



Ottawa County
Board of Commissioners

Joe Moss
Chairperson

Sylvia Rhodea
Vice-Chairperson

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 28, 2023 at 6:30 PM** for the regular February 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. Farm Bureau Presentation; Dan Tebos
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 [February 16, 2023](#), Board of Commissioners meeting.

From the Talent and Recruitment Committee

- B. [Community Action Agency Advisory Board](#)

Suggested Motion:

To approve the nomination of (*indicates recommendation from the Community Action Agency Advisory Board)

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

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

*Britney Brown
and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

8. Public Hearings: None

9. Agenda and Action Requests:

From Administration

A. [Resolution Correction from December 13, 2022 Meeting](#)

Suggested Motion:

To correct a resolution from the December 13, 2022, Board of Commissioners meeting.

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
FEBRUARY SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Thursday, February 16, 2023, at 9:01 a.m. and was called to order by the Chairperson.

The invocation was pronounced.

Commissioner Cosby 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, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema.
(10)

Absent: Kyle Terpstra (1)

Public Comments

Public comments were made by the following:

1. Bob Collins-Spring Lake Village
2. Derrick Mullenburg-Holland Township
3. Dan Zimmer-Port Sheldon
4. Holly Little-Park Township
5. Jeff King-Jamestown Township
6. Stephen Rockman-Grand Haven Township
7. Marcia Vandenbrink-Holland Township
8. Karen Obits-Spring Lake
9. Pam Driesenga-Blendon Township
10. Cindy Kornoelje-Tallmadge Township
11. Lisa Bosch-Wright Township
12. David Barnosky-Port Sheldon Township
13. David Lee Morren-Allendale Township
14. Harvey Nikkel-Georgetown Township
15. Gail Roelofs-Allendale Township
16. Don Bergman-Park Township
17. Walter Davis-Grand Haven Township
18. Deb Cizek-Port Sheldon Township
19. Krista Mason-Park Township
20. Cindy Spielmaker-Grand Haven Township
21. Rebecca Patrick-Allendale Township
22. Gail Harrison-Grand Haven Township
23. Mary Bockheim-Tallmadge Township
24. Christi Meppelink-Zeeland Township

25. Orlando Estrada-Holland City
26. Ken Schwallier-Wright Township
27. Rich Dausman-Wright Township
28. Kristen Hintz-Holland Township
29. Megan Ryan-Holland Township
30. Abby Jones-Kent County
31. Al Alfonso-Holland Township

B/C 23-058 Sylvia Rhodea moved to approve the agenda of today with the following amendments to strike 7N, Community Health Needs Assessment Contract, and 9A, Community Action Agency Advisory Board.

The motion passed with the following votes: Yeas: Gretchen Cosby, Roger Bergman, Douglas Zylstra, Jacob Bonnema, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (10)

B/C 23-059 Douglas Zylstra moved to amend the amended agenda to add 9C to go into Closed Session to discuss personnel matters.

The motion failed by the following votes: Nays: Roger Belknap, Gretchen Cosby, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Joe Moss. (6)

Yeas: Rebekah Curran, Jacob Bonnema, Douglas Zylstra, Roger Bergman. (4)

B/C 23-060 Sylvia Rhodea moved to take a brief recess at 10:40 a.m.

The motion passed.

Chairperson Moss called the meeting back to order at 11:01 a.m.

B/C 23-061 Gretchen Cosby moved to approve the following Consent Resolutions with the removal of H and moving it to before Committee Reports:

- A. To approve the minutes of the January 24, 2023, Board of Commissioners meeting.
- B. To receive for information the Correspondence Log.
- C. To ratify all contracts for the period of January 1, 2023 to January 31, 2023 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. To receive for information the Ottawa County Equalization Department 2022 Annual Report.
- E. To receive for information the Ottawa County Department of Public Health 2022 Annual Report.

- F. To receive for information the Ottawa County Community Mental Health 2022 Annual Report.
- G. To receive for information the Ottawa County Facilities Maintenance 2022 Annual Report.
- H. To schedule a Work Session to review, and if needed, update, By-Laws and Ordinances for all committees and boards.
- I. To approve the general claims in the amount of \$26,311,053.93 as presented by the summary report for January 2, 2023 through January 26, 2023.
- J. To approve the Clean Sweep Grant application from the Michigan Department of Agriculture and Rural Development.
- K. To approve the Agreement with Native Edge LLC for professional design, implementation, and maintenance services to Ottawa County for the native landscape design and services project at a total cost of \$95,000.
- L. To approve the contract with Weatherproofing Technologies Inc. to repair and resurface the roofs as 1111 Fulton Street, DHHS and A buildings at the James Street Campus for a total cost of \$959,820.44.
- M. To approve the Specialized Services Public Transportation Subcontract Agreement with Pioneer Resources.
- N. To approve the funding amendment to the Michigan State Housing Development Authority (MSHDA) Rental Assistance and Homeless Solutions grant #HML-2022-Ottawa C-5826-ESF.
- O. To approve the funding amendment to the Michigan State Housing Development Authority (MSHDA) Rental Assistance and Homeless Solutions grant #HML-2020-Ottawa C-5826-C19.
- P. To approve the funding amendment to the Michigan State Housing Development Authority (MSHDA) Rental Assistance and Homeless Solutions grant #HML-2021-Ottawa C-5826-ESF.
- Q. To approve the request from IT to add one. 1.0 FTE full-time, benefited Network Administrator position at universal paygrade 15 for a total cost of \$131,738.
- R. To approve the 2024 Budget Calendar.
- S. To approve the 2023 budget adjustments per the attached schedule.

The motion passed as shown by the following votes: Yeas: Jacob Bonnema, Lucy Ebel, Roger Bergman, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Rebekah Curran, Douglas Zylstra, Roger Belknap, Joe Moss. (10)

B/C 23-062 Gretchen Cosby moved to approve and authorize the Board Chairperson and Clerk/Register to sign the amendment to the Kallman Legal Group, PLLC's contract for the County Corporation legal services for the purpose of making this contract consistent with the two legal service contracts with the Ottawa County Insurance Authority, effective January 1, 2023.

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

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

B/C 23-063 Douglas Zylstra moved to amend the motion to strike the last two sentences of Article VII-TERM of the First Amendment to Agreement for Legal Services, which states, "Notwithstanding the foregoing either party may terminate the contract only for just cause during the term of the contract. For purposes of this Agreement, "just cause" shall mean the gross negligence or misconduct of the Firm in the performance of its duties to the County."

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

Yeas: Roger Bergman, Douglas Zylstra, Jacob Bonnema. (3)

B/C 23-064 Roger Belknap moved to direct the County Administrator to work with Corporate Counsel to develop a Public Comment Policy to submit to the Rules Committee.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Jacob Bonnema, Sylvia Rhodea, Rebekah Curran, Joe Moss. (9)

Nays: Roger Bergman. (1)

B/C 23-065 Douglas Zylstra moved to amend the motion to add that by default, public e-comments will be made public with the provision that residents can opt in or out, as well as applying our social media standards to the publishing of these e-comments.

The motion failed as shown by the following votes: Nays: Lucy Ebel, Gretchen Cosby, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Jacob Bonnema, Joe Moss. (8)

Yeas: Douglas Zylstra and Roger Bergman. (2)

Committee Reports

- A. Ottawa County Equalization Department Annual Report-Brian Busscher presented the 2022 Ottawa County Equalization Department Annual Report.
- B. Ottawa County Department of Public Health Annual Report-Adeline Hambley presented the 2022 Ottawa County Department of Public Health Annual Report.

Commissioner Curran left the meeting at 12:30 p.m.

- C. Ottawa County Community Mental Health Annual Report-Lynne Doyle presented the 2022 Ottawa County Community Mental Health Annual Report.
- D. Ottawa County Facilities Maintenance Annual Report-Blake Upright presented the 2022 Ottawa County Facilities Maintenance Annual Report.

Public Comment

- 1. Dan Zimmer-Port Sheldon Township
- 2. Walter Davis-Grand Haven Township
- 3. David Lee Morren-Allendale Township
- 4. Donna Mooney-Georgetown Township
- 5. Kristen Hintz-Park Township
- 6. Lori Grasman-Robinson Township
- 7. Caden Hembrough-Georgetown Township
- 8. Jim Kuiper-Holland Township
- 9. John DeBlaay-Georgetown Township
- 10. Harvey Nikkel-Georgetown Township

Zoom Public Comment

- 1. Joe Spaulding-Holland Township

The County Administrator's report was presented.

B/C 23-066 Sylvia Rhodea moved to adjourn the meeting at 1:25 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:	02/28/2023
Requesting Department:	Administration
Submitted By:	John Gibbs
Agenda Item:	Community Action Agency Advisory Board

Suggested Motion:

To approve the nomination of (*indicates recommendation from the Community Action Agency Advisory Board)

*Britney Brown
and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

Summary of Request:

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

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
--------------------	---------------------------	---------------------	------------------------------	-----------------------------	---

If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

- Goal:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.
 Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.
 Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
 Goal 4: To Continually Improve the County's Organization and Services.

- Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.
 Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.
 Goal 3, Objective 4: Evaluate communication with other key stakeholders.
 Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation
 County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/21/2023 Talent and Recruitment Committee



December 1, 2022

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Britney Brown.

Although she is an Ottawa County employee, she is also eligible to represent our Consumer Sector. As a “consumer”, Britney has had the opportunity to utilize OCCAA services. As an employee, Britney has won the Ottawa County Customer Service Award and serves on the DE&I Committee. Britney has a strong passion for advocacy in her community.

Regarding her desire to be on the OCCAA Advisory Board, Britney wrote the following:

My name is Britney and I am a Community Health Worker with Ottawa Pathways to Better Health. In the six years that I have been a CHW I have been able to see the substantial effects and importance in having community resources for myself and for my clients that I advocate for on a daily basis. Community Action Agency being one of the most valuable in our community. From utility assistance, home weatherization, to tax assistance and food commodities. This organization is amazing in the work that they do for OUR community! I would love to be a part of the board on the consumer side to continue to advocate and gain more knowledge of the services that are provided.

Britney often collaborates with the OCCAA team to collect essential resources for the community and would be an asset to the Board. She represents the Ottawa Community well and would be a strong advocate for those that don’t often have a voice in our community. Britney sees the value in strong attendance and participation and would play a very active role on our Board.

If approved, we look forward to having Britney join the OCCAA Advisory Board.

Regards,

Jennifer Brozowski
Program Director

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/28/2023
Requesting Department:	Administration
Submitted By:	John Gibbs
Agenda Item:	Resolution Correction from December 13, 2022 Meeting

Suggested Motion:

To correct a resolution from the December 13, 2022 Board of Commissioners meeting.

Summary of Request:

A written resolution issued at the December 13, 2022 Board of Commissioners meeting did not accurately reflect the motion and the vote that actually took place regarding the resolution. This suggested motion will correct that resolution.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
--------------------	---------------------------	---------------------	---	--	------------------------------


If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

Administration: Recommended Not Recommended Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date:

STATE OF MICHIGAN
COUNTY OF OTTAWA

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners ("Board") held in West Olive, Michigan on February 28, 2023 at 6:30 p.m.

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Jacob Bonnema, Joe Moss, Kyle Terpstra, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, and Allison Miedema

ABSENT: None

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the Ottawa County Board of Commissioners voted to authorize a Resolution regarding the Ottawa County Health Officer on December 13, 2022;

WHEREAS, after a review of the video record of the meeting and of the official meeting minutes, it is clear that the written resolution does not accurately reflect the motion and vote that took place on the Resolution, nor does it accurately reflect the official board minutes;

WHEREAS, according to the official video record of the December 13, 2022 Board meeting, Commissioner Philip Kuyers made the following motion (timestamp 33:30):

I'd like to make the motion to approve and authorize the board chairperson and clerk register to sign a resolution to appoint Adeline Hambley as the county administrative health officer, contingent upon approval by the board of commissioners, confirmation by the Michigan Department of Health and Human services that she has the required educational certificates and work background, and successfully passing the county's background check process.

WHEREAS, according to the official minutes of the December 13, 2022 Board meeting, Commissioner Philip Kuyers made the following motion:

Dec. 13, 2022: 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.

WHEREAS, the Board recognizes that the written Resolution issued on December 13, 2022 did not accurately reflect the motion and vote that took place, because it improperly omitted the first contingency that Adeline Hambley will only be appointed as Ottawa County Administrative Health Officer “contingent upon 1) approval by the Board of Commissioners...”;

NOW, THEREFORE, BE IT RESOLVED, in order to have a fully accurate and transparent record of what the Board voted upon, the December 13, 2022 Resolution regarding the Ottawa County Health Officer is corrected and approved as written in Attachment A to this Resolution.

YEAS:

NAYS:

RESOLUTION _____

Joe Moss, Chairperson
Ottawa County Board of Commissioners

Justin F. Roebuck
Ottawa County Clerk

ATTACHMENT A

Corrected Resolution, December 13, 2022

STATE OF MICHIGAN COUNTY OF OTTAWA RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners ("Board") held in West Olive, Michigan on December 13, 2022 at 1:30 p.m.

PRESENT: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory Delong, Randall Meppelink, Joseph Baumann, Roger Bergman, Allen Dannenberg, Francisco Garcia, Matthew Fenske

ABSENT: None

The following resolution was offered by Commissioner Philip Kuyers and supported by Commissioner Roger Bergman:

WHEREAS, pursuant to MCL §52.142 and MCL §333.2428 as amended, the Board is authorized to enter into a written employment contract with a person to act as Ottawa County's health officer and internal administrative officer of its health department, provided the Michigan Department of Health and Human Services' ("DHHS") preliminarily and finally approves the appointment;

WHEREAS, the Board determines that Adeline Hambley, currently the Ottawa County Environmental Health Officer, has the requisite qualifications that would qualify her as Administrative Health Officer, to replace Lisa Stefanovsky upon exit from the Department;

NOW, THEREFORE, BE IT RESOLVED that Adeline Hambley is appointed by the Board as Ottawa County 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; and

BE IT FURTHER RESOLVED that this Resolution replaces, modifies, amends and/or supersedes all inconsistent or prior resolutions or motions regarding the subjects addressed herein.

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

NAYS: None

RESOLUTION ADOPTED