

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

**Wednesday, January 21, 2004 1:00 PM
Fillmore Administration Building
12220 Fillmore Street, West Olive**

DATE: January 21, 2004

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Roger Rycenga, Robert Rinck, Philip Kuyers

ABSENT: Gordon Schrotenboer

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Mary Richardson, Treasurer; Mike Galligan, Deputy Equalization Director; Mark Krouse, MIS Dept.; June Hagan, Accounting Director; Greg Westra, MIS Dept.; John Scholtz, Parks & Recreation Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: VICE-CHAIRPERSON

PP 04-001 Motion: To nominate and appointment Robert Rinck Vice-Chairman of the Planning & Policy Committee.
Moved by: Rycenga Supported by: Kortman
UNANIMOUS

SUBJECT: CONSENT ITEMS

PP 04-002 Motion: To approve the Minutes of the December 10, 2003, meeting as presented and to approve the agenda of today as presented.
Moved by: Rinck Supported by: Kortman
UNANIMOUS

SUBJECT: OTTAWA COUNTY PLANNING COMMISSION

PP 04-003 Motion: To recommend the following slate of applicants for the Ottawa County Planning Commission representing Agriculture for a term of three (3) years to expire in January 2007. (* Recommended by Committee)

* William Miller	Richard Edmonds	James Kober
Nicki Arendshorst	Paul Potter	Michael VanderBurg
Monique Jankauskas	Jeffrey Wincel	
Moved by: Rinck	Supported by: Rycenga	

UNANIMOUS

SUBJECT: PROPERTY TAX SYSTEM PROPOSAL

PP 04-004 Motion: To recommend the BS&A Equalization property tax system software be purchased at a cost of \$240,000.
Moved by: Rinck Supported by: Rycenga
UNANIMOUS

SUBJECT: FIA LOWER LEVEL - FINISH SPACE FOR ADULT PROBATION & JUVENILE SERVICES

PP 04-005 Motion: To recommend the low bid from TerHorst & Rinzema (to build out the lower level of the James St. FIA

building) in the amount of \$728,670, plus \$50,000 contingency. Funding to come from Public Improvement Fund.

Moved by: Rycenga

Supported by: Rinck

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioner Travel - June Hagan reported the total number of conferences attended by the Commissioners in 2003 was 28. She reported they did not go over budget. It was questioned limiting the number of MAAC and NACO Conferences the Commissioners attend. Administration believes a policy makes sense. The staff to look this over and come up with recommendations along with a draft policy for the next Planning and Policy Committee meeting.
2. Macatawa Area Coordinating Council Agreement and By-Laws - Greg Rappleye is drafting an agreement for the Board. To come back next month as an Action Item.
3. Per Diem for Board Members on Jail Diversion Task Force - The Board created the Jail Diversion Task Force. Mrs. Ruiter is requesting per diem for this. She is the only Commissioner serving on the Jail Diversion Task Force.

PP 04-006

Motion: To amend the agenda of today as presented adding the Jail Diversion Task Force per diem as an Action Item.

Moved by: Rinck

Supported by: Rycenga

UNANIMOUS

SUBJECT: JAIL DIVERSION TASK FORCE PER DIEM PAYMENTS

PP 04-007

Motion: To approve per diem for Board Members on the Jail Diversion Task Force.

Moved by: Kortman

Supported by: Rycenga

UNANIMOUS

4. Upper Macatawa Phase II Project Grant Application - John Scholtz updated the committee on the "Upper Macatawa Phase II" grant application. Consensus of the committee is to stay on track and to bring before the full Board to ratify the submission of the grant application.

PP 04-008

Motion: To amend the agenda of today as presented adding the Grant Application for the Upper Macatawa Phase II Project as an Action Item.

Moved by: Rycenga

Supported by: Rinck

UNANIMOUS

SUBJECT: GRANT APPLICATION FOR THE UPPER MACATAWA PHASE II PROJECT

PP 04-009

Motion: To approve and forward to the full Board the grant application for the Upper Macatawa Phase II Project.

Moved by: Rycenga

Supported by: Rinck

UNANIMOUS

5. Building Projects Update - Mark Scheerhorn presented the building projects update.
6. Meeting Dates - The Planning and Policy Committee will be meeting the 2nd Wednesday of the month at 8:30 a.m. at the Fillmore Street Complex.

SUBJECT: ADJOURNMENT

PP 04-010

Motion: To adjourn at 2:20 p.m.

Moved by: Rycenga

Supported by: Rinck

UNANIMOUS

Agenda

Consent Items:

Agenda of January 21, 2004.

Approval of December 10, 2003 Planning and Policy Committee Minutes.

Action Items:

1. Appointment to the Ottawa County Planning Commission representing Agriculture for a term of three (3) years.
Suggested Motion:
To recommend the following slate of applicants for the Ottawa County Planning Commission representing Agriculture for a term of three (3) years to expire in January 2007.

William Miller
Richard Edmonds
James Kober
Nicki Arendshorst
Paul Potter
Michael VanderBrug
Monique Jankauskas
Jeffrey Wincel

*Suggested by Committee

2. Property Tax System Proposal
Suggested Motion:
To recommend the BS&A Equalization property tax system software be purchased at a cost of \$_____.
3. FIA Lower Level – Finish space for Adult Probation & Juvenile Services
Suggested Motion:
To recommend the low bid from TerHorst & Rinzema (to build out the lower level of the James St. FIA building) in the amount of \$728,670, plus \$50,000 contingency. Funding to come from Public Improvement fund

Discussion Items:

1. Commissioner Travel – from December meeting
2. Building Projects Update – Mark Scheerhorn
3. Macatawa Area Coordinating Council Agreement and By-Laws – Greg Rappleye
4. Per Diem for Board Members on Jail Diversion Task Force – June Hagan
5. Upper Macatawa Phase II Project Grant Application – John Scholtz

Adjournment