



Ottawa County

Clerk | Register of Deeds

Justin F. Roebuck

Justin F. Roebuck
County Clerk | Register of Deeds

Renee E. Kuiper
Chief Deputy County Clerk

Rachel A. Sanchez
Chief Deputy Register of Deeds

December 29, 2023

TO ALL COUNTY COMMISSIONERS:

The Ottawa County Board of Commissioners will meet on Tuesday, January 2, 2024, at 9:00 a.m. in the Board of Commissioners Room, Fillmore Street Complex, West Olive, Michigan and via Zoom and YouTube for the purpose of Organization of the Board for the year 2024.

The Agenda is as follows:

1. Call to order by the Clerk
2. Invocation
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Correspondence
 - a. Introduction of new Veteran's Affairs Director, Jason Schenkel
6. Public Comment
7. [Resolution Adopting a One \(1\) Year Term for the Board Chairperson](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson.
8. Elect Temporary Chairperson
9. Elect Chairperson
10. Elect Vice-Chairperson

○ **Circuit Court Records**

414 Washington Avenue Room 320
Grand Haven, MI 49417
616-846-8315

○ **CCR - Family Division**

12120 Fillmore Street
West Olive, MI 49460
616-786-4108

○ **Elections Division**

12220 Fillmore Street Room 130
West Olive, MI 49460
616-994-4535

○ **Register of Deeds**

12220 Fillmore Street Room 146
West Olive, MI 49460
616-994-4510

○ **Vital Records**

12220 Fillmore Street Room 130
West Olive, MI 49460
616-994-4531

11. Oath of Office for Chairperson and Vice-Chairperson

12. Action Items

A. [2024 Rules of the Ottawa County Board of Commissioners](#)

Suggested Motion:

To amend the Rules of the Ottawa County Board of Commissioners.

B. [Standing Committee Meeting Times](#)

Suggested Motion:

To approve the Standing Committee meeting times.

C. [2024 Board of Commissioner Committee Appointments](#)

Suggested Motion:

To approve the Board of Commissioner Committee appointments for 2024.

D. [Re-institution of the Mediation Committee](#)

Suggested Motion:

To approve the re-institution of the special committee of five members to participate in mediation in the Hambley v. Ottawa County matter pursuant to Board Rule 5.2 upon the following terms:

- a. The special committee is only advisory in nature and has no authority to effectuate or formulate public policy;
- b. The special committee has not been delegated any decision-making authority;
- c. The special committee may make recommendations for the full Board to review;
- d. Any final decision relating to mediation, or the Hambley v. Ottawa County litigation shall be made by the full Board; and
- e. The Chairman hereby appoints, and the Board approves, the following commissioners to be members of the special committee:
 - i. Joe Moss, Chair
 - ii. Sylvia Rhodea
 - iii. Gretchen Cosby
 - iv. Allison Miedema
 - v. Doug Zylstra

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

Suggested Motion:

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

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

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds



Ottawa County

Clerk | Register of Deeds

Justin F. Roebuck

Justin F. Roebuck
County Clerk | Register of Deeds

Renee E. Kuiper
Chief Deputy County Clerk

Rachel A. Sanchez
Chief Deputy Register of Deeds

in identified financial institutions and execute necessary related contracts for the benefit of the Ottawa County Water Resources Commissioner.

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

Suggested Motion:

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

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

Suggested Motion:

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

I. Report of the County Administrator

J. Public Comment

K. Adjournment

○ **Circuit Court Records**

414 Washington Avenue Room 320
Grand Haven, MI 49417
616-846-8315

○ **CCR - Family Division**

12120 Fillmore Street
West Olive, MI 49460
616-786-4108

○ **Elections Division**

12220 Fillmore Street Room 130
West Olive, MI 49460
616-994-4535

○ **Register of Deeds**

12220 Fillmore Street Room 146
West Olive, MI 49460
616-994-4510

○ **Vital Records**

12220 Fillmore Street Room 130
West Olive, MI 49460
616-994-4531

COUNTY OF OTTAWA
STATE OF MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 2nd day of January, 2024 at 9:00 a.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS, MCL §46.3 provides that the Ottawa County Board of Commissioners may elect a chairperson to a one (1) year term; and,

WHEREAS, it is the considered belief of the Ottawa County Board of Commissioners that for a term beginning January 2, 2024 until renewed or another Commissioner is elected at the organizational meeting in January 2025, Commissioner _____ should be elected by the Board annually for a one (1) year term, so as to maintain maximum flexibility during that time period in the choice of Board leadership;

NOW THEREFORE BE IT RESOLVED that the Commissioner _____ shall be and hereby is elected as the Chairperson of the Ottawa County Board of Commissioners beginning January 2, 2024, and ending with the election of a new Chairperson in January 2025.

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Justin F. Roebuck Ottawa County
Clerk/Register

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



Ottawa County
Where Freedom Rings

ESTABLISHED JANUARY ~~3, 2023~~, 2024

TABLE OF CONTENTS

FOREWARD – OPENING STATEMENT

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD

RULE 2.2 TERM OF OFFICE

RULE 2.3 CHAIRPERSON OF THE BOARD

RULE 2.4 VICE-CHAIRPERSON OF THE BOARD

RULE 2.5 CLERK OF THE BOARD

RULE 2.6 VACANCIES ON THE BOARD

RULE 2.7 CONFLICT OF INTEREST

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 POWERS AND DUTIES OF THE BOARD

RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS

RULE 3.3 DUTIES

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 OPEN MEETINGS ACT

RULE 4.2 ORGANIZATIONAL MEETINGS

RULE 4.3 REGULAR MEETINGS

RULE 4.4 SPECIAL MEETINGS

RULE 4.5 AGENDAS AND MINUTES

RULE 4.6 TELECONFERENCING

[RULE 4.7 INVOCATION](#)

ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 STANDING COMMITTEES

RULE 5.2 SPECIAL COMMITTEES

RULE 5.3 WORK SESSIONS

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

RULE 6.1 GENERAL MEETING CONDUCT

RULE 6.2 QUORUM

RULE 6.3 ORDER OF BUSINESS

RULE 6.4 METHOD OF VOTING

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT

FOREWARD – OPENING STATEMENT

The rules of the Ottawa County Board of Commissioners serve to ensure accountability, transparency, and representation for all people in Ottawa County.

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

These RULES OF THE OTTAWA COUNTY BOARD OF COMMISSIONERS (hereinafter these “Rules”) are adopted by the Board of Commissioners of Ottawa County (hereinafter the “Board”) pursuant to the Compiled Laws of the State of Michigan, as amended. (MCL 46.11)

In the event any term, clause or provision of any Resolution adopted or enacted by the Board or any measure adopted or enacted by the Board pursuant to a motion conflicts with any term, clause or provision of these Rules, these Rules shall prevail. In the event any term, clause or provision of any Employment Agreement entered into by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail.

“Robert’s Rules of Order”, 12th Edition, shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law.

In the event that any portion of these Rules conflict with the State of Michigan statutes, the statutes prevail.

The titles and subtitles of these Rules are for convenience only and shall not be considered as part of these Rules. These Rules shall be governed by and construed in accordance with the laws of the State of Michigan. The terms of these Rules shall be severable so that if any term, clause, or provision herein shall be deemed invalid or unenforceable for any reason by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms, clauses and provisions herein, the Board intending that if any such term, clause or provision were held to be invalid prior to the adoption hereof, they would have adopted rules containing the remaining terms, clauses and provisions of these Rules. These Rules may be amended, suspended, or rescinded only by the Board by majority vote of the Members elected and serving (defined below). These Rules shall remain in effect until rescinded, amended, or suspended.

ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD.

The Board consists of eleven (11) members (hereinafter, individually a “Member”, collectively the “Members”) elected from single member districts, apportioned on the basis of population as provided by law. (MCL 46.401, et seq.)

RULE 2.2 TERM OF OFFICE.

The term of each Member shall be two years for those Members elected prior to the 2024 general election, and the term of each Member elected at or after the 2024 general November election shall be four years. (MCL 46.410)

RULE 2.3 CHAIRPERSON OF THE BOARD.

At the first meeting in January, the Board shall elect from its own membership a Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Chairperson to preside at all meetings of the Board, to preserve order, to decide all questions of order, subject to the Board.

The Chairperson shall appoint all committee assignments for the ensuing year.

RULE 2.4 VICE-CHAIRPERSON OF THE BOARD.

At the first meeting in January, the Board shall elect from its own membership a Vice-Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Vice-Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Vice-Chairperson to assume all duties of the Chairperson if he/she is not available or is unable to assume his/her duties.

RULE 2.5 CLERK OF THE BOARD.

The duly elected Clerk of Ottawa County shall be ex-officio Clerk of the Board of Commissioners. In the absence of the County Clerk, a Deputy Clerk may serve as Clerk of the Board. In the absence of the County Clerk and Deputy Clerk, a Member of the Board designated by the Chairperson may serve as Clerk of the Board.

The County Clerk shall be responsible for performing all posting functions as required by the OMA (defined below), for full Board meetings. He/she shall perform the duties ordinarily pertaining to such office.

RULE 2.6 VACANCIES ON THE BOARD.

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment within thirty (30) days by the Board and shall be an eligible resident and registered voter of that district. The appointee shall serve, either, the remainder of the unexpired term, or until the election and qualification of a successor as specified in the statutes of the State of Michigan. If the Board fails to fill the vacancy as provided above, then the vacancy will be filled by a special

election called by the Board. The individual elected in the special election shall serve for the remainder of the unexpired term. (MCL 46.412 & MCL 46.413)

RULE 2.7 CONFLICT OF INTEREST.

A Member of the Board shall not be interested directly or indirectly in any contract or other business transaction with Ottawa County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by a majority of the elected Members and so shown on the minutes of the Board together with a showing that the Board is cognizant of the Member's interest. This prohibition is not intended to apply to appointments or employment by Ottawa County, or its officers, boards, committees, or other authority. (MCL 46.30)

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 POWERS AND DUTIES OF THE BOARD.

The Board shall have such powers and duties as are provided by law. The authority of the Board is a collective one, and according to state law, no individual Member can assume any action, decision or endeavor on behalf of or in lieu of Board action. (MCL 46.11)

The Board shall have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in civil matters as corporate counsel. The Board shall also have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in any civil litigation. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 49.71)

The Board shall have the power to appoint, by majority vote of the Members, a county manager, chief administrative officer or county controller to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 46.11)

The Board shall have the power to appoint, by majority vote of the Members, a local health officer and internal administrative officer to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members in accordance with Michigan statute, including MCL 46.11 if applicable. (MCL 52.142 & MCL 333.2428)

RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS.

To the maximum extent permitted by law, the County shall indemnify and save harmless all Board Members against expenses actually and necessarily incurred by them as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being

or having been a Board Member, except in relation to matters as to which any such Member shall be adjudged liable for actions taken outside the scope of his/her authority and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled. (MCL 691.1408)

RULE 3.3 DUTIES.

All Commissioners' highest duty is to uphold the United States Constitution and the Michigan Constitution, and to faithfully serve the people of Ottawa County. All Commissioners shall comply with all required duties pursuant to MCL 46.1 et. seq.

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 OPEN MEETINGS ACT.

All meetings will be in conformance with the Michigan Open Meetings Act, MCL 15.261 et seq., as amended (hereinafter the "OMA"). Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law.

RULE 4.2 ORGANIZATIONAL MEETINGS.

The Board shall convene for its first meeting on the first business day after January 1 of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjournment date of such meeting, as shall be provided by these Rules or by law, including but not limited to the election of a Chairperson and a Vice-Chairperson, adopting and establishing the Rules of the Board, scheduling regular Board Meetings, and action on other business. The Clerk of the Board shall preside over the Organizational Meeting until a Chairperson of the Board has been duly elected by a majority vote of the Members.

RULE 4.3 REGULAR MEETINGS.

The Board shall meet in regular session on scheduled days and times as determined at the Organizational Meeting or as amended, except when otherwise set by adjournment or by law. (MCL 46.1)

RULE 4.4 SPECIAL MEETINGS.

~~The Board shall meet in special session upon written request to the County Clerk signed by the Chairperson or by majority of the Members.~~
Special meetings of the Board shall be set by the Clerk of the Board upon receipt of a written request signed by at least one-third (1/3) of the Board Members. The request for a special meeting must specify the time, date, place, and purpose of the meeting. Upon receipt of said request, the Clerk of the Board shall give notice to each of the Board members at least 18 hours before the scheduled meeting time. The request for a special meeting shall specify the time, date, place and purpose of the meeting.

All special meetings will meet 18-hour posting requirements per the OMA unless called as an emergency meeting where the 18-hour posting requirement of the OMA cannot reasonably be complied with. (MCL 46.10 & MCL 15.265)

RULE 4.5 AGENDAS AND MINUTES.

A Member desiring to place an item on the agenda will request approval from the Chairperson at least six calendar days prior to the next Board Meeting. Supporting materials for approved agenda items shall be provided to the Administrator's Office for reproduction at least five calendar days preceding a Board Meeting. The Chairperson has the sole discretion to waive this requirement to address important issues that arise.

Items on the agenda will be considered by the Board in the order listed. Items may be considered out of order on the agenda providing a majority of the Members present approve. If the Board determines by a majority vote of the total Members elected and serving to add and address an agenda item not previously included on the agenda, such action will be appropriate.

The Clerk of the Board shall be responsible for maintaining the official record and minutes of each meeting of the Board. Minutes for each meeting shall be furnished to each Member prior to the next meeting of the Board.

The Clerk of the Board shall maintain in the office of the County Clerk copies of each resolution and ordinance, or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. The Clerk of the Board shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The Clerk of the Board shall promptly provide copies of the minutes to persons who have subscribed and paid the fee as determined by the Board of Commissioners.

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. An explanation of why the meeting is held remotely if a meeting is held remotely;

- 4.—If any member is participating remotely, and in such case, identification of the member’s location;
- ~~5.4.~~
- ~~6.5.~~A record of any decisions made at the meeting and a record of all roll-call votes; and
- ~~7.6.~~An explanation of the purpose(s) if the meeting is a Closed Session.

RULE 4.6 TELECONFERENCING. REMOTE PARTICIPATION BY COMMISSIONERS.

If approved by the Chairperson of the Board pursuant to MCL 15.263 and if a Commissioner is absent due to military duty or a medical condition, or if there is a state of emergency declared in the state or county under state law or local ordinance, 1976 PA 390 as amended, Commissioners may participate and vote in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any commissioner wishing to attend physically shall be permitted to participate physically.
3. A commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all commissioners, members of the public and the County Clerk can hear and record the discussion.
- ~~4.5.~~A public announcement at the onset of the meeting must be made that a commissioner is attending remotely.
- ~~5.6.~~Each commissioner must identify for the record his or her location unless the commissioner is participating remotely due to military service.
- ~~6.7.~~The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
- ~~7.8.~~All votes will be by roll call vote.
9. All other Board rules will apply.

If the conditions set forth in MCL 15.263 (2) are not met, if approved by the Chairperson of the Board, a Commissioner may attend a regular or special meeting remotely, but may not vote in the meeting. All provisions set forth in paragraphs 3, 4, 5 and 8 above apply to the Commissioner(s) attending the meeting remotely.

RULE 4.7 INVOCATION

It is the intent of the Board of Commissioners to allow a private citizen to bless the proceedings of the Ottawa County Board of Commissioners. It is the rule of the Board to allow for an invocation, which may include a prayer or, a reflective moment of silence, to be offered before its regular meetings for the benefit of the Board.

The invocation shall not exceed three (3) minutes.

No member or employee of the Board or any other person in attendance at the meeting shall be required to participate in any prayer that is offered, and such decision shall have no impact on the ability of the person to actively and fully participate in the business of the Board.

No member or employee of the Board will direct the public to stand, bow, or in any way participate in the prayers; make public note of a person's presence or absence, attention or inattention during the invocation; or indicate that decision of the Board will in any way be influenced by the prayer opportunity.

The invocation shall be voluntarily delivered by a person listed on the Speakers List. To ensure that such person (the "Invocation Speaker") is selected from a wide pool representative of the local public, on a rotating basis, the invocation speaker shall be selected according to the following procedure:

1. A person designated by the Chairperson (the "Coordinator") shall compile and maintain a database (the "Speakers List") which contains the names and contact information for prospective Invocation-givers. The Speakers List shall also include the date when the request for an individual to be added to the list was made, as well as the affiliated church, temple, mosque, or other assembly the prospective speaker will represent, if applicable.
2. The Speakers List shall be compiled by including all religious leaders and other individuals who have properly been requested to be included on the Speakers List.
3. The Invocation rule is intended to be and shall be applied in a way that is all-inclusive of every religious assembly serving the citizens of Ottawa County. The Speakers List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's religious leaders and other interested citizens, who desire to participate in the offering of an invocation prior to a Board of Commissioners meeting.
4. Any religious leader or individual who wishes to be added to the Speakers List must make a formal request to be added to the Speakers List, in writing, to the Board of Commissioners member representing the district in which they reside. Members of the Board of Commissioners who receive such requests shall forward all requests to the Coordinator.
5. The invitation to offer the opening invocation for a Board of Commissioners meeting shall be made to individuals on the Speakers List on a first-come, first-served basis. The Coordinator shall endeavor to invite all individuals on the Speaker List an equal number of times.

No invocation speaker shall receive compensation for his or her service.

No guidelines or limitations shall be issued regarding the content of an invocation, except that the Board of Commissioners shall request by the language of this rule that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others, or attack, defame, or demean any person, group, or organization.

No invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the Board of Commissioners, or at more than three (3) Board of Commissioners meetings in any calendar year.

Neither the Board of Commissioners or any of its members, nor the Coordinator, shall engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an invocation speaker.

This rule is not intended, and shall not be implemented or construed in any way, to affiliate the Board of Commissioners with, nor express the Board's preference for, any faith or religious denomination. Rather, this rule is intended to acknowledge and express the Board's respect for the numerous religious denominations and faiths represented and practiced among the citizens of Ottawa County.

ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 STANDING COMMITTEES.

The Board shall have ~~five~~seven Standing Committees with an advisory role over matters of county business as follows:

1. Finance and Administration Committee

2. Planning and Policy Committee

3. Health and Human Services Committee

4. Talent and Recruitment Committee

5. Board Rules Committee

6. Strategic Planning Committee

5.7. Broadband Committee

The Chairperson of the Board shall select the Chair of each Standing Committee and shall appoint Members of the Board to serve on each Standing Committee. Each Standing Committee shall vote to select a Vice-Chairperson from among its

Members at its first meeting, who will perform the duties of the Committee Chairperson in his or her absence.

An anticipated annual schedule of meeting dates and times shall be established for each Standing Committee at its first meeting in January. Each Standing Committee shall have an advisory role over county business in the areas listed as follows:

Finance and Administration Committee

- a. Purchasing
- b. Financial Control
- c. Insurance
- d. Audit of Claims
- e. Auditing
- f. Expense and Mileage
- g. Equalization and Apportionment
- h. Bonding
- i. Law Enforcement
- j. Courts
- k. Community Corrections Department
- l. Contract Review
- m. County Directory
- n. Policy Matters

The Finance Committee Chairperson shall serve on boards and commissions required by state statutes.

Planning and Policy Committee

- a. Buildings and Maintenance
- b. County Strategic Planning
- c. Public Works - Water, Sanitation
- d. Land Use and Infrastructure Needs
- e. Planning
- f. Agriculture and Conservation
- g. Drains
- h. Parks
- i. Legal Review - Litigation and Resolutions
- j. Rules and Regulations
- k. Public Relations
- l. Policy Matters
- m. Transportation and Planning
- n. Roads and Bridges
- o. Legislature

Health and Human Services Committee

- a. Public Health and Mental Health
- b. Senior Citizens

- c. Department of Human Services
- d. Substance Abuse
- e. Veterans
- f. Community Action Agency and Department of Employment and Training
- g. Solid Waste
- h. Policy Matters

Talent and Recruitment Committee

- a. Human Resources
- b. Employee Relations
- c. Employee Training
- d. Special Committees
- e. Appointments
- f. Policy Matters

Board Rules Committee

- a. Propose revisions to Board Rules

Strategic Planning Committee

- a. Strategic Planning

Broadband Committee

- a. Broadband Project and Approvals

RULE 5.2 SPECIAL COMMITTEES.

The Board may establish a Special Committee, outlining the purpose, advisory jurisdiction, and composition (number and type) of members of the Special Committee. The Board Chairperson shall appoint a Chair of the Special Committee.

The Chairperson shall appoint members of the Special Committee with approval by the Board. The Board may change the composition of members of a Special Committee at any time by majority vote of those elected and serving. County employees shall not act in a gatekeeper role on applications to serve on a Special Committee and shall share all applicants with the Board.

A Special Committee established by the Board may be dissolved or reorganized by the Board at any time by majority vote of those elected and serving. A Term of Service of any Special Committee shall expire when the Board determines its task is completed or December 31 of each year, whichever occurs first. A Special Committee may include members who are not members of the Board. Special Committee agendas shall be prepared by the Chair of the Special Committee.

RULE 5.3 WORK SESSIONS.

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

RULE 6.1 GENERAL MEETING CONDUCT.

When a Member wishes to speak, he or she shall be recognized and address themselves to the Chairperson. When two (2) or more Members wish to speak at the same time, the Chairperson shall decide who is to speak first. When a Member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order. When a Member is called to order, he or she shall immediately come to order. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

RULE 6.2 QUORUM.

The presence of a majority of the Members elected and serving shall constitute a quorum of the Board. No business shall be considered without the presence of a quorum, except to adjourn or recess. Members may participate in meetings of the Board in person or remotely pursuant to the OMA. To the extent authorized by the OMA, any Member appearing remotely as permitted by the provisions of the OMA is considered present for all purposes, including the purpose of determining whether a quorum is present. (MCL 46.3, MCL 15.263 & MCL 15.263a)

RULE 6.3 ORDER OF BUSINESS.

The business of all regular meetings of the Board shall be considered and transacted in the following order unless exceptions are made by a majority vote of the Members.

1. Call to Order by Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Correspondence
6. Approval of Agenda
7. Consent Resolutions
8. Agenda and Action Requests
9. Committee Reports
10. Public Comment
11. Additional Business
12. Adjournment at Call of the Chairperson

At the Chairperson’s discretion items may be added to the Order of Business.

Consent Resolution. The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution, the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution. For contracts that are being ratified by this process, the Board must approve a commissioner's request to pull a contract off the consent resolution for ratification. ~~A commissioner must raise the request to pull a contract off of the consent resolution with the Board Chairperson within twenty-four hours of a meeting.~~

RULE 6.4 METHOD OF VOTING.

Election of the Chairperson of the Board may be by ballot. (MCL 46.3a)

The following measures must be voted upon by roll call: motion to submit a proposition to the vote of the people except as otherwise provided by statute; resolutions that provide for the expenditure of \$100,000 or more; adoption of the annual budget; approve receipt and concurrence with Finance and Administration Committee minutes; resolutions concerning activities of the Department of Public Works; resolutions concerning activities of the Ottawa County Drain Commission; motion to go into/come out of closed session; the adoption of all ordinances or amendments thereto; any other measure when a roll call is required by statute or is called for by a Member; authorize the levy of Winter or Summer Property Taxes; all measures if the meeting is held remotely or a Member is participating remotely.

All other measures will be voted by voice vote unless requested by 1/5 of the Members present. If a Member present does not respond to the call for the voice vote, his or her vote will be deemed an affirmative vote, unless good cause is shown for abstaining. No proxy voting is allowed under OMA.

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a ~~yea or nay~~ vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS.

A motion is the formal means by which a Member submits a proposed measure or resolution for the consideration and action of the Board. No motion will be considered or debated unless seconded, and must be stated by the Chairperson before debate. A motion must be put in writing at the request of any Member. A motion may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

All resolutions and ordinances must be presented in writing and must be seconded

before debate. A resolution is a formal expression of the opinion or will of the Board, whose adoption is subject to vote of the Board in a formal (regular or

special) meeting. An ordinance is a law enacted by the Board in accordance with state statute. A resolution or ordinance may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

Reports include activity by Members of Committees, appointments by the Chairperson, creation of any additional Committee, subcommittee, board or task force. Upon confirmation by the Chairperson, the receipt of a final report from a Committee or task force will be placed on the agenda of the next Board meeting under Reports. The Report will, without motion, be recorded as received.

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES.

Order of Precedence. When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Motion to Adjourn. A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Motion to Reconsider. A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Question of Appeal. When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Division of Question. Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Resolutions and Ordinances. Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing and shall be acted upon by the Board of Commissioners.

Privilege Motions. When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Subsidiary Motions. When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC.

Members of the public shall be encouraged to attend all open meetings and address the Board, Standing Committee, or Special Committee at the meetings. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established, in accordance with OMA:

All public meetings of the Board and committees shall be posted in the County Courthouse, on an announcement board designated for this purpose and on the County Web Site in accordance with the OMA. (MCL 15.264 & MCL 15.265)

No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more are asked to notify the County Clerk of their intention to attend as a group in advance of the meeting in order that the Board may make all efforts to secure adequate accommodations.

The chairperson of the Board or Committee shall have the right to immediately declare a recess of the meeting for such time as may be, in the chairperson's discretion, necessary to deal with disruptive or disorderly behavior, or conduct that breaches the peace.

There shall be two opportunities for Public Comment during meetings. Public comment is defined as an oral statement made, or written statement submitted in person to the Board or Committee, at a Board or Committee meeting during a public comment session. Individuals may give Public Comment one (1) time per public

comment session on the Agenda.

A member of the public may address the Board or Committee after receiving recognition from the Chairperson and giving his or her name and residence (i.e. township, city, village). Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension to an individual, or at the beginning of a meeting the Chairperson increases the allowed time greater than three (3) minutes uniformly for all public comments provided during the meeting.

Speakers shall address all comments to the chairperson of the Board or Committee and not to individual Board or Committee members, County employees or the audience.

No speaker may "assign" his or her time to another person.

No person ~~The public may not~~ shall obstruct the vision of the Board or Committee or prevent the Board or Committee from observing the pPublic.

In the event that a person desires to address the Board in an extensive manner, that person may contact the county clerk no less than seven (7) days prior to the scheduled meeting to request to be placed on the agenda. The Board Chair may consider such requests and choose to place an individual on the agenda for a reasonable period of time.

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT.

It is the policy of the Board of Commissioners to receive Annual written and oral Reports at least once per year from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office. Sufficient copies of the written reports shall be submitted to the County Administrator's Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners.

Gretchen Cosby
District 1 Commissioner

Lucy Ebel
District 2 Commissioner

Doug Zylstra
District 3 Commissioner

Jacob Bonnema
District 4 Commissioner

Joe Moss
District 5 Commissioner

Kendra Wenzel
District 6 Commissioner

Rebekah Curran
District 7 Commissioner

Sylvia Rhodea
District 8 Commissioner

Roger Belknap
District 9 Commissioner

Roger Bergman
District 10 Commissioner

Allison Miedema
District 11 Commissioner

Planning & Policy Committee	1st Tuesday 9:00 AM
Finance & Administration Committee	1st Tuesday 10:00 AM
Board Meeting	2nd Tuesday 9:00 AM
Health & Human Services Committee	3rd Tuesday 9:00 AM
Talent & Recruitment Committee	3rd Tuesday 10:00 AM
Board Meeting	4th Tuesday 6:30 PM

* The schedules for Rules, Strategic Planning, and Broadband Committees will be determined in the future an

d/or at the call of the chair.

2024 Board and Commission Assignments

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

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION ESTABLISHING DEPOSITORIES OF PUBLIC FUNDS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ____ day of January, 2024, at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by

Commissioner _____ that the following Resolution be adopted:

WHEREAS, the County Treasurer of Ottawa County, Michigan (hereinafter, "the Ottawa County Treasurer") receives from time-to-time certain monies belonging to, or held for the State, the County of Ottawa, its constituent departments and agencies, or other political units of the State; and,

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

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Treasurer, is hereby directed to deposit all public monies, including tax monies, now in or coming into the hand of said Treasurer, in such of the following financial institutions as may qualify to so act under the laws of the State of Michigan:

Bank of America
Best Financial Credit Union
CIBC
Choice One Bank
Citizen's Bank
Comerica Bank
Comerica Securities
Community Financial Corporation
Consumers Credit Union
Fifth Third Bank
Fifth Third Securities
First Community Bank
First Merchants Bank
First National Bank of America
First National Bank of Michigan
First United Credit Union
Flagstar Bank
Grand River Bank
Highpoint Community Bank
Hilltop Securities
Horizon Bank
Huntington National Bank
Huntington Securities
Independent Bank
Isabella Bank
JP Morgan Chase
Key Bank
Lake Michigan Credit Union
Macatawa Bank
Mercantile Bank of West Michigan
Michigan CLASS
Multi-Bank Securities, Inc.
Northstar Bank
Northpointe Bank
Old National Bank
PNC Bank
Pathward National (Meta Bank)
Shelby State Bank
Southern Michigan Bank and Trust
Sterling Bank & Trust

The State Bank
Truist Securities
United Federal Credit Union
Union Bank
Wells Fargo Advisors
West Michigan Community Bank

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

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

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

YEAS: Commissioners:

NAYS: Commissioners:

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson
Ottawa County Board of Commissioners

Justin F. Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION REGARDING DEPOSIT OF DRAINAGE DISTRICT FUNDS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ____ day of January, 2024, at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by

Commissioner _____ that the following Resolution be adopted:

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

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Water Resources Commissioner hereby directs, and the Board of Commissioners confirms, that the County Treasurer of Ottawa County, Michigan, (hereinafter, "the Ottawa County Treasurer") shall

deposit all drain monies coming into his/her hands as Treasurer in any bank within the State which is a legal depository as defined by State and/or Federal law, and is among those approved by the Board of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates of deposit in these institutions or invest in any investment permitted by Act No. 20 of the Public Acts of 1943, as amended, MCLA 129.91 et seq., or Federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

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

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

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson
Ottawa County Board of Commissioners

Justin Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION REGARDING DEPOSIT OF ROAD COMMISSION FUNDS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ____ day of January, 2024, at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

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

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Treasurer shall deposit all funds returned to the County for the use of the Board of County Road Commissioners of the

County of Ottawa in a bank within the State of Michigan which is a depository as defined by Michigan and/or federal law, and is among those approved by the Board of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates of deposit in these institutions or invest in any investment permitted by Act 20 of the Public Acts of 1943, as amended, MCLA 129.91 et seq., or federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

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

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

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

_____, Chairperson
Ottawa County Board of Commissioners

Justin Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION REGARDING TAX CREDITS FOR CERTAIN
QUALIFIED PERSONS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ____ day of January, 2024, at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS, the legislature of the State of Michigan has provided for a tax credit upon real estate property taxes for senior citizens, paraplegics, quadriplegics, eligible servicepersons, eligible veterans, eligible widows, totally and permanently disabled and blind persons; and,

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

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

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

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

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

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

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

_____, Chairperson
Ottawa County Board of Commissioners

Justin Roebuck, Ottawa County Clerk