

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS**

**Tuesday, November 22, 2005 1:30 PM  
Fillmore Administration Building - Board Room  
12220 Fillmore Street, West Olive**

The Ottawa County Board of Commissioners met on Tuesday, November 22, 2005, at 1:30 p.m. and was called to order by the Chair.

Mrs. Ruitter pronounced the invocation.

The Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruitter, Messrs. Rinck, Rycenga, Schrotenboer, Disselkoen, Berghorst, Holtrop.(10)

Absent: Mr. Vander Kam. (1)

Presentation of Petitions and Communications

Mr. Krueger read a letter from Kari Beattie, Deputy Director of Constituent Services, expressing sincere appreciation for the Resolution concerning the funding for the prevention and treatment of drug and alcohol dependency.

Public Comments and Communications from County Staff

Dale Vredeveld, Blendon Township Supervisor, spoke on behalf of the application for the infrastructure loan for Blendon Township and asked the Board to reconsider.

B/C 05-303 Mrs. Ruitter moved to approve the agenda of today as presented.

B/C 05-304 Mr. Swartout moved to amend Motion B/C 05-303 changing Action Item #4 – “To approve the addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist in place of one full-time Psychiatrist with a potential savings of approximately \$156,000. Elimination of the Psychiatrist position to be reviewed in six months.” The motion passed.

A vote was than taken on the motion as amended and the amended motion passed.

B/C 05-305 Mr. Disselkoen moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 8, 2005, Board of Commissioners Meeting and November 8, 2005, Board of Commissioners Work Session.

2. To authorize the payroll of November 22, 2005, in the amount of \$522.70.

3. To approve the general claims in the amount of \$2,016,071.36 as presented by the summary report for November 1, 2005, through November 11, 2005.

4. To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2005.

The motion passed as shown by the following votes: Yeas: Messrs. Berghorst, Kuyers, Holtrop, Mrs. Kortman, Mr. Schrotenboer, Mrs. Ruiter, Messrs. Swartout, Disselkoen, Rinck, Rycenga. (10)

- B/C 05-306 Mr. Swartout moved to approve the Justice Imaging Proposal in the amount of \$1,230,513 and to authorize the Board Chairperson and Clerk to sign all necessary contracts therefore. Funding for the hardware and software to be paid from the Equipment Pool. Funding for the data conversion to come from the General Fund excess fund balance in 2005. The motion passed as shown by the following votes: Yeas: Messrs. Kuyers, Berghorst, Rinck, Holtrop, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Disselkoen, Schrotenboer, Rycenga. (10)
- B/C 05-307 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution to accept the Municipal Landfill Cost-Share Grant from the State of Michigan in the amount of \$278,468.23. The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Kuyers, Rinck, Holtrop, Berghorst, Disselkoen, Rycenga. (10)
- B/C 05-308 Mr. Swartout moved to approve the addition of one full-time Team Supervisor in Community Mental Health to be assigned to the Clubhouses, Pay Grade U-6. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Kuyers, Holtrop, Mrs. Ruiter, Messrs. Berghorst, Rinck, Disselkoen, Swartout, Schrotenboer, Rycenga. (10)
- B/C 05-309 Mr. Swartout moved to approve the addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist in place of one full-time Psychiatrist with a potential saving of approximately \$156,000. Elimination of the Psychiatrist position to be reviewed in six months. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Mrs. Kortman, Messrs. Rinck, Berghorst, Swartout, Disselkoen, Holtrop, Kuyers, Schrotenboer, Rycenga. (10)
- B/C 05-310 Mr. Swartout moved to approve the addition of one part-time (.8 FTE) Health Educator assigned to tobacco and methamphetamine programming and prevention. A portion (.5 FTE) of this position is grant funded and is to be sunset with the grant. The motion passed as shown by the following votes: Yeas: Messrs. Rinck, Disselkoen, Schrotenboer, Kuyers, Mrs. Kortman, Messrs. Holtrop, Swartout, Berghorst, Mrs. Ruiter, Mr. Rycenga. (10)
- B/C 05-311 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution establishing the Ottawa County Officer's Compensation Commission, pursuant to MCL 45.471 et seq. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtrop, Berghorst, Kuyers, Schrotenboer, Disselkoen, Rinck, Mrs. Ruiter, Mr. Rycenga. (9)
- Nays: Mr. Swartout. (1)
- B/C 05-312 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution to authorize execution of the Specialized Services Operating Assistance Program Agreement for FY 2006. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Holtrop, Disselkoen, Kuyers, Schrotenboer, Mrs. Kortman, Messrs. Berghorst, Rinck, Swartout, Rycenga. (10)
- B/C 05-313 Mr. Swartout moved to approve the proposal of EPIC – MRA to conduct a survey of Ottawa County Citizens on behalf of Ottawa County, at a cost of \$18,820, with signatures of the Board Chairperson and Clerk contingent upon contract approval by Corporation Counsel. The motion passed as shown by the following votes: Yeas: Disselkoen, Rinck, Berghorst, Mrs. Ruiter, Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Kuyers, Holtrop, Rycenga. (10)
- B/C 05-314 Mr. Kuyers moved to approve the amended Ottawa County Remonumentation Plan. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Swartout, Schrotenboer, Mrs. Kortman, Messrs. Kuyers, Berghorst, Mrs. Ruiter, Messrs. Disselkoen, Rinck, Rycenga. (10)
- B/C 05-315 Mr. Kuyers moved to approve and authorize the Board Chairperson and Clerk to sign the consulting agreement and contract for services with Governmental Consultants Services, Incorporated (GCSI), for the sum of \$3,633 per month, for the term of three years. The motion passed as shown by the following votes: Yeas: Messrs. Berghorst, Kuyers, Holtrop, Mrs. Kortman, Mr. Schrotenboer, Mrs. Ruiter, Messrs. Swartout, Disselkoen, Rinck, Rycenga. (10)
- B/C 05-316 Mr. Kuyers moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution opposing the adoption of HB 5124, dealing with property records maintained by the Register of Deeds Office. The motion passed as shown by the following votes: Yeas: Messrs. Kuyers, Berghorst, Rinck, Holtrop, Mrs. Kortman, Mr.

Swartout, Mrs. Ruiter, Messrs. Disselkoen, Schrotenboer, Rycenga. (10)

- B/C 05-317 Mr. Kuyers moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution to Proclaim Tuesday, November 22, 2005, "Adoption Day" within Ottawa County. The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Kuyers, Rinck, Holtrop, Berghorst, Disselkoen, Rycenga. (10)
- B/C 05-318 Mr. Kuyers moved to receive for comment the proposed Policy on the Privacy of Social Security Numbers (First Reading). The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Kuyers, Holtrop, Mrs. Ruiter, Messrs. Berghorst, Rinck, Disselkoen, Swartout, Schrotenboer, Rycenga. (10)
- B/C 05-319 Mr. Kuyers moved to receive for comment the proposed revised "Code of Ethics" Policy (First Reading). The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Mrs. Kortman, Messrs. Rinck, Berghorst, Swartout, Disselkoen, Holtrop, Kuyers, Schrotenboer Rycenga. (10)
- B/C 05-320 Mr. Kuyers moved to receive for comment the proposed revised "Policy on Automatic Clearing House Transactions" (First Reading). The motion passed as shown by the following votes: Yeas: Messrs. Rinck, Disselkoen, Schrotenboer, Kuyers, Mrs. Kortman, Messrs. Holtrop, Swartout, Berghorst, Mrs. Ruiter, Mr. Rycenga. (10)
- B/C 05-321 Mr. Kuyers moved to receive for comment the proposed revised Personnel Policy on the Use of Electronic Mail and Privacy (First Reading). The motion passed as shown by the following votes: Yeas: Mr. Swartout, Mrs. Kortman, Messrs. Holtrop, Berghorst, Kuyers, Schrotenboer, Disselkoen, Rinck, Mrs. Ruiter, Mr. Rycenga. (10)
- B/C 05-322 Mr. Berghorst moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution to support Ottawa County Community Action Agency's application for HOME funds from the Michigan State Housing Development Authority. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Holtrop, Disselkoen, Kuyers, Schrotenboer, Mrs. Kortman, Messrs. Berghorst, Rinck, Swartout, Rycenga. (10)
- B/C 05-323 Mr. Berghorst moved to approve and authorize the Board Chairperson and Clerk to sign the Human Services Coordinating Council Resolution. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Rinck, Berghorst, Mrs. Ruiter, Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Kuyers, Holtrop, Rycenga. (10)

The County Administrator's report was presented.

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

- B/C 05-324 Mr. Holtrop moved to adjourn at 2:25 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

ROGER RYCENGA, Chairman  
Of the Board of Commissioner

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## Agenda

November 15, 2005

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, November 22, 2005 at 1:30 p.m.**, for the regular **November** meeting of the Board at the Ottawa County Fillmore Street Complex, West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Ruiters
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the November 8, 2005 Board of Commissioners Meeting and November 8, 2005 Board of Commissioner Work Session.
2. Payroll  
Suggested Motion:  
To authorize the payroll of November 22, 2005 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

3. Monthly Accounts Payable for November 1, 2005 through November 11, 2005  
Suggested Motion:  
To approve the general claims in the amount of \$2,016,071.36 as presented by the summary report for November 1, 2005 through November 11, 2005.
4. Monthly Budget Adjustment  
Suggested Motion:  
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2005.

B. Action Items:

From the Finance and Administration Committee

1. Justice Imaging Proposal  
Suggested Motion:  
To approve the Justice Imaging Proposal in the amount of \$1,230,513 and to authorize the Board Chairperson and Clerk to sign all necessary contracts therefore. Funding for the hardware and software to be paid from the Equipment Pool. Funding for the data conversion to come from General Fund excess fund balance in 2005.
2. Resolution to accept the Municipal Landfill Cost-Share Grant  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution to accept the Municipal Landfill Cost-Share Grant from the State of Michigan in the amount of \$278,468.23.
3. Addition of one full-time (1 FTE) Team Supervisor in Community Mental Health  
Suggested Motion:  
To approve the addition of one full-time Team Supervisor in Community Mental Health to be assigned to the Clubhouses, Pay grade U-6.

4. Addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist and elimination of one full-time (1 FTE) Psychiatrist  
Suggested Motion:  
To approve the addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist, and to eliminate one full-time (1 FTE) Psychiatrist, with a potential savings of approximately \$156,000.
5. Addition of one part-time (.8 FTE) Health Educator to work with tobacco prevention programming and methamphetamine prevention and programming  
Suggested Motion:  
To approve the addition of one part-time (.8 FTE) Health Educator assigned to tobacco and methamphetamine programming and prevention. A portion (.5 FTE) of this position is grant funded and is to be sunset with the grant.
6. Ottawa County Officer's Compensation Commission  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution establishing the Ottawa County Officer's Compensation Commission, pursuant to MCL 45.471 et seq.
7. Specialized Services FY 2006 Project Authorization Resolution  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution to authorize execution of the Specialized Services Operating Assistance Program Agreement for FY 2006.
8. EPIC – MRA Proposal - Ottawa County Citizen Survey  
Suggested Motion:  
To approve the proposal of EPIC – MRA to conduct a survey of Ottawa County Citizens on behalf of Ottawa County, at a cost of \$18,820, with signatures of the Board Chairperson and Clerk contingent upon contract approval by Corporation Counsel.

From the Planning and Policy Committee

9. Amended County Remonumentation Plan  
Suggested Motion:  
To approve the amended Ottawa County Remonumentation Plan.
10. Governmental Consultants Services, Incorporated (GCSI)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the consulting agreement and contract for services with Governmental Consultants Services, Incorporated (GCSI), for the sum of \$3,633 per month, for the term of three years.
11. Resolution Opposing the Adoption of HB 5124, Dealing with Property Records Maintained by the Register of Deeds Office  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution opposing the adoption of HB 5124, dealing with property records maintained by the Register of Deeds Office.
12. Resolution to Proclaim Tuesday, November 22, 2005 "Adoption Day" Within Ottawa County.  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign a Resolution to Proclaim Tuesday, November 22, 2005 "Adoption Day" within Ottawa County.
13. Board of Commissioners Policy – Privacy of Social Security Numbers (New)  
Suggested Motion:  
To receive for comment the proposed Policy on the Privacy of Social Security Numbers (First Reading).
14. Board of Commissioners Policy – Code of Ethics (Revised)  
Suggested Motion:  
To receive for comment the proposed revised "Code of Ethics" Policy (First Reading)

15. Board of Commissioners Policy – Automatic Clearing House Transactions (Revised)  
Suggested Motion:  
To receive for comment the proposed revised "Policy on Automatic Clearing House Transactions" (First Reading)
16. Personnel Policy – Use of Electronic Mail and Privacy (Revised)  
Suggested Motion:  
To receive for comment the proposed revised Personnel Policy on the Use of Electronic Mail and Privacy (First Reading)

From the Health and Human Services Committee

17. Michigan State Housing Development Authority's HOME Funds Resolution  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Resolution to support Ottawa County Community Action Agency's application for HOME funds from the Michigan State Housing Development Authority.
18. Human Services Coordinating Council Resolution  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk to sign the Human Services Coordinating Council Resolution.

- C. Appointments: None
- D. Discussion Items: None
- E. Report of the County Administrator
- F. General Information, Comments, and Meetings Attended

9. Public Comments
10. Adjournment