

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
PLANNING & POLICY COMMITTEE**

**Wednesday, November 9, 2005 9:30 AM  
Fillmore Administration Building - Board Room  
12220 Fillmore Street, West Olive**

**DATE:** November 9, 2005

**TIME:** 9:30 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Dennis Swartout, Edward Berghorst, Gordon Schrotenboer, Donald Disselkoen, Philip Kuyers

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Gary Scholten, Register of Deeds; Greg Rappleye, Corporation Counsel; Dale Vrederveld, Blendon Township Supervisor; Mark Scheerhorn, Administrative Services Director; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; Mark Knudsen, Planning & Grants Director; Steven Patrick, Coopersville City Manager; Patricia Bush, Coopersville City Treasurer; Sandi Metcalf, Assistant Juvenile Services Director; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the Minutes of the July 12, 2005, and October 12, 2005, Planning and Policy Meetings as presented.

Approve by consent the agenda of today as presented and amended adding Action Item #11 – Adoption Day Proclamation.

**SUBJECT: APPLICATION FROM BLENDON TOWNSHIP FOR A \$500,000 REVOLVING LOAN**

PP 05-084 Motion: To approve and forward to the Finance Committee the application from Blendon Township for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.

Moved by: Swartout

MOTION FAILED

Yeas: Swartout. (1)

Nays: Berghorst, Schrotenboer, Disselkoen, Kuyers. (4)

**SUBJECT: APPLICATION FROM THE CITY OF COOPERSVILLE FOR A \$500,000 REVOLVING LOAN**

PP 05-085 Motion: To approve and forward to the Finance Committee the application from the City of Coopersville for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.

Moved by: Swartout

UNANIMOUS

**SUBJECT: BUILDING AUTHORITY APPOINTMENT**

PP 05-086 Motion: To approve and forward to the Personnel Committee the applications of Benjamin Groenhof and Jack Smant to the Ottawa County Building Authority for a three (3) year term beginning January 1, 2006, and expiring December 31, 2008.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: AMENDED COUNTY REMONUMENTATION PLAN**

PP 05-087 Motion: To approve and forward to the Board of Commissioners the Ottawa County Remonumentation Plan (Amended).

Moved by: Disselkoen  
UNANIMOUS

**SUBJECT: RETAINER AGREEMENT WITH GOVERNMENTAL CONSULTANTS SERVICES, INCORPORATED (GCSI)**

PP 05-088 Motion: To approve and forward to the Board of Commissioners the Retainer Agreement with Governmental Consultants Services, Incorporated (GCSI), for the sum of \$3,633 per month, for the term of two years.  
Moved by: Schrotenboer

PP 05-089 Motion: To amend Motion PP 05-088 changing from a two-year agreement to a three-year agreement.  
Moved by: Schrotenboer  
UNANIMOUS

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

**SUBJECT: RESOLUTION OPPOSING THE ADOPTION OF HB 5124, DEALING WITH PROPERTY RECORDS MAINTAINED BY THE REGISTER OF DEEDS OFFICE**

PP 05-090 Motion: To approve and forward to the Board of Commissioners a Resolution opposing the adoption of HB 5124, dealing with property records maintained by the Register of Deeds Office.  
Moved by: Berghorst  
UNANIMOUS

**SUBJECT: BOARD OF COMMISSIONERS POLICY – PRIVACY OF SOCIAL SECURITY NUMBERS (NEW)**

PP 05-091 Motion: To approve and forward to the Board of Commissioners the proposed Policy on the Privacy of Social Security Numbers.  
Moved by: Swartout  
UNANIMOUS

**SUBJECT: BOARD OF COMMISSIONERS POLICY – CODE OF ETHICS (REVISED)**

PP 05-092 Motion: To approve and forward to the Board of Commissioners the revised "Code of Ethics" Policy.  
Moved by: Schrotenboer  
UNANIMOUS

**SUBJECT: BOARD OF COMMISSIONERS POLICY – AUTOMATIC CLEARING HOUSE TRANSACTIONS (REVISED)**

PP 05-093 Motion: To approve and forward to the Board of Commissioners the revised Policy on Automatic Clearing House Transactions.  
Moved by: Berghorst  
UNANIMOUS

**SUBJECT: PERSONNEL POLICY – USE OF ELECTRONIC MAIL AND PRIVACY (REVISED)**

PP 05-094 Motion: To approve and forward to the Board of Commissioners the revised Personnel Policy on the Use of Electronic Mail and Privacy.  
Moved by: Berghorst  
UNANIMOUS

**SUBJECT: "ADOPTION DAY" IN OTTAWA COUNTY**

PP 05-095 Motion: To approve and forward to the Board of Commissioners a Resolution to proclaim Tuesday, November 22, 2005 "Adoption Day" within Ottawa County.  
Moved by: Disselkoen  
UNANIMOUS

**SUBJECT: DISCUSSION ITEMS**

1. Building Projects Update – The building projects update was presented by Alan Vanderberg.

**SUBJECT: INFORMATION ITEMS**

1. Revised Administrative Rule – Use of Electronic Mail and Privacy

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:55 a.m.

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**Agenda**

**Consent Items:**

1. Agenda of November 9, 2005
2. Approval of July 12, 2005 Planning and Policy Committee Minutes
3. Approval of October 12, 2005 Planning and Policy Committee Minutes

**Action Items:**

1. Building Authority Appointment  
**Suggested Motion:**  
To approve and forward to the Personnel Committee the application for re-appointment of Jack Smart to the Ottawa County Building Authority for a three (3) year term beginning January 1, 2006, expiring December 31, 2008.
2. Application from Blenden Township for a \$500,000 Revolving Loan  
**Suggested Motion:**  
To approve and forward to the Finance Committee the application from Blenden Township for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.
3. Application from the City of Coopersville for a \$500,000 Revolving Loan  
**Suggested Motion:**  
To approve and forward to the Finance Committee the application from the City of Coopersville for a revolving loan in the amount of \$500,000 from the Ottawa County Infrastructure Fund.
4. Amended County Remonumentation Plan  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Ottawa County Remonumentation Plan (Amended).
5. Retainer Agreement with Governmental Consultants Services, Incorporated (GCSI)  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Retainer Agreement with Governmental Consultants Services, Incorporated (GCSI), for the sum of \$3,633 per month, for the term of two years.
6. Resolution opposing the adoption of HB 5124, dealing with property records maintained by the Register of Deeds Office  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners a Resolution opposing the adoption of HB 5124, dealing with property records maintained by the Register of Deeds Office.
7. Board of Commissioners Policy – Privacy of Social Security Numbers (New)  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the proposed Policy on the Privacy of Social Security Numbers.
8. Board of Commissioners Policy – Code of Ethics (Revised)  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the revised “Code of Ethics” Policy.
9. Board of Commissioners Policy – Automatic Clearing House Transactions (Revised)  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the revised Policy on Automatic Clearing House Transactions.

10. Personnel Policy – Use of Electronic Mail and Privacy (Revised)

**Suggested Motion:**

To approve and forward to the Board of Commissioners the revised Personnel Policy on the Use of Electronic Mail and Privacy.

**Discussion Items:**

1. Building Projects Update – Mark Scheerhorn

**Information Items:**

1. Revised Administrative Rule – Use of Electronic Mail and Privacy

**Adjournment**