas Zylstra moved to amend the Board Rules to remove the last sentence of paragraph 4 of Rule 6.7. The motion passed as shown by the following votes: Yeas: Roger Bergman, Douglas Zylstra, Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Kyle Terpstra, Joe Moss. (10)
- B/C 23-010 Sylvia Rhodea moved amend the Amendment to remove just the last sentence of paragraph 4 of Rule 6.7. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Roger Bergman, Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Kyle Terpstra, Joe Moss. (10)
- B/C 23-011 Douglas Zylstra moved to include Ottawa County “Where you Belong” to the front page of the Board Rules. The motion failed as shown by the following votes: Nays: Lucy Ebel, Gretchen Cosby, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Joe Moss. (7)
- Yeas: Douglas Zylstra, Kyle Terpstra, Roger Bergman. (3)
- B/C 23-012 Sylvia Rhodea moved to approve the Amended Standing Committee meeting times. The motion passed as shown by the following votes: Yeas: Gretchen Cosby, Roger Bergman, Douglas Zylstra, Kyle Terpstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (10)

2023 Board Meeting Schedule

Board of Commissioner Meetings	2nd Tuesday of each month at 9AM, 4th Tuesday of each month at 6:30 PM
Finance & Administration	1st Tuesday of each month at 10AM (directly after Planning & Policy)
Planning & Policy	1st Tuesday of each month at 9AM
Health & Human Services	3rd Tuesday of each month at 9AM
Talent & Recruitment	3rd Tuesday of each month at 10AM (directly after Health & Human Services)
Board Rules	3rd Tuesday of March 2023

- B/C 23-013 Douglas Zylstra moved to amend the Standing Committee meeting schedule to add a Rules Committee meeting to the 3rd Tuesday of March 2023. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby,

Sylvia Rhodea, Douglas Zylstra, Kyle Terpstra, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss. (10)

- B/C 23-014 Gretchen Cosby moved to amend the agenda after Action Item B as Item C to discuss the need for Corporation Counsel. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss. (7)
Nays: Kyle Terpstra, Douglas Zylstra, Roger Bergman. (3)

- B/C 23-015 Gretchen Cosby moved to approve the several times over Amended Resolution to accept the intended resignation of Doug Van Essen given on 12/22/22 and approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to appoint Kallman Legal Group PLLC as interim Corporate Counsel. The motion passed as shown by the following votes: Yeas: Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss. (7)

Nays: Roger Bergman and Douglas Zylstra. (2)

Jack Jordan, from Kallman Legal Group, addressed the Board.

- B/C 23-016 Roger Bergman moved to amend the Resolution to update the language of the 2nd and 3rd "WHEREAS" to include "Employee Doug Van Essen" and remove "Silver & Van Essen" from WHEREAS number 2 and to add the sentence "will transition the role of Corporation Counsel to Kallman Legal Group on February 28, 2023" from WHEREAS number 3, "WHEREAS" statements from this document. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Roger Bergman, Roger Belknap, Gretchen Cosby, Rebekah Curran, Kyle Terpstra. (6)

Nays: Lucy Ebel, Allison Miedema, Sylvia Rhodea, Joe Moss. (4)

- B/C 23-017 Rebekah Curran moved to amend the amendment to the Resolution to update the language of the 2nd and 3rd "WHEREAS" to include "Employee Doug Van Essen" and remove "Silver & Van Essen" from WHEREAS number 2 and to add the sentence "will transition the role of Corporation Counsel to Kallman Legal Group on February 28, 2023" from WHEREAS number 3. The motion passed as shown by the following votes: Yeas: Lucy Ebel, Gretchen Cosby, Allison Miedema, Rebekah Curran, Douglas Zylstra, Kyle Terpstra, Roger Belknap, Roger Bergman. (8)

Nays: Sylvia Rhodea and Joe Moss. (2)

- B/C 23-018 Roger Belknap moved to amend the amended amendment to include that Kallman Legal Group will be paid their standard rate of \$225 per hour. The motion failed for lack of second.

- B/C 23-019 Allison Miedema moved to amend the amended amended amendment to the Resolution to include "no later than February 28, 2023". The motion failed by a tie vote as shown by the following votes: Yeas: Kyle Terpstra, Rebekah Curran, Roger Belknap, Allison Miedema, Gretchen Cosby. (5)

Nays: Douglas Zylstra, Sylvia Rhodea, Lucy Ebel, Roger Bergman, Joe Moss. (5)

B/C 23-020 Lucy Ebel moved to amend the amended amended amended amendment to the Resolution to include "on or before February 28, 2023. The motion failed for lack of a second.

B/C 23-021 Gretchen Cosby moved to amend the amended amended amended amended amendment to the Resolution to change "legal counsel" to "corporation counsel". The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Kyle Terpstra, Allison Miedema, Lucy Ebel, Joe Moss. (8)

Nays: Douglas Zylstra and Roger Bergman. (2)

B/C 23-022 Sylvia Rhodea moved to amend the amended amended amended amended amended amendment to the Resolution to change the wording of WHEREAS number 3 to read WHEREAS, Doug Van Essen has filled the role of "Corporation Counsel" for the County of Ottawa, at the pleasure of the Board of Commissioners; and, will transition the role of Corporation Counsel and work at the pleasure and under the direction of the Kallman Legal Group as the Corporation Counsel to Kallman Legal Group over the next 2 months, on February 28, 2023.
This motion was withdrawn.

The Board took a short break.

Chair Moss called back to order at 11:41 a.m. Mr. Terpstra had to leave at 11:41 a.m.

B/C 23-023 Sylvia Rhodea moved to amend the amended amended amended amended amended amended amendment to the Resolution to change the wording of WHEREAS number 3 to read WHEREAS, Doug Van Essen has filled the role of "Corporation Counsel" for the County of Ottawa, at the pleasure of the Board of Commissioners; and, will transition Corporate Counsel in cooperation with and under the lead of Kallman Legal Group in fully transitioning Corporate Counsel to Kallman Legal Group, on or before February 28, 2023. The motion passed as shown by the following votes: Yeas: Lucy Ebel, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Rebekah Curran, Roger Belknap, Joe Moss. (7)

Nays: Roger Bergman and Douglas Zylstra. (2)

B/C 23-024 Sylvia Rhodea moved to approve the amended amended amended amended amended amendment to the Resolution to change the wording of WHEREAS number 3 to read WHEREAS, Doug Van Essen has filled the role of "Corporation Counsel" for the County of Ottawa, at the pleasure of the Board of Commissioners; and, will transition Corporate Counsel in cooperation with and under the lead of Kallman Legal Group in fully transitioning Corporate Counsel to Kallman Legal Group, on or before February 28, 2023. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss. (7)

Nays: Douglas Zylstra and Roger Bergman. (2)

B/C 23-025 Gretchen Cosby moved to approve the amendment to the original motion to accept the intended resignation of Doug Van Essen given on 12/22/22 and approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to appoint Kallman Legal Group PLLC as interim Corporate Counsel.
Roger Bergman "Called to Question".

The motion passed as shown by the following votes: Yeas: Roger Belknap, Grechen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss. (7)

Nays: Roger Bergman and Douglas Zylstra. (2)

B/C 23-026 Sylvia Rhodea moved to amend the agenda after Action Item C as Item D to address hiring a new County Administrator. The motion passed as shown by the following votes: Yeas: Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Joe Moss. (6)

Nays: Douglas Zylstra, Roger Bergman, Rebekah Curran. (3)

B/C 23-027 Sylvia Rhodea moved to terminate the employment of the current County Administrator and to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution to appoint John Gibbs as County Administrator effective immediately. The motion passed as shown by the following votes: Yeas: Gretchen Cosby, Lucy Ebel, Joe Moss, Sylvia Rhodea, Roger Belknap, Allison Miedema. (6)

Nays: Douglas Zylstra, Rebekah Curran, Roger Bergman. (3)

B/C 23-028 Rebekah Curran moved to postpone this decision for 30 days. The motion failed as shown by the following votes: Nays: Lucy Ebel, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Roger Belknap, Joe Moss. (6)

Yeas: Rebekah Curran, Douglas Zylstra, Roger Bergman. (3)

B/C 23-029 Douglas Zylstra moved to amend the first NOW THEREFORE of the Resolution to add "to retain the services of current County Administrator John Shay until February 28, 2023". The motion failed as shown by the following votes: Nays: Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Gretchen Cosby, Joe Moss. (6)

Yeas: Rebekah Curran, Douglas Zylstra, Roger Bergman. (3)

B/C 23-030 Allison Miedema moved to end discussion and go to vote. The motion passed.

Roger Bergman left the meeting at 12:18 p.m.

B/C 23-031 Sylvia Rhodea moved to amend the agenda after Item D as Item E to change the County Vision Statement. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-032 Sylvia Rhodea moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution to update the County Mission Statement from "Where you Belong" to "Where Freedom Rings". The motion passed as shown by the following votes: Yeas: Gretchen Cosby, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-033 Lucy Ebel moved to amend the agenda after Item E as Item F to close the Diversity, Equity, and Inclusion Department. The motion passed as shown by the following votes: Yeas: Lucy Ebel, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Rebekah Curran, Roger Belknap, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-034 Lucy Ebel moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution to close the Diversity, Equity, and Inclusion Department. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-035 Douglas Zylstra moved to amend the motion to return the money that was donated to the County to help create the DEI Department to the investors. Motion fails for lack of a second.

- B/C 23-036 Allison Miedema moved to amend the agenda after Item F as Item G to change the Ottawa County Administrative Health Officer. The motion passed as shown by the following votes: Yeas: Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-037 Allison Miedema moved to appoint Adeline Hambley as Interim Administrative Health Officer until a new Administrative Health Officer is hired and to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution to appoint Nathaniel Kelly as Administrative Health Officer of Ottawa County contingent upon (1) the approval of the Board of Commissioners and (2) confirmation by the Michigan Department of Health and Human Services. The motion passed as shown by the following votes: Yeas: Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

- B/C 23-038 Gretchen Cosby moved to amend the agenda after Item G as Item H to hire an Administrative Director to the Board of Commissioners. The motion passed as shown by

the following votes: Yeas: Lucy Ebel, Gretchen Cosby, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Joe Moss. (7)

Nays: Douglas Zylstra. (1)

B/C 23-039 Gretchen Cosby moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution to hire Cindy Driesenga as Administrative Director to the Board of Commissioners. The motion passed as shown by the following votes: Yeas: Rebekah Curran, Douglas Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Gretchen Cosby, Joe Moss. (8)

B/C 23-040 Roger Belknap moved to approve the amended Board of Commissioners Committee appointments for 2023. The motion passed as shown by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Douglas Zylstra, Allison Miedema, Lucy Ebel, Joe Moss. (8)

2023 Standing Committee Assignments

Finance & Administration

Gretchen Cosby *
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Roger Bergman
Allison Miedema

Planning & Policy

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea
Roger Belknap *
Roger Bergman
Allison Miedema

Board Rules

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss *
Kyle Terpstra
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Allison Miedema

Health & Human Services

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea *
Roger Belknap
Allison Miedema

Talent & Recruitment

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Kyle Terpstra
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Allison Miedema *

* Denotes Chair

2023 Boards and Commissions

Agricultural Preservation Board	Allison Miedema		
Area Community Services Employment & Training Council (ACSET) *	Joe Moss *	Rebekah Curran	
Central Dispatch Authority Policy Board	Roger Belknap		
Community Corrections Advisory Board	Roger Bergman		
Community Mental Health Board	Gretchen Cosby	Lucy Ebel	Sylvia Rhodea
Comprehensive Economic Development Strategy Committee (CEDS)	Joe Moss		
Drain Board* **	Joe Moss *	Gretchen Cosby **	
Economic Development Corp / Brownfield Redevelopment	Roger Belknap		
Food Services Appeals Board	Gretchen Cosby		
Grand Valley Metro Council (GVMC)	Lucy Ebel		
Groundwater Board	Roger Belknap	Sylvia Rhodea	
Holland SmartZone Local Development Finance Authority (LDFA)	Doug Zylstra		
Insurance Authority* **	Joe Moss *	Gretchen Cosby **	Roger Bergman
Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority	Rebekah Curran		
Land Bank Authority	Joe Moss		
Lloyd's Bayou Lake Board	Roger Bergman		
Local Emergency Planning Committee (LEPC)	Gretchen Cosby		
Macatawa Area Coordinating Council (MACC)	Jacob Bonnema		
MSU Extension Advisory Council	Kyle Terpstra	Allison Miedema	
Parks and Recreation Commission	Allison Miedema	Kyle Terpstra	Doug Zylstra
Plat Board*	Joe Moss *		
Solid Waste Planning Committee	Jacob Bonnema		
Spring Lake Lake Board	Roger Bergman		
Veteran's Affairs Committee	Doug Zylstra		
West Michigan Airport Authority (Tulip City Airport)	Lucy Ebel		
West Michigan Enforcement Team (WEMET)	Joe Moss		
West Michigan Regional Planning Commission	Roger Belknap		
West Michigan Shoreline Regional Development Commission	Roger Belknap	Gretchen Cosby	

* Denotes Chair Requirement

** Denotes other requirement

B/C 23-041 Roger Belknap moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to deposit all public funds in approved financial institutions, and execute any necessary contracts for the same, for the benefit of Ottawa County. The motion passed.

- B/C 23-042 Roger Belknap moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds in identified financial institutions and execute necessary related contracts for the benefit of the Ottawa County Water Resources Commissioner. The motion passed.
- B/C 23-043 Roger Belknap moved to approved and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest Road Commission funds in identified financial institutions and execute related necessary contracts for the benefit of the Ottawa County Road Commission. The motion passed.
- B/C 23-044 Roger Belknap moved to approve and authorize the Board Chairperson and the Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to waive administration fees and interest for real property taxes paid prior to May 1 by qualified persons, as set forth in the Resolution. The motion passed.

Public Comment

1. David Morren-Allendale Township
2. Joan Bailey-Grand Haven Township
3. Kristen Meghan Kelly-Jamestown Township
4. Michael Farash-Kent County
5. Cheryl DeVries-Holland Township
6. Nathaniel Kelly-Jamestown Township
7. Jeff Moss-Georgetown Township

Zoom Public Comment

1. Ronnie Allen-Allendale Township
2. Keith Wichman
3. Kristen Hintz
4. Sandy Betten
5. Paul Windemuller

Chairperson Moss read a short statement.

- B/C 23-045 Roger Belknap moved to adjourn the meeting at 1:39 p.m. The motion passed.

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: 01/10/2023

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for November 28, 2022 through December 30, 2022

Suggested Motion:

To approve the general claims in the amount of \$17,710,192.43 as presented by the summary report for November 28, 2022 through December 30, 2022.

Summary of Request:

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

Financial Information:

Total Cost: \$17,710,192.43	General Fund Cost: \$17,710,192.43	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

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

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

Administration: ☒ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: November 28, 2022
to December 30, 2022

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

\$17,710,192.43

2,850 INVOICES

17,710,192.43

Karen Karasinski

Fiscal Services Director

1/4/23


Date

We hereby certify that the Board of Commissioners has approved
the claims on Tuesday, January 10, 2023


Joe Moss, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong</i>	Dates: November 28, 2022	
	to December 30, 2022	
	Total of all funds: \$17,710,192.43	
<hr/>		
0000	TREASURY FUND	17,284.71
1010	GENERAL FUND	2,474,052.56
1060	TOWERS	407.63
1070	BOARD INITIATIVES	1,274,250.00
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	70,553.21
2160	FRIEND OF COURT	24,053.57
2180	OTHER GOVERNMENTAL GRANTS	218,307.98
2210	HEALTH	320,631.22
2220	MENTAL HEALTH	3,673,687.42
2221	MENTAL HEALTH MILLAGE	297,575.93
2225	SUBSTANCE USE DISORDER	214,036.69
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	45,725.12
2340	FARMLAND PRESERVATION	247,953.25
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,002.38
2600	PUBLIC DEFENDERS OFFICE	39,287.54
2620	FEDERAL FOREITURE	0.00
2602	WEMET	36,542.41
2630	SHERIFF GRANTS & CONTRACTS	73,295.86
2631	CONCEALED PISTOL LICENSING	66.00
2901	DEPT OF HUMAN SERVICES	4,349.17
2920	CHILD CARE - PROBATE	91,168.43
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES

 <p>Ottawa County <i>Where You Belong</i></p>	<p>Dates: November 28, 2022</p> <p>to December 30, 2022</p>	
	Total of all funds:	\$17,710,192.43
<hr/>		
3010	DEBT SERVICE	0.00
<hr/>		
3690	OCBA-FAM JUSTIC CENTER BONDS	0.00
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4020	CAPITAL IMPROVEMENTS	467,321.57
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4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	2,680,052.44
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5160	DELINQUENT TAXES	1,355.00
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5360	LAND BANK AUTHORITY	0.00
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6360	INNOVATION & TECHNOLOGY	321,093.97
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6450	DUPLICATING	11,303.00
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6550	TELECOMMUNICATIONS	21,876.82
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6641	EQUIPMENT POOL	128,140.83
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6770	PROTECTED SELF-FUNDED INSURANCE	10,133.12
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6771	EMPLOYEE BENEFITS	84,271.99
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6772	PROTECTED SELF-FUNDED UNEMPL INS.	14,248.69
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6775	LONG-TERM DISABILITY INSURANCE	10,683.80
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6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
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6810	DB/DC CONVERSION FUND	1,494,413.53
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7010	TRUST & AGENCY	1,928,818.92
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7015	TRUST & AGENCY JUVENILE COURT	4,133.52
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7040	IMPREST PAYROLL	414,673.40
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7210	LIBRARY PENAL FINE	0.00
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7360	OPEB TRUST	1,876.02
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8010	SPECIAL ASSESS. DRAINS	640,100.41
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8011	DRAINS-CAPITAL PROJECTS FUND	0.00
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8020	DRAINS-REVOLVING	0.00
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8510	DRAINS-DEBT SERVICE FUND	0.00
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8725	INLAND LAKE IMPROVEMENT	200.00
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8800	BROWNFIELD REDEVELOPMENT AUTHORITY	7,972.00

Action Request



Committee: Board of Commissioners

Meeting Date: 01/10/2023

Requesting Department: Corporation Counsel

Submitted By: Doug Van Essen

Agenda Item: Post-Execution Ratification of Contracts under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy

Suggested Motion:

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

Summary of Request:

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

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☒ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

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

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

Administration: County Administrator:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:

Board Ratification Contracts

Report Date Range: 12/1/2022 - 12/31/2022

'Revenue' Total Amount: \$222,181.00

'Expense' Total Amount: \$2,487,671.79

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	MULTI YEAR CONTRACT	REVENUE/EXPENSE	PURPOSE
1745	11/29/2022	12/02/2022	PUBLIC HEALTH	VIP RESEARCH AND EVALUATION	\$148,800.00	YES	EXPENSE	To secure a vendor for the 2023 Ottawa County Community Health Needs Assessment in partnership with Holland Hospital, Corewell Health Zeeland Hospital, Trinity Health Grand Haven, Ottawa Area Intermediate School District, SCAN Council, United Way of Ottawa and Allegan Counties, SPOKE, Ottawa County Community Mental Health, and Ottawa County Department of Public Health with Public Health paying \$34,575.00 and the remainder of the cost to be covered by the aforementioned partners.
1764	12/08/2022	12/20/2022	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$670,487.00	NO	EXPENSE	Contract with MDHHS for the Weatherization - Bipartisan Infrastructure Law - 2023
1778	12/15/2022	12/27/2022	COMMUNITY ACTION AGENCY	NORTHGATE APPLIANCE	\$24,999.99	NO	EXPENSE	Contract with Northgate Appliance to provide refrigerator replacements for the Weatherization program
1765	12/08/2022	12/20/2022	ELECTIONS	EASYVOTE SOLUTIONS	\$8,744.00	YES	EXPENSE	Amendment to the original contract to add a service called EasyInventory.
1742	11/29/2022	12/02/2022	PUBLIC HEALTH	EGLE MI DEPT OF ENVIRONMENT, GREAT LAKES AND ENERGY	\$192,181.00	NO	REVENUE	Define funding and reimbursement to local public health for services delegated by EGLE
1752	12/01/2022	12/13/2022	COMMUNITY ACTION AGENCY	COMMUNITY ACTION HOUSE	\$58,377.00	NO	EXPENSE	Emergency Solutions Grant contract with Community Action House 2022-23

1757	12/05/2022	12/12/2022	DEPARTMENT OF STRATEGIC IMPACT	COMMUNITY ACTION HOUSE	\$486,675.00	YES	EXPENSE	To sign an ARPA contract agreement that was approved by the BOC at their November 22, 2022 meeting under motion B/C 22-273.
1759	12/06/2022	12/12/2022	JAIL	VITALCORE	\$41,600.00	NO	EXPENSE	APPROVE FIRST CONTRACT AMENDMENT WITH VENDOR VITALCORE TO ADD PSYCHIATRIC SERVICES TO THE OTTAWA COUNTY JAIL
1768	12/13/2022	12/20/2022	COMMUNITY ACTION AGENCY	ZEELAND BOARD OF PUBLIC WORKS	\$20,000.00	NO	REVENUE	Contract with Zeeland BPW to provide direct assistance to their income qualified customers. This is a fee per assist contract. Total may vary.
1775	12/13/2022	12/22/2022	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	\$200,000.00	NO	EXPENSE	Contract with MSHDA to provide energy efficiency services/repairs to income eligible households in Ottawa County through MI HOPE grant.
1777	12/15/2022	12/22/2022	ADMINISTRATOR	INVICA	\$3,867.00	NO	EXPENSE	There is a strong connection between great workplaces, continuous improvement and the principles and tenets of Mindfulness. This five session workshop supports how we practice improving our hearts and minds in business. Each week a Mindfulness tenet is shared and then practiced. Participants are coached in how to make these connections actionable and a habit in the workplace. Participants are coached in how to make these connections actionable and a habit in the workplace. This training fits nicely with our professional development efforts such as DiSC, Kolbe, and Emotional Intelligence. Applying Mindfulness to our continuous improvement and creativity efforts will assist with improved service delivery and help scale an innovative culture at the county.
1780	12/16/2022	12/22/2022	COMMUNITY ACTION AGENCY	RESILIENCE	\$10,000.00	NO	REVENUE	Contract with Resilience to do HQS inspections on their rental units. This is a fee for service contract. Contract total will vary.
1737	11/18/2022	12/02/2022	JUVENILE COURT	LAPEER COUNTY	\$300,000.00	NO	EXPENSE	Detention Bed Rental at the Ottawa County Juvenile Detention Center - Per Bed Usage
1738	11/18/2022	12/02/2022	JUVENILE COURT	PETERSEN RESEARCH CONSULTANTS LLC	\$30,000.00	NO	EXPENSE	Juvenile Court Risk/Needs assessment analysis of Youth

								Level Inventory (YLS) and program evaluation
1741	11/29/2022	12/02/2022	JUVENILE COURT	GENESEE COUNTY	\$300,000.00	NO	EXPENSE	Detention Bed Rental at the Ottawa County Juvenile Detention Center - Per Bed Usage
1753	12/02/2022	12/12/2022	FISCAL SERVICES	GUIDEHOUSE INC	\$15,000.00	NO	EXPENSE	FOR FINANCIAL CONSULTING SERVICES RELATED TO THE SUPPORT AND ADMINISTRATION OF FEDERAL AND STATE GRANTS RELATED TO COVID-19 PROECTS, INCLUDING BUT NOT LIMITED TO THE AMERICAN RESCUE PLAN ACT (ARPA)
1758	12/05/2022	12/12/2022	PUBLIC HEALTH	YELLOW LIME	\$34,999.00	NO	EXPENSE	Yellow Lime Creative will be providing contractual, as-needed graphic design support services to expand capabilities of existing communications department and assist with the development of outreach materials for the COVID-19 response. In addition, contractor will provide training on graphic design programs for existing public health staff to expand the capabilities of the existing workforce. The contract will replace a salaried, COVID-funded position, which is not being replaced.
1762	12/07/2022	12/12/2022	INNOVATION & TECHNOLOGY	THRYV	\$5,671.80	YES	EXPENSE	This is for our Yellow Pages listings for CMH and the Sheriff's office. This includes listings in both the West Michigan Lakeshore and Holland/Zeeland phone books. This agreement begins in February of 2023 and goes through July of 2024. The cost is \$315.10/month which will be divided between CMH and Sheriff.
1766	12/08/2022	12/20/2022	PROBATE COURT	MEDIATION SERVICES	\$3,000.00	NO	EXPENSE	Mediation services for Probate Court cases.
1774	12/13/2022	12/22/2022	FRIEND OF THE COURT	MEDIATION SERVICES	\$15,000.00	NO	EXPENSE	20th Circuit Court and Friend of the Court desire to secure mediation services for parties or other individuals to domestic relations cases.
1779	12/15/2022	12/22/2022	HUMAN RESOURCES	PINE REST	\$62,451.00	YES	EXPENSE	Three year contract with Pine Rest for employee assistance program
1781	12/16/2022	12/27/2022	PROSECUTING ATTORNEY	WEBTECS	\$78,000.00	YES	EXPENSE	Prosecutor's Office Calendar Software already board approved and reviewed by Doug VanEssen.
0	12/27/2022	12/27/2022	COMMUNITY MENTAL HEALTH	WEST MICHIGAN PSYCHOLOGICAL SERVICES		N/A	N/A	AMENDMENT

0	10/21/2022	10/21/2022	COMMUNITY MENTAL HEALTH	GENOA		N/A	N/A	PHARMACY AGREEMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	BEACON SPECIALIZED LIVING SERVICES		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	BEHAVIOR ANALYSTS OF WEST MICHIGAN		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	COMMUNITY ALLIANCE		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	FROST CENTER FOR DATA AND RESEARCH		N/A	N/A	GRANT AWARDED CONTRACT SERVICE AGREEMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	GUARDIANTRAC, LLC DBA GT INDEPENDENCE		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	HOPE COLLEGE FROST CENTER FOR DATA AND RESEARCH		N/A	N/A	BUSINESS ASSOCIATE AGREEMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	PINE REST CHRISTIAN HOMES		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	STEPHANIE HANSMA		N/A	N/A	AMENDMENT
0	12/13/2022	12/13/2022	COMMUNITY MENTAL HEALTH	TURNING LEAF		N/A	N/A	AMENDMENT
0	12/12/2022	12/12/2022	COMMUNITY MENTAL HEALTH	UOFM		N/A	N/A	VENDOR ISSUED CONTRACT
0	12/14/2022	12/14/2022	COMMUNITY MENTAL HEALTH	MERCY HEALTH PARTNERS DBA MERCY HEALTH LIFE COUNSE		N/A	N/A	COMMON CONTRACT
0	12/14/2022	12/14/2022	COMMUNITY MENTAL HEALTH	MSU EXTENSION		N/A	N/A	SERVICE UNDERSTANDING
0	12/16/2022	12/16/2022	COMMUNITY MENTAL HEALTH	HERITAGE HOMES INC.		N/A	N/A	SMITH AFC AMENDMENT
0	12/16/2022	12/16/2022	COMMUNITY MENTAL HEALTH	SHAWN HILLMAN		N/A	N/A	TRAINING AGREEMENT
0	12/22/2022	12/22/2022	COMMUNITY MENTAL HEALTH	HOLLAND AQUATIC CENTER		N/A	N/A	BUSINESS ASSOCIATE AGREEMENT
0	12/22/2022	12/22/2022	COMMUNITY MENTAL HEALTH	HOLLAND AQUATIC CENTER		N/A	N/A	FITNESS MEMBERSHIP SERVICE AGREEMENT
0	12/22/2022	12/22/2022	COMMUNITY MENTAL HEALTH	NORTH KENT GUIDANCE SERVICES		N/A	N/A	AMENDMENT
0	12/27/2022	12/27/2022	COMMUNITY MENTAL HEALTH	BUILDING MEN FOR LIFE		N/A	N/A	AMENDMENT
0	12/27/2022	12/27/2022	COMMUNITY MENTAL HEALTH	NO ONE LIVES ALONE		N/A	N/A	AMENDMENT
0	12/27/2022	12/27/2022	COMMUNITY MENTAL HEALTH	RECOVERY ROAD, LLC		N/A	N/A	AMENDMENT

Action Request



Committee: Board of Commissioners

Meeting Date: 01/10/2023

Requesting Department: County Clerk/Register of Deeds

Submitted By: John Gibbs

Agenda Item: Correspondence Log 494

Suggested Motion:

To receive for information the Correspondence Log.

Summary of Request:

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☒ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

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

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

Administration: ☒ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date:

Search Results Title:

Correspondence From: CITY OF HUDSONVILLE - NOVEMBER 15, 2022 - 12/12/2022
Correspondence From: CITY OF HUDSONVILLE - NOVEMBER 15, 2022 (2) - 12/12/2022
Correspondence From: CITY OF GRAND HAVEN - DECEMBER 5, 2022 - 12/13/2022
Correspondence From: BARRY COUNTY BOC - DECEMBER 13, 2022 - 12/15/2022
Correspondence From: ALCONA COUNTY BOC - DECEMBER 21, 2022 - 12/28/2022

Total Documents : 5

Total Processing Time : 0 Hours, 0 Minutes, 1 Seconds

Action Request



Committee: Board of Commissioners

Meeting Date: 01/10/2023

Requesting Department: Administration

Submitted By: John Gibbs

Agenda Item: Legal Services Agreement

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Legal Services Agreement with Kallman Legal Group.

Summary of Request:

Financial Information:

Total Cost: \$280,800.00	General Fund Cost: \$280,800.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☐ Non-Mandated ☒ New Activity

Action is Related to Strategic Plan:

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

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

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

AGREEMENT FOR LEGAL SERVICES

Ottawa County ("County") and the law firm of Kallman Legal Group, PLLC ("the Firm") hereby enter into this contract for the provision of legal services. The County and the Firm shall collectively be known herein as "the Parties."

I. BACKGROUND

WHEREAS, Ottawa County desires to contract with Kallman Legal Group, PLLC to provide corporate counsel and litigation legal services;

II. PURPOSE

Ottawa County is a body corporate and county organized under the Constitution and laws of the State of Michigan. The Firm is a Michigan Professional Limited Liability Company employing lawyers who are fully licensed to practice law in the State of Michigan and who are in good standing with the Michigan Bar Association.

In order to fulfill its responsibilities, the County must secure what are commonly known as "corporation counsel legal services" ("Corporate Legal Services") and "litigation legal services" ("Litigation"). The parties recognize that one of the purposes of this Agreement is to facilitate the long-term delivery of legal services to the County for both day-to-day corporate counsel services and litigation legal services.

III. SCOPE OF SERVICES

The Firm agrees to provide Corporate Legal Services as requested and required by the County. In particular, the Firm will provide:

Corporation Counsel Legal Services:

These services include, but are not limited to, providing legal opinions to the County Board of Commissioners ("Board") and other County departments as directed by the County Administration and the Board; regularly attending Board meetings and such other meetings of committees, boards and commissions of the County as directed by the Board and County Administrator; assisting the County in compliance with statutes, including but not limited to the Freedom of Information Act, Open Meetings Act and HIPAA and, generally, all those services commonly understood among Michigan counties to be Corporate Legal Services.

Litigation Legal Services:

These services include, but are not limited to, providing legal counsel and representation as directed by the Board Chairperson regarding litigation where the County is a party to a lawsuit, negotiation and the proposed resolution of claims by or against the County, and providing counsel to the County in any way related to current or future litigation. These services include, but are not limited to: Advice regarding availability of alternative means to settle disputes; review of correspondence and court documents; preparation of documents to be given to the opposing party; administrative proceedings; legal research and analysis; negotiation of a settlement agreement settling substantive issues; preparation of preliminary or other motion documents; mediation; postmediation, presigning, agreement review; representation at hearings and Court proceedings, all services related to the trial of a case, and all post-judgment issues and appeals.

To help the Firm represent the County effectively and to reduce the costs of representation, the County agrees to: make any County official or employee available to provide sworn testimony, e.g., in a deposition, affidavit, trial, or other proceedings, at Counsel's request; inform Counsel of any new developments or information material to the matter, e.g., court notices, letters from the opposing party or counsel, new factual developments, etc.; respond promptly to Counsel's communications, including voice message, email message, letter, etc.; acknowledge that Counsel will not engage in offensive tactics and will treat all persons involved in the legal process with courtesy and consideration; not pursue a course of action through Counsel that Counsel reasonably believes to be illegal, fraudulent, frivolous, or imprudent; and keep Counsel advised of any change of addresses or phone numbers or other important changes and answer attorney requests for information promptly.

IV. DELIVERY OF SERVICES

The Firm agrees to be bound by the codes of professional responsibility of the State Bar of Michigan with respect to the delivery of all legal services pursuant to this Agreement. To facilitate this service, Kallman Legal Group, PLLC will be appointed by the Board as "Corporation Counsel" for Ottawa County, although all its attorneys' compensation, benefits and expenses, including their professional dues will be exclusively provided by the Firm.

The County will provide Kallman Legal Group, PLLC with an office in the County's Fillmore Administration building, and the Firm will attempt to have an attorney present for ongoing and arising legal needs at least three days per week out of that office. The County will also provide basic secretarial services to the attorneys working out of that office, including, but not limited to, answering phones, making copies of documents, and providing printing services and other office services.

The County shall further provide a full-time paralegal to work in conjunction with, and under the direction of, the Firm. The hiring of the paralegal shall be approved by the County Administrator and the Firm upon common employment terms and conditions as set by the County.

V. FEES

Subject to the provisions of Section VI entitled "Costs and Expenses," the County agrees to pay the Firm and the Firm agrees to accept compensation as follows:

Corporation Counsel Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is \$350.00. However, the Firm agrees to reduce its rate to \$225.00 per hour for all Corporation Counsel Legal Services for the first year of the agreement and \$240.00 per hour for the second year of this agreement. The parties agree that the Firm shall provide a minimum of 1,248 hours of legal services per year (approximately 24 hours each week, or three 8-hour days each week). These minimum hours shall primarily be provided by supplying an attorney to be present and available at the County office for the County's Corporate Legal Services as outlined above.

Litigation Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is \$350.00. However, the Firm agrees to reduce its rate to \$275.00 per hour for all Litigation Legal Services for the first year of the agreement and \$290.00 per hour for the second year of this agreement. The Chairperson of the Board shall have the authority to instruct the Firm to represent the County as necessary related to all litigation as outlined above. Neither party will settle any case without the other's knowledge and approval. The Firm has made and will make no promises or guarantees regarding the outcome of any litigation matter.

The Firm shall bill the County on a monthly basis for all legal services provided, and the County agrees to pay the bills in the regular course of its payment of expenses.

VI. COSTS AND EXPENSES

The County agrees to pay out-of-pocket expenses incurred by the Firm in rendering services under this Agreement. Notwithstanding the above, the Firm will not charge for mileage to and from any of the Firm's attorney's homes to the Fillmore complex. Other expenses shall be charged at the rate customarily charged to other clients by the Firm and documentation for all expenses shall be provided upon request.

VII. NOTIFICATION

As a general matter, communications from the County to the Firm shall be made to Kallman Legal Group, PLLC at the following address:

KALLMAN LEGAL GROUP, PLLC

5600 W. Mount Hope Hwy.

Lansing, MI 48917

517-322-3207

517-322-3208 Fax

dave@kallmanlegal.com, steve@kallmanlegal.com, jack@kallmanlegal.com

The County contemplates that the Administrator or his or her designee shall be responsible for coordinating the County's responsibilities under this Agreement. Communications to the Administrator can be made as follows:

OTTAWA COUNTY, MICHIGAN

CO: Ottawa County Administrator

12220 Fillmore Street

West Olive, MI 49460

VIII. TERM

This contract shall be effective January 1, 2023, and have a two-year term ending on January 1, 2025. It may be renewed for another term of years by either party by giving the other party thirty (30) days notice before the end of the term. Notwithstanding the foregoing, either party may terminate the contract at any time upon ninety (90) days prior written notice to the other.

IX. PROFESSIONAL LIABILITY INSURANCE

The Firm shall provide proof of adequate professional liability coverage to the County at the outset of this Agreement, and upon reasonable request at any time during its term. Notwithstanding the above, the Firm shall maintain professional liability insurance of not less than \$1 million per occurrence.

X. ACKNOWLEDGEMENT AND COUNTERPARTS

By executing this Agreement, the County representative acknowledges that it has been duly approved by the Board of Commissioners. By executing this Agreement, the Firm representative acknowledges that the Firm has fully approved the Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and

these counterparts shall constitute one and the same instrument and may be sufficiently evidenced by one or the other.

XI. MERGER

This Agreement shall be interpreted under, and in a manner consistent with Michigan law, including amendments and changes from time to time. This Agreement constitutes the complete understanding between the parties and all prior or contemporaneous understandings, oral or in writing, are merged herein. This Agreement may only be modified by the mutual consent of the parties expressed in writing and signed in like form.

KALLMAN LEGAL GROUP, PLLC

OTTAWA COUNTY

By: _____
David A. Kallman

By: _____
Chairperson
Ottawa County Board of Commissioners

January ____, 2023

ATTEST

Ottawa County Clerk/Register

Action Request



Committee: Board of Commissioners

Meeting Date: 01/10/2023

Requesting Department: Administration

Submitted By: John Gibbs

Agenda Item: Grand Valley Metropolitan Council Appointments

Suggested Motion:

To approve the appointment of County Administrator John Gibbs to the Grand Valley Metropolitan Council Board of Directors and Executive Committee

Summary of Request:

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

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

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

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: