

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 30, 2024 at 6:30 PM** 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. Correspondence
  - A. Early Voting Update; Clerk Roebuck
5. Public Comment
6. Approval of Agenda
7. Consent Resolutions:

From the County Clerk/Register

- A. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the minutes of the [January 16, 2024](#) Board of Commissioners meeting.

From Administration

- B. [Department of Equalization 2023 Annual Report](#)  
Suggested Motion:  
To receive for information the Department of Equalization 2023 Annual Report.

From the Talent and Recruitment Committee

C. [Lakeshore Regional Entity Substance Use Disorder Oversight Policy Board](#)

Suggested Motion:

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

\*Richard Kanten

\*David Parnin

and to select Richard Kanten and David Parnin to fill two (2) Member vacancies beginning January 1, 2024 and ending December 31, 2025.

8. Agenda and Action Requests:

A. [County Policy on Policies \(Second Reading\)](#)

Suggested Motion:

To approve the revised County Policies Policy.

9. Committee Reports

A. [Department of Equalization 2023 Annual Report](#)

Presented by Brian Busscher, Equalization Director

10. Public Comment

11. Additional Business

From the County Administrator

A. Report from the County Administrator

From the Board Chairperson

B. State of the County

12. Adjournment at Call of the Chairperson

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

The Ottawa County Board of Commissioners met on Tuesday, January 16, 2024, at 9:04 a.m. and was called to order by the Chairperson.

The prayer was pronounced by John Toby.

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

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

Public Comments

Public comments were made by the following:

1. Cindy Mushroe-Spring Lake Township
2. Marla Walters-Holland Township
3. Dan Zimmer-Port Sheldon Township
4. Sheila Dettloff-Holland Township
5. Harvey Nikkel-Georgetown Township
6. Karen Obits-Spring Lake Village
7. Monique Hanson-Spring Lake Village
8. Barbara Lee VanHorssen-Grand Haven City
9. Megan Ryan-Holland Township

Approval of Agenda

B/C 24-016      Rebekah Curran moved to approve the agenda.

The motion passed.

Consent Resolutions

B/C 24-017      Rebekah Curran moved to approve the following Consent Resolutions.

- A. To approve the minutes of the January 2, 2024 Board of Commissioners organizational meeting and the December 12, 2023 Board of Commissioners meeting.
- B. To ratify all contracts for the period of December 1, 2023 to December 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.

- C. To receive for information the 58<sup>th</sup> District Court 2023 Annual Report.
- D. To receive for information the Department of Strategic Impact 2023 Annual Report.
- E. To approve the general claims in the amount of \$12,014,246.38 as presented by the summary report for November 23, 2023 through December 31, 2023.
- F. To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 4th quarter of Fiscal Year 2023.
- G. To approve and authorize the Board Chairperson and Clerk/Register to sign the FY2024 Agreement for Extension Services between Ottawa County and MSU Extension at a cost of \$272,572.00.
- H. To approve the FY2024 budget adjustments per the attached schedule.

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

Agenda and Action Requests

- B/C 24-018 Roger Belknap moved to approve the contract with OpenGov, Inc. for the purchase of a budgeting and planning software.

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

- B/C 24-019 Roger Bergman moved to approve the contract renewal for services provided by Sedgwick Claims Management Services, Inc. for a period of 3 years and total contract cost of \$77,974.00.

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

- B/C 24-020 Sylvia Rhodea moved to approve and authorize the Board Chair/Clerk/Register to sign a First Amendment to Demolition Services Contract.

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

- B/C 24-021 Sylvia Rhodea moved to remove Commissioner Wenzel from MACC and replace her with Commissioner Cosby.

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

- B/C 24-022 Doug Zylstra moved to amend the motion to remove Commissioner Wenzel from MACC and replace her with Commissioner Bonnema.

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

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

- B/C 24-023 Sylvia Rhodea moved to nominate Commissioner Kendra Wenzel and Roger Bergman moved to nominate Commissioner Doug Zylstra to the Community Mental Health Board to fill a vacancy.

Roll Call Vote:

Wenzel-Wenzel	Belknap-Wenzel	Ebel-Wenzel	Cosby-Wenzel
Curran-Wenzel	Rhodea-Wenzel	Bergman-Zylstra	Moss-Wenzel
Zylstra-Zylstra	Miedema-Wenzel	Bonnema-Zylstra	

With 8 votes, Commissioner Kendra Wenzel is appointed to the Community Mental Health Board.

- B/C 24-024 Doug Zylstra moved to amend the motion and send this item to the Talent and Recruitment Committee and have a resident fill the seat on the Community Mental Health Board.

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

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

- B/C 24-025 Kendra Wenzel moved to approve the hiring of outside legal counsel (Michael Homier) for Commissioner Bonnema for the limited purpose of representing him in the upcoming hearing currently scheduled on January 19, 2024, in the *Adeline Hambley v. Ottawa County* case.

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

Nays: Rebekah Curran. (1)

- B/C 24-026 Roger Bergman moved to approve and advance to a second reading before the full Board of Commissioners the revised County Policies for review and comment.

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

#### Committee Reports

- A. 58<sup>th</sup> District Court 2023 Annual Report-Presented by Honorable Craig E. Bunce, Judge.
- B. Department of Strategic Impact 2023 Annual Report-Presented by Paul Sachs, Strategic Impact Director.

#### Public Comment

- 1. Cindy Mushroe-Spring Lake Township
- 2. Karen Obits-Spring Lake Village
- 3. Sheila Dettloff-Holland Township
- 4. Jim Kuiper-Holland Township
- 5. Luke Sanner-Park Township
- 6. Monique Hanson-Spring Lake Village
- 7. Bruce Greenlee-Park Township

#### Online Public Comment

- 1. Joe Spaulding-Holland Township

#### Additional Business

- A. Report from the County Administrator-Administrator Gibbs gave an update.
- B. Update to Strategic Planning Committee-Chairperson Moss gave an update.
- C. Closed Session to Discuss Ongoing Litigation

B/C 24-027 Sylvia Rhodea moved to go into closed session at 11:41 a.m. pursuant to MCL 15.268 (e) to consult with corporate counsel regarding trial or settlement strategy in connection with *Kimball v. County of Ottawa* because an open meeting would have a detrimental financial effect on the litigating or settlement position of the county.

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

B/C 24-028 Roger Bergman moved to come out of closed session at 12:28 p.m. pursuant to MCL 15.268 (e) to consult with corporate counsel regarding trial or settlement strategy in connection with *Kimball v. County of Ottawa* because an open meeting would have a detrimental financial effect on the litigating or settlement position of the county.

The motion passed.

B/C 24-029 Allison Miedema moved to authorize corporate counsel to arrange and participate in mediation in the Kimball v. Ottawa County matter upon the following terms:

- a. Corporate Counsel has the authority to coordinate with Mr. Kimball's attorney to select a mediator and the date and time of the mediation; and
- b. Corporate Counsel has not been delegated any authority to make any binding offers or make a final decision in the Kimball v. Ottawa County matter.

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

BC 24-030 Sylvia Rhodea moved that pursuant to Board Rule 5.2 that a special committee of three members be formed to participate in litigation discussions and mediation in the Kimball v. Ottawa County matter 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 Kimball 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, Chairman
  - ii. Sylvia Rhodea
  - iii. Gretchen Cosby

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

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 12:34 p.m.

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

JOE MOSS, Chairperson  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/30/2024

**Requesting Department:** Administration

**Submitted By:** John Gibbs

**Agenda Item:** Department of Equalization 2023 Annual Report

## Suggested Motion:

To receive for information the Department of Equalization 2023 Annual Report.

## Summary of Request:

N/A

## Financial Information:

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

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

**Action is Related to Strategic Plan:**

Goal:

Objective:

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

Committee/Governing/Advisory Board Approval Date: 01/23/2024

Talent and Recruitment Committee





# Equalization

2023 Annual Report

# Equalization Department Functions



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Equalization



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Apportionment



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Property Description &  
Mapping



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Local Unit Assistance



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Assessing

# Equalization

MCL 211.34

# Equalization Function

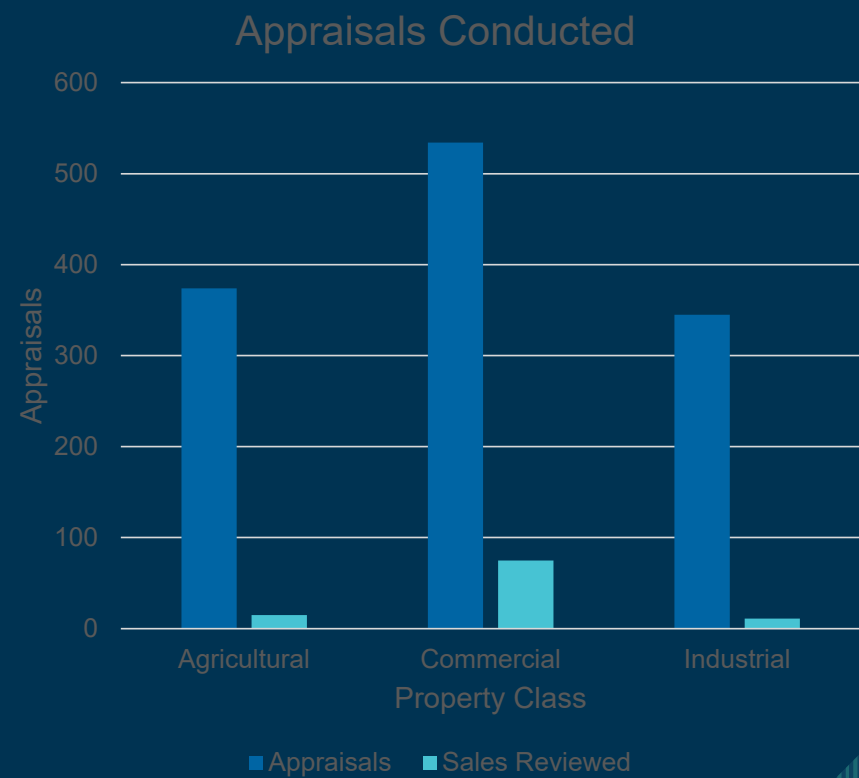
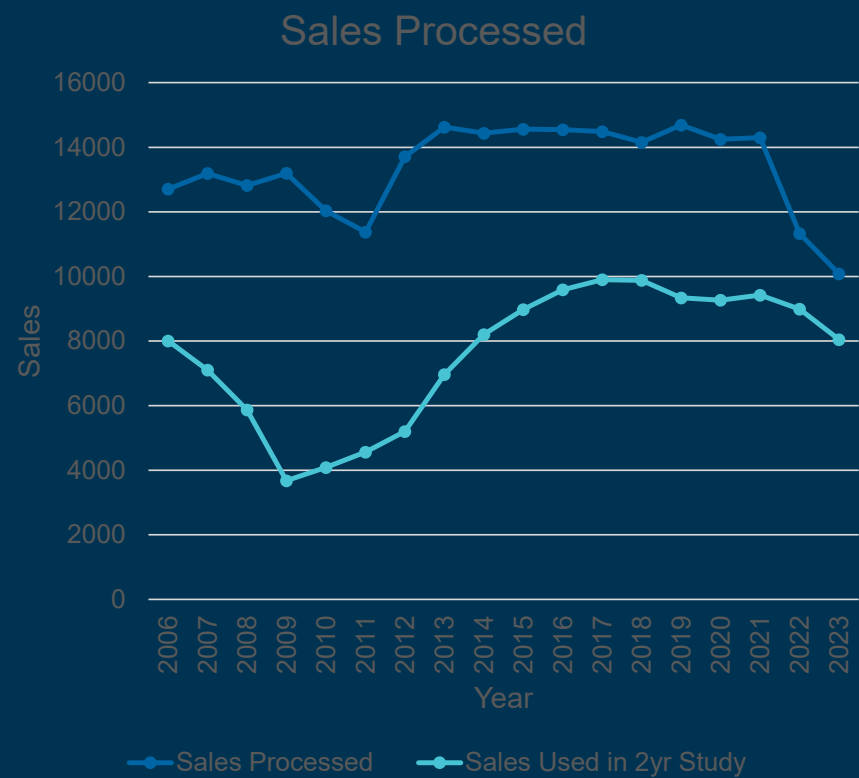
## Sales Studies

- Studying the market by comparing assessed values to sale prices of recently sold properties.
- EQ Sales Team
  - (4) Deeds Processing Clerks

## Appraisal Studies

- Studying the market by comparing assessed values to appraisals of randomly selected properties.
- EQ Appraisal Team
  - (3) Appraisers

# Equalization Studies



# Apportionment

MCL 211.37 & MCL 207.12

# Apportionment Function

## Function

- Apportionment is the process of spreading or 'apportioning' the tax burden around the County. This is a process of aiding and auditing.
- Certified Apportionment Report in October
- Amended in November

## Apportionment Team

- (1) Administrative Assistant Auditor



# Property Description & Mapping

MCL 211.34(3)



# PDM Function

## Function

- ❑ Assist local units in the development and maintenance of accurate property descriptions, assigning new parcel numbers for property splits/combinations, subdivision lots, condominium units, and buildings on leased land.
- ❑ Maintain the GIS parcel lines and assist with other parcel mapping functions.
- ❑ Maintain a split history system back to 1975. This information is made available through the property search function on the county website.

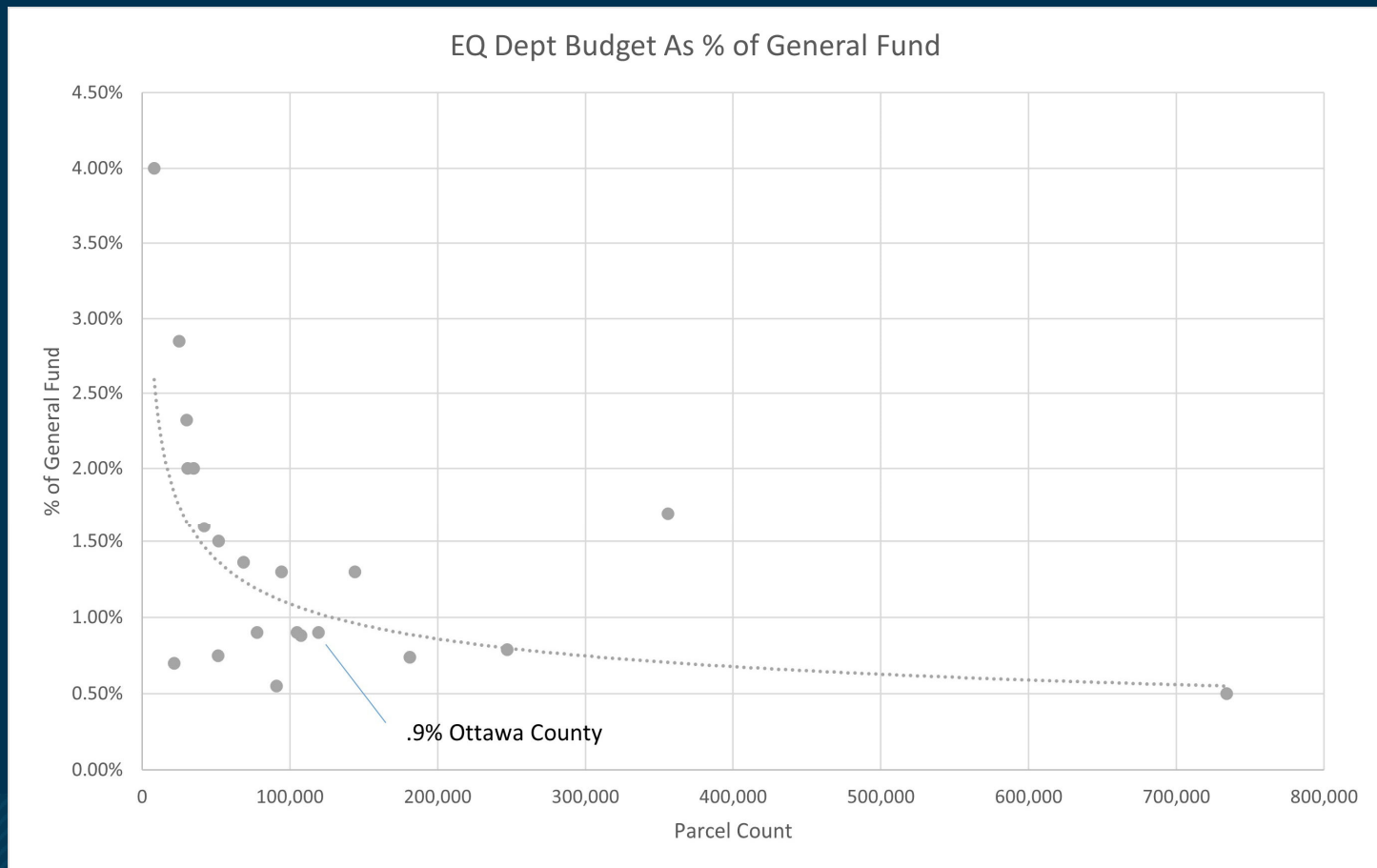
## PDM Team

- (2) Property Description Technicians

# PDM Annual Summary

Year	New Parcel Numbers	Retired Parcel Numbers	New Plats	New Lots	Condo Projects	Condo Units
2023	1,294	542	9	233	18	346
2022	1,386	571	10	280	24	416
2021	1,761	831	6	206	36	765
2020	1,399	673	4	149	36	269
2019	1,746	525	9	304	63	426

# Cost of Service Delivery -Equalization



# Local Unit Assistance

MCL 211.34(3)

# Local Unit Assistance

## Function

- Provide assistance to local units of government.
  - Technical assistance
  - Assessing procedure guidance
  - Uniform standards
  - Valuation appeals
  - Millage rate calculations
  - Education

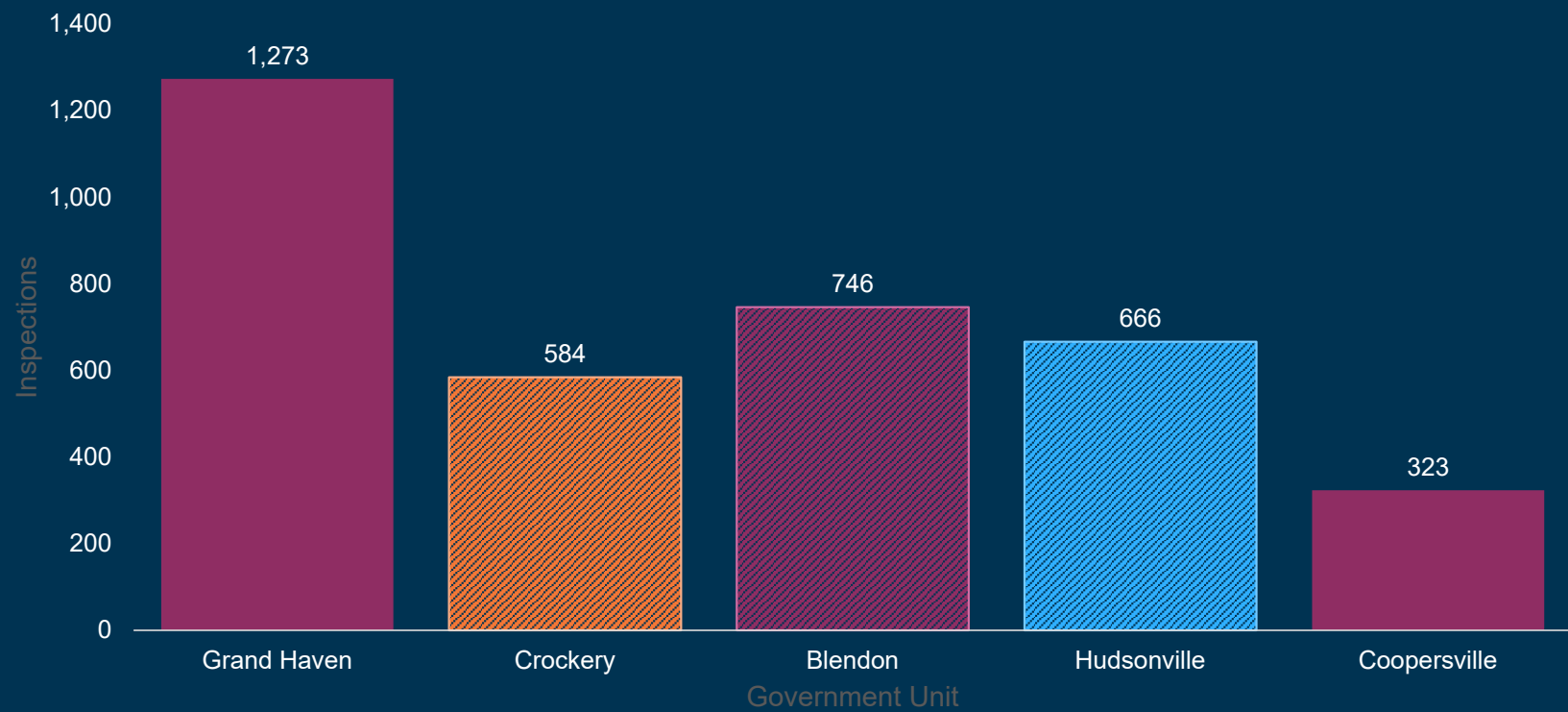
# Assessing

Contractual

# Assessing

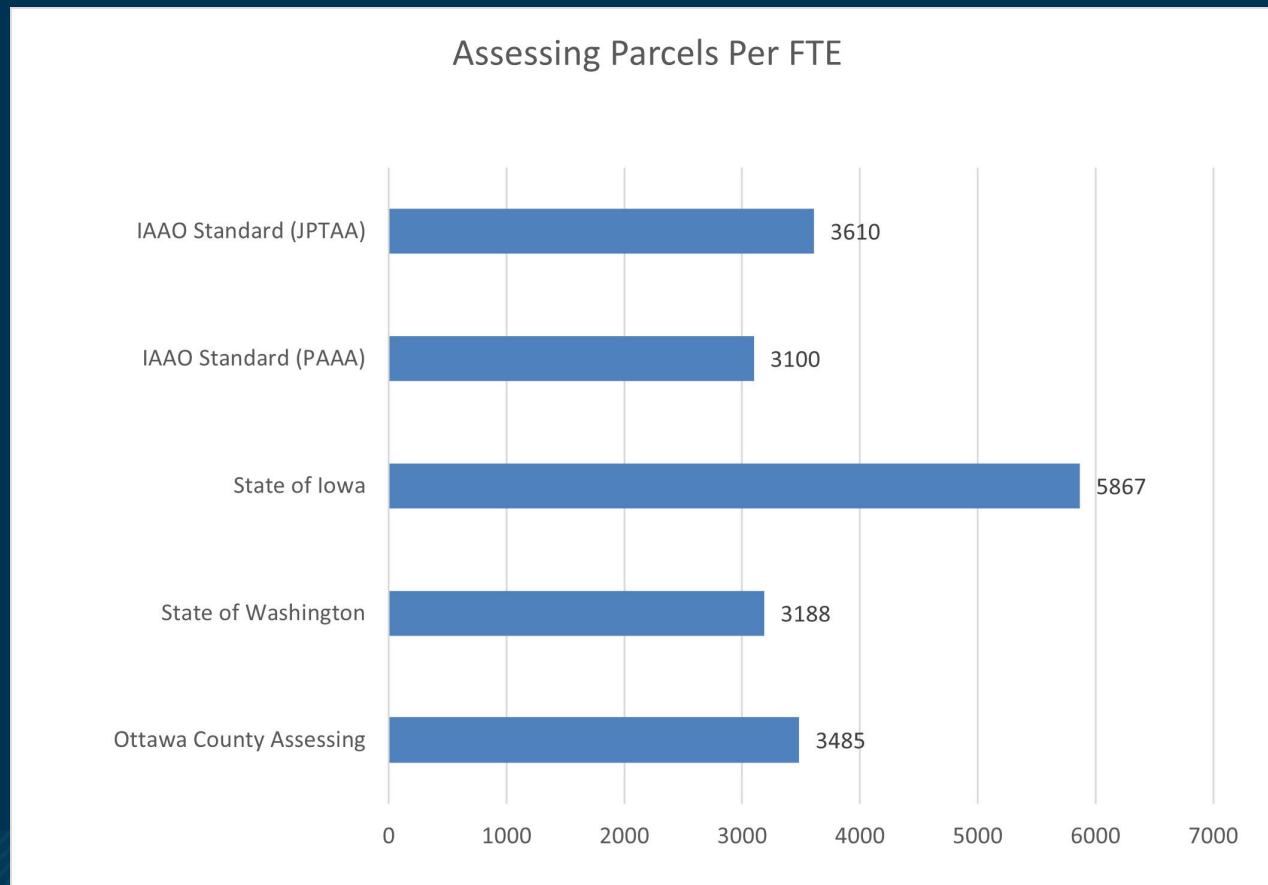
- Equalization provides assessing services to 5 local municipalities.
  - These municipalities contract with the County on an 'at-cost' basis.
- 
- Contracted Assessing Units
    - Grand Haven City
    - Crockery Township
    - Hudsonville City
    - Blendon Township
    - Coopersville City
  - Assessing Team
    - (2) Assessing Division Managers
    - (3) Property Inspectors
  - Contract Renewal
    - (1) Renewal for 2023
    - (5) Renewals for 2024

# Assessing Property Inspections





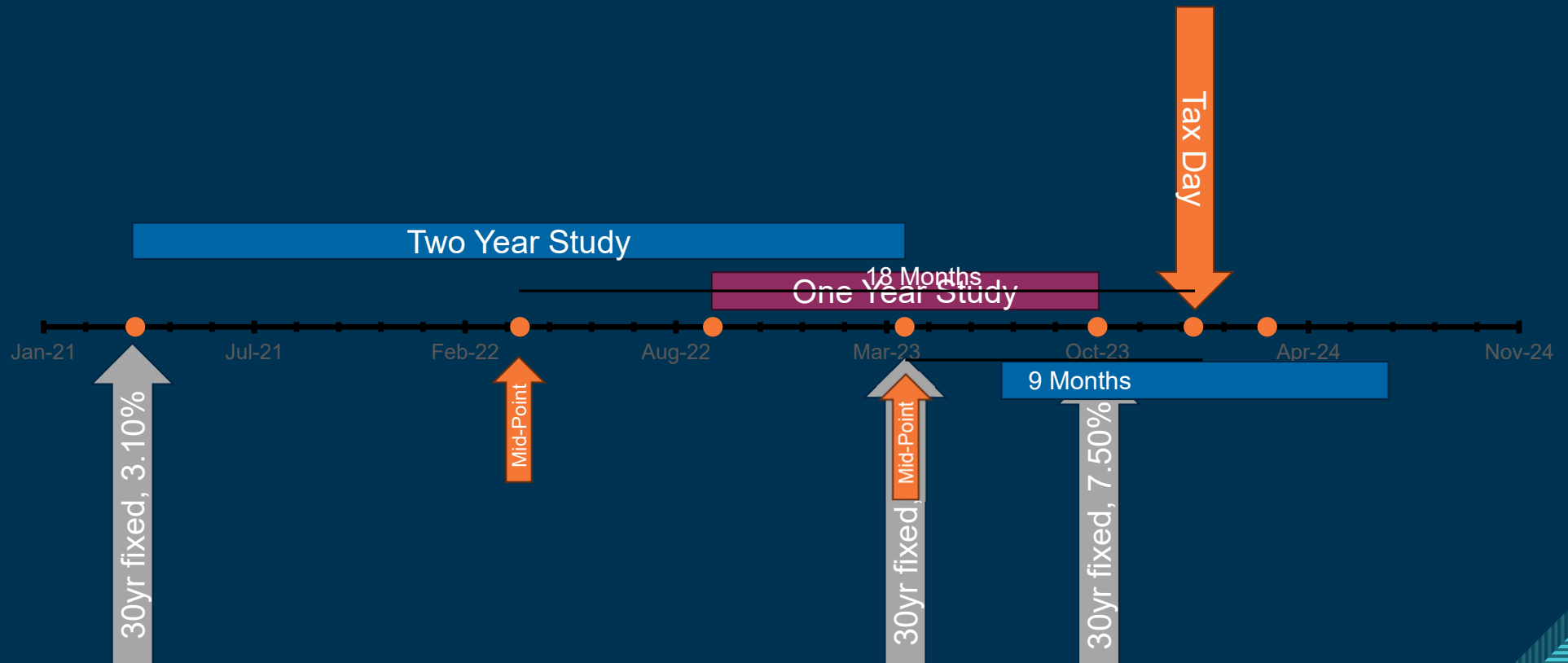
# Cost of Service Delivery - Assessing



# Ratios and Multipliers

TOWNSHIPS	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL	
	REAL Ratio	(100) Factor	REAL Ratio	(200) Factor	REAL Ratio	(300) Factor	REAL Ratio	(400) Factor
Allendale Ch.	48.55	1.02987	48.85	1.02355	41.96	1.19162	44.21	1.13097
Blendon	43.39	1.15234	47.70	1.04822	45.30	1.10376	44.67	1.11932
Chester	45.59	1.09674	44.41	1.12588	46.34	1.07899	45.48	1.09939
Crockery	43.07	1.16091	45.89	1.08957	44.63	1.12033	43.47	1.15022
Georgetown Ch.	47.16	1.06023	42.01	1.19020	45.12	1.10816	44.61	1.12083
Grand Haven Ch.	45.27	1.10449	50.77	0.98475	42.77	1.16905	43.84	1.14052
Holland Ch.	42.50	1.17648	43.90	1.13896	42.15	1.18624	44.25	1.12995
Jamestown Ch.	42.00	1.19048	44.23	1.13046	47.12	1.06113	43.87	1.13974
Olive	47.08	1.06209	46.87	1.06679	45.32	1.10327	42.98	1.16334
Park	43.59	1.14706	42.29	1.18232	-	-	44.39	1.12638
Polkton Ch.	47.98	1.04219	46.07	1.08531	41.08	1.21714	44.50	1.12360
Port Sheldon	48.79	1.02481	48.20	1.03745	55.39	0.90273	44.21	1.13097
Robinson	45.91	1.08909	41.82	1.19572	45.83	1.09099	43.98	1.13689
Spring Lake	48.01	1.04147	48.85	1.02357	47.47	1.05330	44.70	1.11857
Tallmadge Ch.	47.19	1.05955	45.14	1.10767	37.94	1.31788	43.60	1.14679
Wright	47.44	1.05397	46.28	1.08039	40.93	1.22160	43.92	1.13844
Zeeland Ch.	47.54	1.05175	45.52	1.09842	45.88	1.08980	43.65	1.14548
CITIES								
Coopersville	47.25	1.05821	37.86	1.32080	45.13	1.10792	43.33	1.15394
Ferrysburg	-	-	46.58	1.07343	48.60	1.02881	42.51	1.17620
Grand Haven	-	-	38.69	1.29233	44.30	1.12867	44.33	1.12791
Holland	43.91	1.13862	44.14	1.13276	45.39	1.10157	43.46	1.15049
Hudsonville	46.68	1.07113	41.65	1.20063	43.37	1.15288	43.55	1.14811
Zeeland	-	-	43.74	1.14312	42.22	1.18428	43.40	1.15208

# Equalization Sales Study Timeline







Questions?

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/30/2024

**Requesting Department:** Administration

**Submitted By:** John Gibbs

**Agenda Item:** Lakeshore Regional Entity Substance Use Disorder Oversight Policy Board

## Suggested Motion:

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

\*Richard Kanten

\*David Parnin

and to select Richard Kanten and David Parnin to fill two (2) Member vacancies beginning January 1, 2024 and ending December 31, 2025.

## Summary of Request:

N/A

## Financial Information:

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

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

**Action is Related to Strategic Plan:**

Goal:

Objective:

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

Committee/Governing/Advisory Board Approval Date: 01/23/2024

Talent and Recruitment Committee

## Applicant Profile: Richard A Kanten

### Education

School: *Butterworth Hospital School of Nursing*

Degree: *Diploma in Nursing*

### Employment Background

Current Employer: Retired 10/2019

Previous Employer: Butterworth Hospital/Spectrum Health 45 years

Position: Manager Perfusion Services

Responsibilities: *Managed a 10 to 15-member team of Clinical Perfusionists. Clinical Perfusionist manage all aspect of support for heart, lungs and circulatory system. We are present at all open-heart surgeries as well as many closed heart procedures. Clinical Perfusionists provide blood salvage procedures for major trauma, complex spinal surgeries, OB/Gyn procedures and some oncological procedures. Clinical Perfusionists also manufacture autologous adhesives used in orthopedic procedures.*

### Other Information

How many years have you lived in Ottawa County?

*49*

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

*No*

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

*Community Mental Health of Ottawa County board member X 15 years. Current member of Lakeshore Reginal Entity (LRE) Board of Directors. Current member of Lakeshore Reginal Entity (LRE) Board of Directors Executive Committee. Current member of the SUD OPB, this would be a reappointment.*

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

*Yes*

Why do you want to be considered for this appointment?

*I am a parent of a SUD child. I am an experienced (old) health care professional, and I am a parent of CMHOC consumers (2) outside of the SUD realm. I have 70 years of experience in life.*

## Applicant Profile: David Parnin

### Education

School: *Central Michigan*

Degree: *BS Psychology*

School: *Central Michigan*

Degree: *MA Counseling Psychology*

### Employment Background

Current Employer: *Retired*

Previous Employer: *Healthwest-CMH of Muskegon County*

Position: *Chief Operating Officer*

Responsibilities: *Oversight of day to day Agency functions. Direct Supervision of Agency Management staff.*

### Other Information

How many years have you lived in Ottawa County?

*7*

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

*No*

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

*My previous employment charged me with attendance at Agency and relevant County Boards. I also served for many years on the Board of Directors of the Muskegon Rescue Mission. I have also previously served on the Board of the church we were attending in many capacities including chair.*

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

*Yes*

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

*Reappointment request as term ends in March 2022.*

## Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/30/2024

**Requesting Department:** Administration

**Submitted By:** John Gibbs

**Agenda Item:** County Policies Policy (Second Reading)

### Suggested Motion:

To approve the revised County Policies Policy.

### Summary of Request:

County policies require periodic review and updates. This request is to review the County Policies Policy for a second and final reading and to approve it.

### 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:

Objective:

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

Committee/Governing/Advisory Board Approval Date: Planning and Policy 1/9/2024  
Board of Commissioners (First Reading): 1/16/2024



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Summary of Request Continued:



# Ottawa County

General Policy

Policy on County Policies Summary of Changes		
Before		After
The Board of Commissioners required <b>a two- thirds (2/3) vote</b> to suspend the operation of a board policy.		The Board of Commissioners now requires <b>a majority vote</b> to suspend the operation of a board policy, consistent with statute and board rules.
The Internal Policy Review Committee reviewed this Policy at least <b>once every two years</b> and made recommendations for changes to the Planning & Policy Committee.	➔	The Internal Policy Review Committee will now review this Policy at least <b>once every four years</b> and make recommendations for changes to the Planning & Policy Committee.

## County Policies

### I. Policy

It is important for the Board of Commissioners to establish clear policy statements, and to set forth the principles under which the policy statements will be carried out by the County Board, County Administrator, and by County employees.

### II. Statutory References

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.

### III. County Legislative or Historical References

The original Board policy on this subject matter was adopted on: March 26, 2002

Board of Commissioners Resolution Number and Policy Adoption Date: September 13, 2005 (B/C 05-228)

Board of Commissioner Review Date and Resolution Number: August 23, 2005 (B/C 05-219)

Name and Date of Last Committee Review: Planning & Policy Committee; October 11, 2018

Last Review by Internal Policy Review Team: September 5, 2018



# Ottawa County

General Policy

## IV. Procedure

- A. County Policies shall be in writing. For purposes of this policy, the term "in writing" shall include all forms of electronic writing and transfer regularly used in Ottawa County government. Copies of all County Policies shall be maintained in the office of the Ottawa County Administrator and published for employees on the intranet system.
- B. A proposed policy shall be submitted by the County Administrator to the Planning and Policy Committee. The Planning and Policy Committee shall review and evaluate the content of the proposed policy and, if necessary, will:
  - 1. Refer the proposed policy for review and comment to any other committee of the board having an interest in the subject matter.
  - 2. Receive comment regarding the proposed policy.
  - 3. Make additions, deletions, and revisions to the proposed policy.
  - 4. Reject the proposed policy, after conferring with the chairperson of the originating board committee, if any.
  - 5. Report the proposed policy to the full Board for consideration and passage.
  - 6. A proposed policy shall receive a minimum of two (2) readings at the Board of Commissioners before being acted upon.
- C. All Board policies shall be reviewed at least once every ~~two-four~~ (24) years by an Internal Policy Review Team, consisting of appointees of the County Administrator. Any changes in the Policy will be recommended to the Planning and Policy Committee, while procedures will be implemented as outlined in Section E below.
- D. The Board of Commissioners may suspend the operation of a board policy by a ~~two-thirds~~ (2/3) majority vote.
- E. Implementation Authority: Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator to establish any procedures that may be necessary for implementation.

## II. Review Period

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