

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, January 9, 2024
9:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

- I. Approval of the minutes from the [December 5, 2023](#) Planning and Policy Committee Meeting

Agenda and Action Requests:

- I. Election of Committee Vice Chair
Suggested Motion:
To elect _____ as Vice Chairperson of the Planning and Policy Committee for 2024.
2. [County Policies Policy](#)
Suggested Motion:
To approve and advance to a first reading before the full Board of Commissioners the revised County Policies for review and comment.

Discussion Items:

- I. [Road Commission 2024-2028 Strategic Improvement Plan](#); Brett Laughlin

Public Comment

Adjournment at Call of the Chairperson

Note: Public Comments on the day's business are to be limited to three (3) minutes.

PLANNING AND POLICY COMMITTEE

Proposed Minutes

DATE: December 5, 2023

TIME: 9:03 a.m.

PLACE: Fillmore Street Complex

PRESENT: Lucy Ebel, Jacob Bonnema, Roger Bergman, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Doug Zylstra, and Allison Miedema. (9)

ABSENT: Gretchen Cosby. (1)

SUBJECT: PUBLIC COMMENT

1. Pat Smith-Grand Haven Township
2. Rebecca Patrick-Allendale Township
3. Cindy Spielmaker-Grand Haven City
4. Melanie Scholten-Park Township
5. Karen Obitz-Spring Lake
6. Sheila Dettloff-Holland Township
7. Megan Ryan-Holland Township
8. Dan Zimmer-Port Sheldon Township
9. Megan Zickus-Allendale Township
10. Bob Spaman-Blendon Township
11. PJ Muir-Robinson Township

Commissioner Cosby joined the meeting via zoom at 9:25 a.m.

SUBJECT: APPROVAL OF AGENDA

PP 23-051 Motion: To approve the agenda of today.
Moved by: Miedema UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

PP 23-052 Motion: To approve the minutes from the November 7, 2023, Planning and Policy Committee Meeting.
Moved by: Bergman UNANIMOUS

SUBJECT: GRAND RIVER GREENWAY NFWF COASTAL RESILIENCE GRANT

PP 23-053 Motion: To accept the grant agreement from the National Fish & Wildlife Foundation for assistance to complete natural features assessments and design work for ecological enhancements at Ottawa Sands and Harbor Island in the cities of Ferrysburg and Grand Haven and authorize the establishment of a capital project in the amount of \$275,000 and forward to the Board of Commissioners for approval.

Moved by: Bergman

The motion passed with the following votes: Yeas: Joe Moss, Rebekah Curran, Jacob Bonnema, Sylvia Rhodea, Doug Zylstra, Allison Miedema, Lucy Ebel, Roger Bergman, Roger Belknap. (9)

SUBJECT: KIRK PARK RENOVATIONS - PLAYGROUND

PP 23-054 Motion: To approve and forward to the Board of Commissioners the contract with Great Lakes Recreation Company in the amount of \$103,807 for installation of a new playground at Kirk Park.
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Bergman, Doug Zylstra, Jacob Bonnema, Allison Miedema, Rebekah Curran, Lucy Ebel, Joe Moss, Sylvia Rhodea, Roger Belknap. (9)

SUBJECT: ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

PP 23-055 Motion: To approve and advance to a first reading before the full Board of Commissioners the revised Accounting, Auditing, and Financial Reporting Policy.
Moved by: Moss

The motion passed with the following votes: Yeas: Jacob Bonnema, Lucy Ebel, Roger Bergman, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Doug Zylstra, Joe Moss, Roger Belknap. (9)

SUBJECT: COUNTY POLICIES POLICY

PP 23-056 Motion: To approve and advance to a first reading before the full Board of Commissioners the revised County Policies for review and comment.
Moved by: Miedema

PP 23-057 Motion: To remove the following policies from the agenda, County Policies Policy, Security Reimbursement Policy, Employee Selection Policy, and Employee Behavior Discipline & Rules of Conduct to have them reviewed by Corporate Counsel for a red line addition and have a more informed choice.
Moved by: Zylstra

Commissioner Zylstra called to question.

The motion passed with the following votes: Yeas: Rebekah Curran, Doug Zylstra, Lucy Ebel, Roger Bergman, Jacob Bonnema. (5)

Nays: Joe Moss, Sylvia Rhodea, Allison Miedema, Roger Belknap. (4)

Commissioner Bergman left the meeting at 10:20 a.m.

SUBJECT: DISCUSSION ITEMS

1. Discussion on Broadband Expansion & Tower Development-Paul Sachs gave a presentation on Broadband Expansion & Tower Development.

SUBJECT: PUBLIC COMMENT

1. Dan Zimmer-Port Sheldon Township
2. Lori Grasman-Robinson Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:00 a.m.

Action Request



Committee: Planning and Policy

Meeting Date: 12/5/2023

Requesting Department: Administration

Submitted By: John Gibbs

Agenda Item: County Policies Policy

Suggested Motion:

To approve and advance to a first reading before the full Board of Commissioners the revised County Policies Policy for review and comment.

Summary of Request:

County policies require periodic review and updates. This request is to review the County Policies Policy and forward it to the Board of Commissioners for approval.

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:

Summary of Request Continued:



Ottawa County

General Policy

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



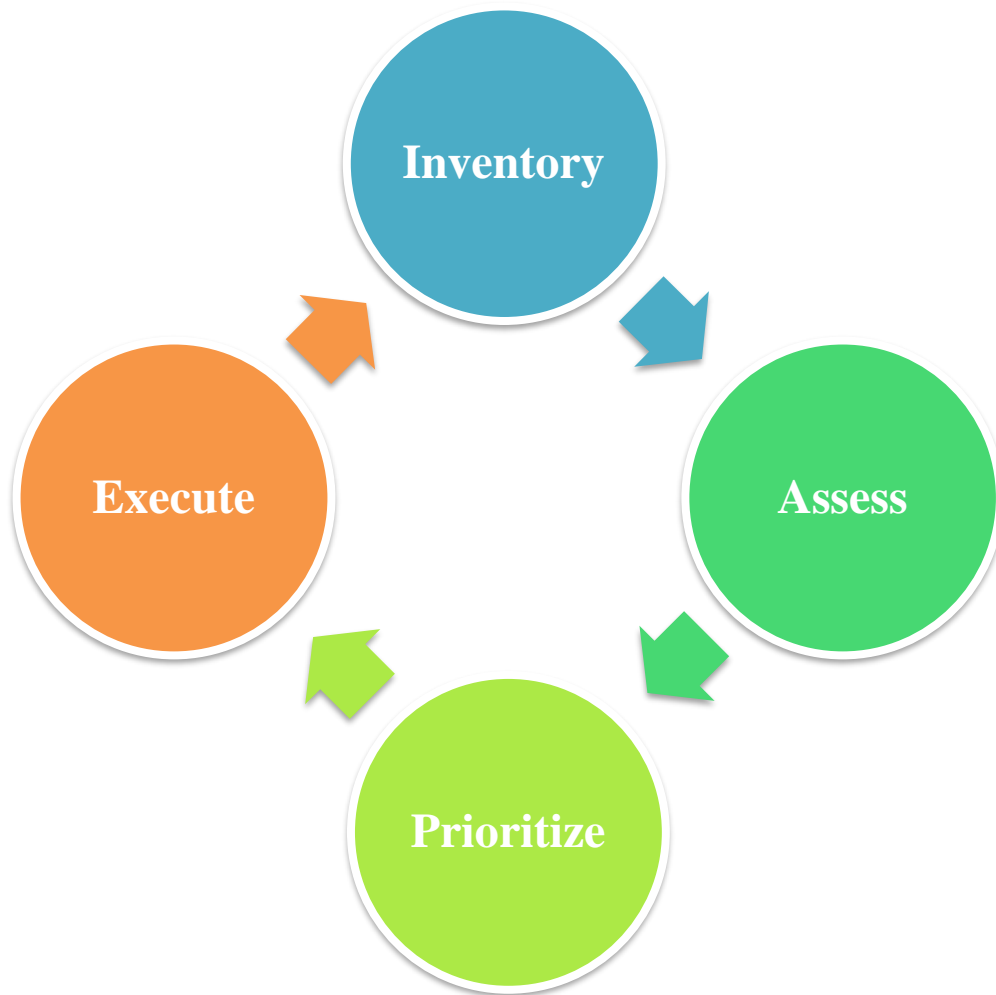
2024-2028 STRATEGIC IMPROVEMENT PLAN



WHAT IS THE STRATEGIC IMPROVEMENT PLAN?

- A 5-year *blueprint* to effectively plan the investment of limited revenues to improve, maintain, and preserve the county road system.
- Provides opportunities to coordinate with local partners to implement other infrastructure improvements (drainage, non-motorized, utilities, etc.) with road projects.
- aka – **Asset Management Plan**





Asset Management Process



**Transportation Asset
Management Council of
Michigan**

Public Act 325 of 2018

Inventory



Roads

- Paved Primary
- Paved Local
- Gravel

Drainage

- Bridges
- Culverts



PAVED ROAD ASSESSMENT

Paved roads are rated using the **Pavement Surface Evaluation and Rating System (PASER)**.

The roads are rated on a 1 to 10 scale.



Good Condition	Fair Condition	Poor Condition
PASER Rating 10-8	PASER Rating 7-5	PASER Rating 4-1
Routine Maintenance <ul style="list-style-type: none">• Patching• Crack Sealing	Preventative Maintenance <ul style="list-style-type: none">• Crack Sealing• Seal Coat• Resurfacing	Structural Improvements <ul style="list-style-type: none">• Resurfacing• Crush & Shape• Reconstruction



BRIDGE ASSESSMENT

Bridges are inspected using the **National Bridge Inventory (NBI)** rating system.

Bridges are rated on a 0 to 9 scale and includes a structural evaluation of the deck, superstructure, and substructure.



Good Condition	Fair Condition	Poor Condition
NBI Rating – 9-7	NBI Rating – 6-5	NBI Rating 4-1
Preventative Maintenance <ul style="list-style-type: none">• Patching• Crack Sealing	Rehabilitation Deck Approach Railing	Reconstruction Superstructure Substructure



2023 PAVED ROAD & BRIDGE SUMMARY

Paved Road 1,410 miles

- Primary 435 miles
- Local 527 miles
- Subdivision 448 miles

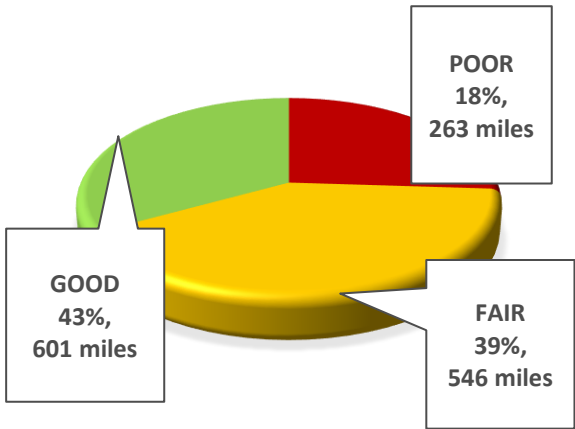
Bridges 136

Culverts 3,100

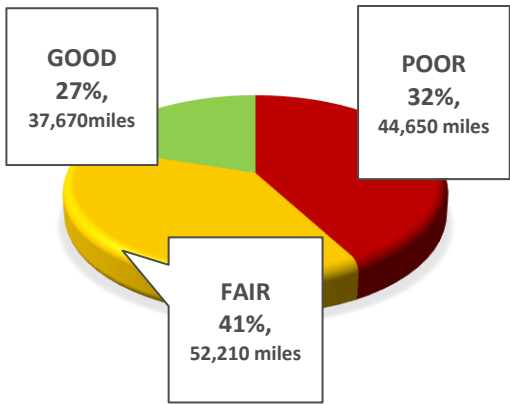
Gravel Rd 305 miles



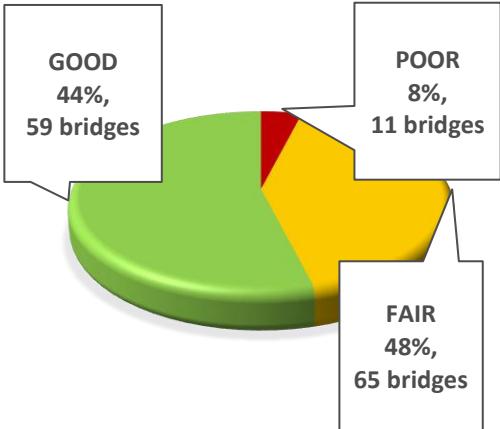
LATEST PASER RATINGS
OCRC PAVED ROADS



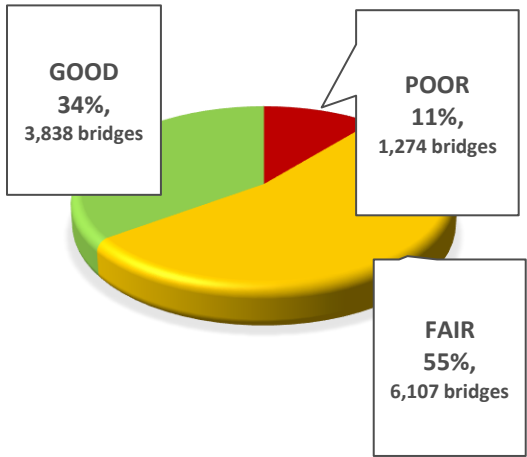
LATEST PASER RATINGS
STATEWIDE PAVED ROADS



LATEST NBI RATINGS
OCRC BRIDGES



LATEST NBI RATINGS
STATEWIDE COUNTY BRIDGES





PROJECT SELECTION CONSIDERATIONS

- **Condition**
- **Traffic Volume and Capacity**
- **Congestion**
- **Accident History**

Prioritize

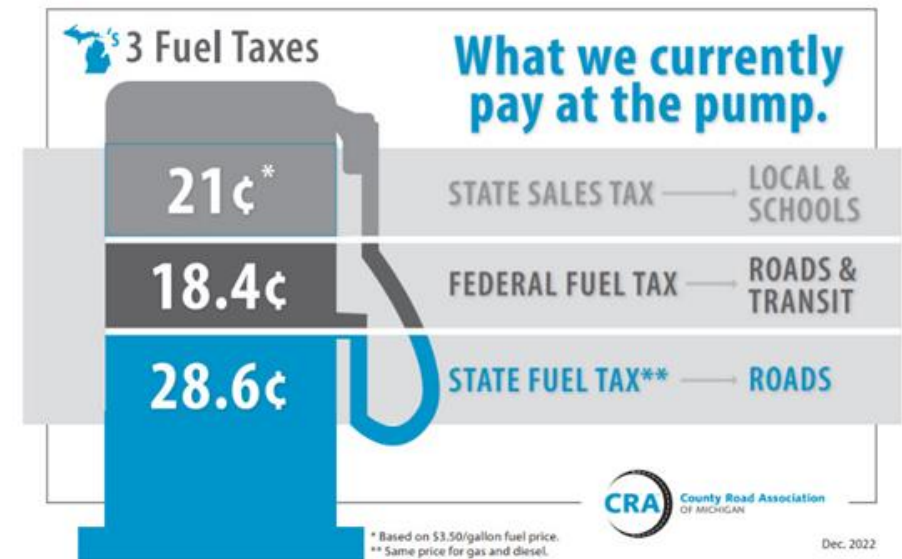
Available Funding



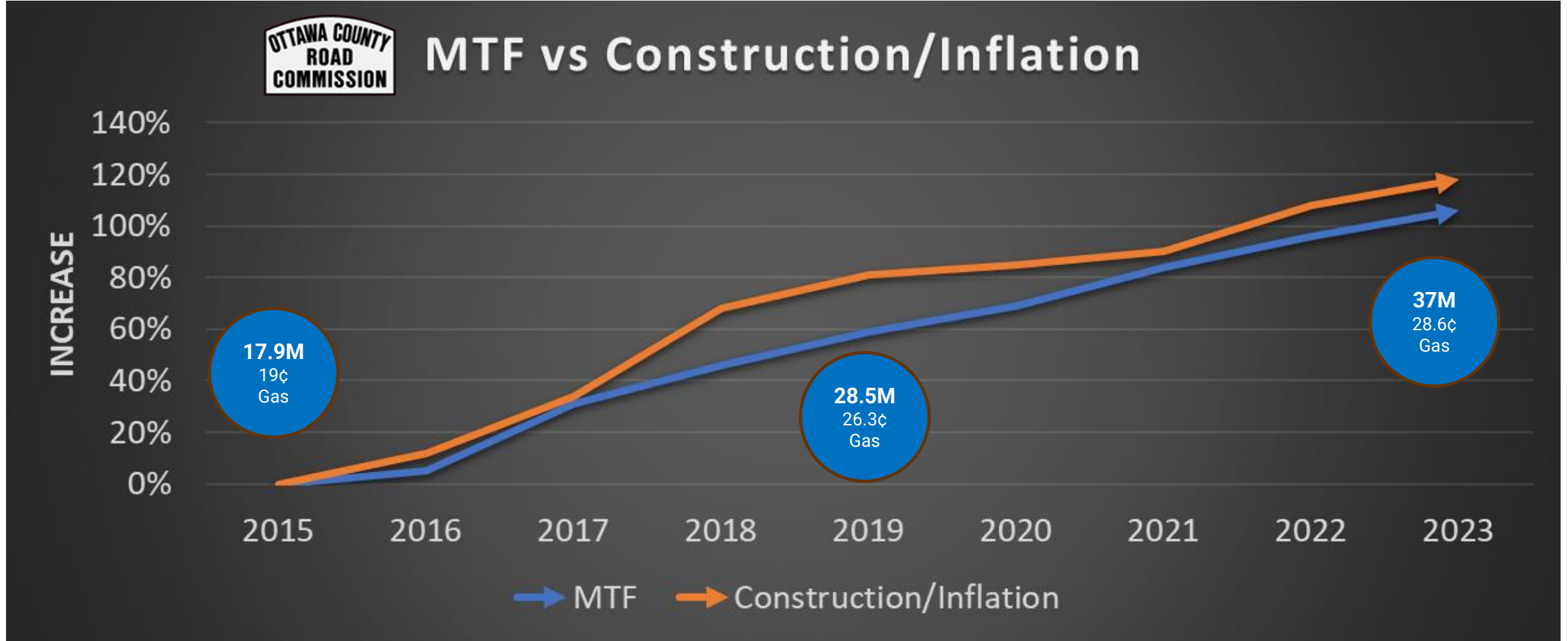
Primary Revenue Source

Michigan Transportation Fund (MTF)

- Fuel Taxes
- Registration Fees







MTF INCREASES COMPARED TO CONSTRUCTION COSTS





**2024 ESTIMATED
MTF \$37M**

- Primary \$26M
- Local \$11M

	Miles	MTF	Est. MTF/Mile
 Primary Roads	435 (~25% of county road network)	\$26M (~70% of MTF Revenue)	\$60,000/mile
 Operating Expense (Equipment, Facility, Wages, Benefits, Liability & Workers Compensation, etc.)		(\$9.4M)	(\$21,600/mile)
 Routine Maintenance Plowing, Patching, Trees, Ditching, etc.		(\$4.5M)	(\$10,300/mile)
 Road/Bridge Improvements Resurfacing, Reconstruction, Culverts, Traffic Signals, etc.		\$12.1M	\$28,100/mile

TYPICAL ROAD IMPROVEMENT COSTS





Resurfacing – 2 lanes: **\$400,000/mile**
Resurfacing w/ Paved Shoulders: **\$500,000/mile**
Road Reconstruction: **\$1,000,000 - \$2,000,000/mile**
Bridge Work: **\$500,000 - \$4,000,000+/location**

Ditch Cleanout: **\$5,000/mile**
Pavement Markings: **\$500/mile**
Cape Seal Surfacing: **\$95,000/mile**
Traffic Signal Installation: **\$100,000/location**



**2024 ESTIMATED
MTF \$37M**

- Primary \$26M
- Local \$11M

	Miles	MTF	Est. MTF/Mile
 Local Roads	1,280 (~75% of county road network)	\$11M (~30% of MTF Revenue)	\$8,600/mile
 Operating Expense (Equipment, Facility, Wages, Benefits, Liability & Workman’s Comp, Benefits, etc.)		(\$4.0M)	(\$3,100/mile)
 Routine Maintenance Plowing, Patching, Trees, Ditching, etc.		(\$5.5M)	(\$4,300/mile)
 Road/Bridge Improvements Resurfacing, Reconstruction, Culverts, etc.		\$1.3M	\$1,200/mile

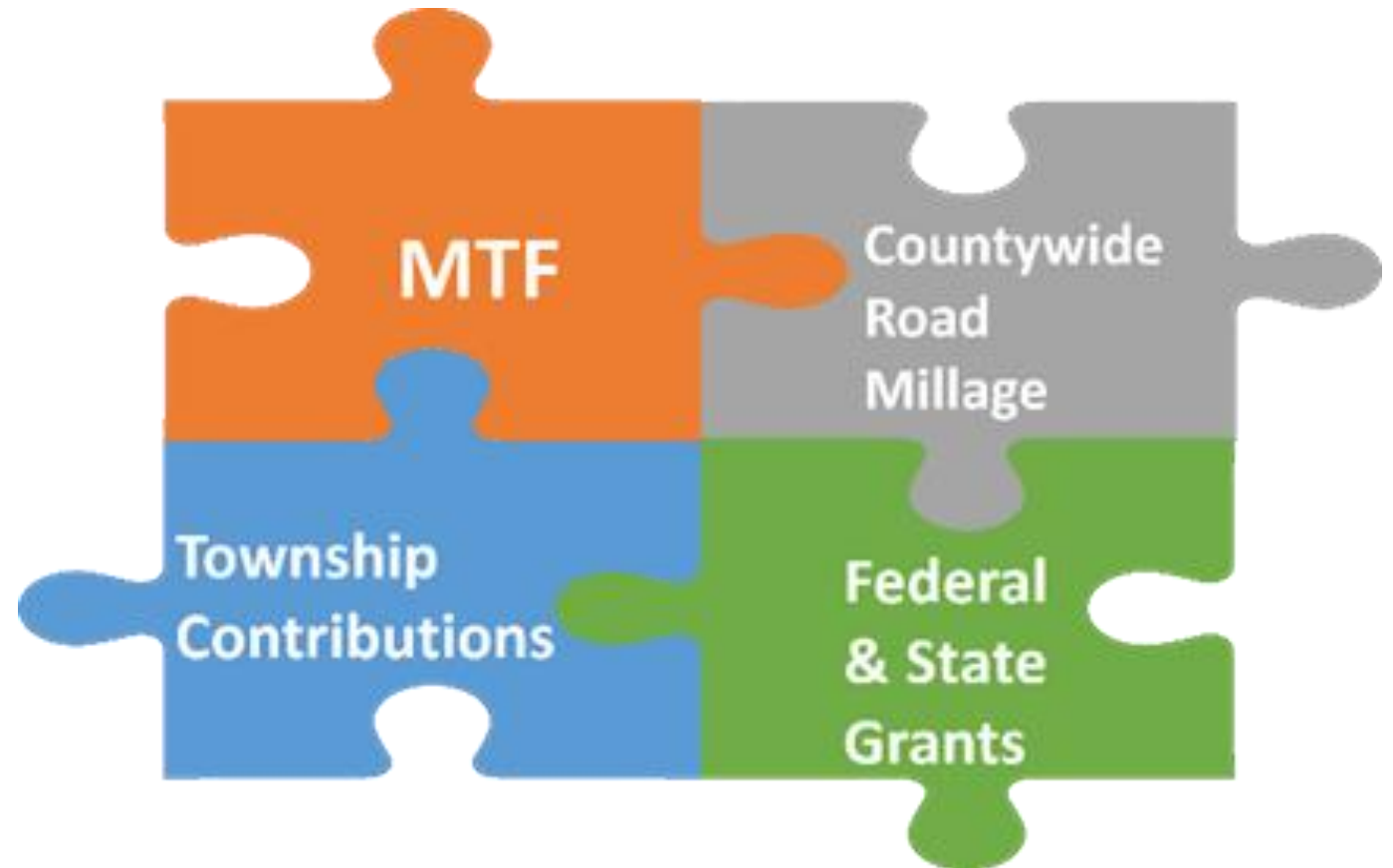
TYPICAL ROAD IMPROVEMENT COSTS

Resurfacing – 2 lanes: **\$400,000/mile**
Subdivision Resurfacing: **\$260,000/mile**
Road Reconstruction: **\$750,000 - \$1,500,000/mile**
Culvert Work: **\$5,000 - \$500,000/location**

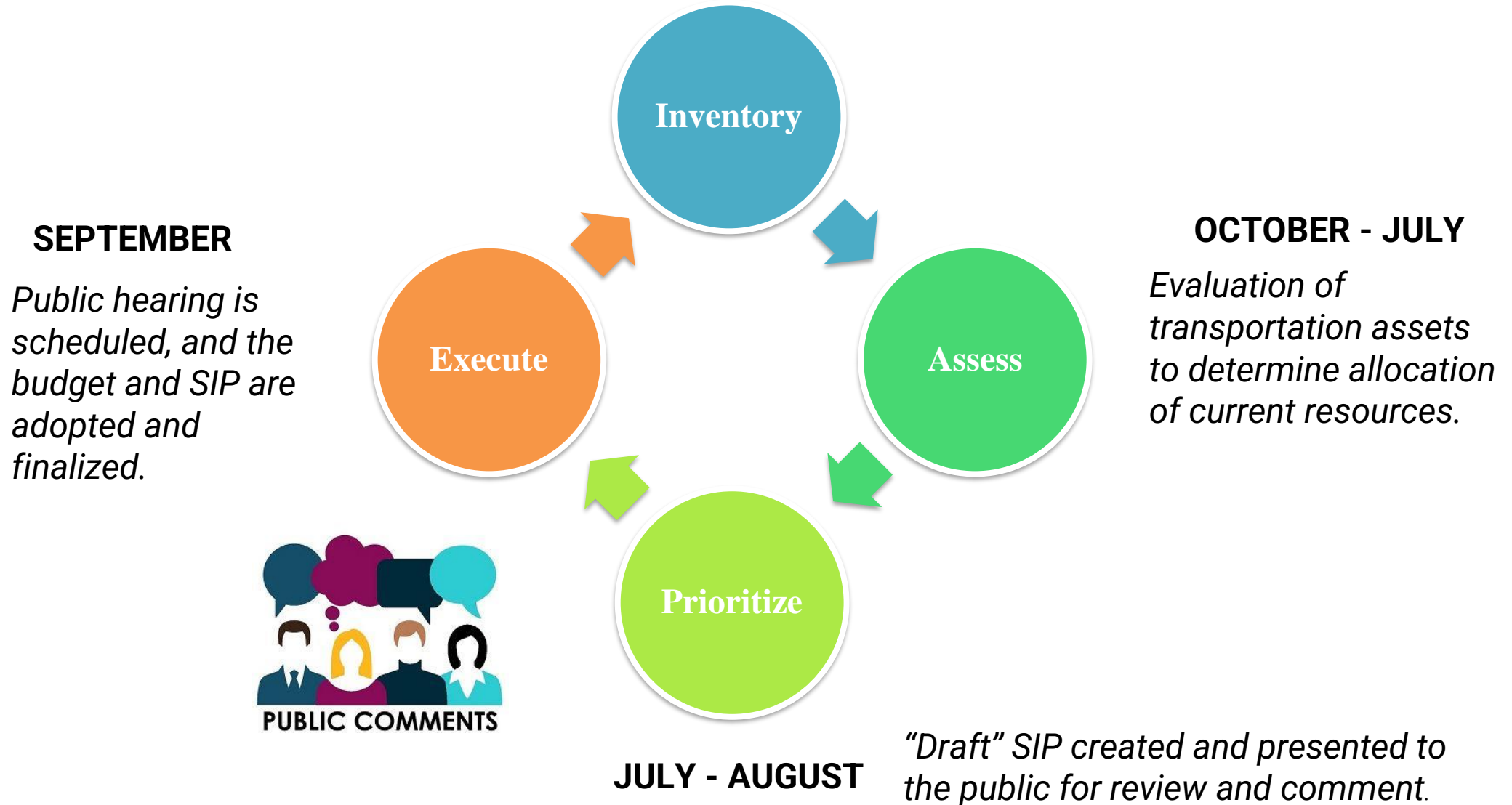
Ditch Cleanout: **\$5,000/mile**
Gravel Surfacing: **\$50,000/mile**
Seal (“Chip”) Seal Surfacing: **\$45,000/mile**
Gravel Road Grading: **\$500/mile**

OTHER FUNDING SOURCES

- Township Contributions
 - Subdivision Improvements
 - Gravel Road Reconstruction
 - 50/50 Re-Gravel Program
 - Dust Control
- Federal & State Grants
- Countywide Road Millage
 - Funds Collected stay within the Township/City



STRATEGIC IMPROVEMENT PLAN PROCESS



QUESTIONS?

Brett Laughlin

balaughlin@ottawacorc.com



www.ottawacorc.com

