

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

**Wednesday, December 8, 2004 8:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: December 8, 2004

TIME: 8:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Gordon Schrottenboer, Philip Kuyers, Robert Rinck

ABSENT: Joyce Kortman

STAFF & GUESTS: Alan Vanderberg, Administrator; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; June Hagan, Accounting Director; Rich Schurkamp, Human Resources Director; Mark Knudsen, Planning & Grants Director; Rosemary Zink, Finance Director; Mark Scheerhorn, Administrative Services Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Agenda of today as presented and approve by consent the Minutes of the November 10, 2004, meeting as presented.

SUBJECT: PLACEMENT OF GROUP W EMPLOYEES INTO GROUP T

PP 04-079 Motion: To approve and forward to the Board of Commissioners the placement of all Group W employees into Group T. Such placement to be effective January 1, 2005, with the Group W employees to be covered by the Group T Benefits Manual and to be placed in Group T salary grades and steps as indicated.

Moved by: Rinck Supported by: Schrottenboer

UNANIMOUS

**SUBJECT: REVISION IN PARAGRAPH 5 OF THE BYLAWS OF THE OTTAWA COUNTY
HAZMAT/TECHNICAL RESCUE TEAM**

PP 04-080 Motion: To approve and forward to the Board of Commissioners the amendment to paragraph 5 of the Ottawa County HAZMAT/Technical Rescue Team Bylaws to permit the Executive Committee to enter into Mutual Aid Agreements and Fee-for Service Agreements with municipalities outside the service area of the HAZMAT/Technical Rescue Team.

Moved by: Schrottenboer Supported by: Rinck

UNANIMOUS

**SUBJECT: REVISION IN PARAGRAPH 3 OF THE OTTAWA COUNTY HAZMAT/TECHNICAL RESCUE
TEAM AGREEMENT**

PP 04-081 Motion: To approve and forward to the Board of Commissioners the amendment to paragraph 3 of the Ottawa County HAZMAT/Technical Rescue Team Agreement to permit the Executive Committee to enter into Mutual Aid Agreements and Fee-for Service Agreements with municipalities outside the service area of the HAZMAT/Technical Rescue Team.

Moved by: Schrottenboer Supported by: Rycenga

UNANIMOUS

SUBJECT: RESOLUTION TO IMPLEMENT THE REORGANIZATION OF THE OTTAWA COUNTY

TECHNOLOGY COMMITTEE

PP 04-082 Motion: To approve and forward to the Board of Commissioners the proposed Resolution to implement the reorganization of the Ottawa County Technology Committee through December 31, 2005.
Moved by: Schrotenboer Supported by: Rycenga
UNANIMOUS

SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY BUILDING AUTHORITY

PP 04-083 Motion: To approve and forward to the Board of Commissioners the application of *Marvin Allen and Roger Jonas for appointment to the Ottawa County Building Authority to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007.(* Recommended by Committee)
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY REMONUMENTATION COMMITTEE (STATUTORY AND UNCONTESTED)

PP 04-084 Motion: To approve and forward to the Board of Commissioners the applications of the following persons for appointment to the Ottawa County Remonumentation Committee for the positions and terms indicated:

A. Tom Palarz for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing the Ottawa County Road Commission.

B. Rodney Unema for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Surveyors.

C. Greg Vaughn for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Surveyors.

D. Randal Feenstra for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Surveyors.

E. R. Dale Sall for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Realtors.

F. Randall Schipper for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Real Estate Attorneys.

G. Ryan Cotton for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Supervisors/Assessors.

Moved by: Rycenga Supported by: Schrotenboer
UNANIMOUS

SUBJECT: APPOINTMENTS TO THE OTTAWA COUNTY PLANNING COMMISSION (ENVIRONMENTAL INTERESTS)

PP 04-085 Motion: To approve and forward to the Board of Commissioners the applications of *Betty Gajewski, Nicki Arendshorst, and Christopher Kuncaitis for appointment to the Ottawa County Planning Commission to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing environmental interest. (*Recommended by Committee)
Moved by: Schrotenboer Supported by: Rycenga
UNANIMOUS

SUBJECT: APPOINTMENTS TO THE OTTAWA COUNTY PLANNING COMMISSION (FINANCIAL/SOCIOLOGICAL/ACADEMIC INTERESTS)

PP 04-086 Motion: To approve and forward to the Board of Commissioners the applications of *James Miedema, Jeffrey Wincel, Richard Brown and Christopher Kuncaitis for appointment to the Ottawa County Planning Commission to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing financial, sociological and academic interests. (* Recommended by Committee)
Moved by: Rycenga Supported by: Schrotenboer
UNANIMOUS

**SUBJECT: APPOINTMENTS TO THE OTTAWA COUNTY PARKS AND RECREATION COMMISSION
(GENERAL PUBLIC)**

PP 04-087

Motion: To approve and forward to the Board of Commissioners the applications of *Mark Oppenhuizen, Brian Rexford, Harold Drenton, Patrick Berg, Jon Crampton, *Andrew DeVries, Scott Blease, James Holtvluwer, and Monique Janks for appointment to the Ottawa County Parks and Recreation Commission to fill two (2) vacancies having three (3) year terms beginning January 1, 2005, and ending December 31, 2007, representing the general public. (*Recommended by Committee)

Moved by: Rinck

Supported by: Rycenga

UNANIMOUS

SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY ROAD COMMISSION

PP 04-088

Motion: To approve and forward to the Board of Commissioners the applications of Chris Larson, James Holtvluwer, Malcolm Balk, Edward Zylstra, Henry Hilbrand, Timothy Bureau, Nancy Ellerbroek, Larry Bruursema, and James Jansma for appointment to the Ottawa County Road Commission to fill one (1) vacancy having a six (6) year term beginning January 1, 2005, and ending December 31, 2010.

Moved by: Rycenga

Supported by: Schrotenboer

UNANIMOUS

A letter will be sent by the County Clerk's Office to each Ottawa County Road Commission applicants giving them the opportunity to address the Board of Commissioners for three minutes at the December 14, 2004, Board of Commissioners Meeting.

**SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD
(STATUTORY AND UNCONTESTED)**

PP 04-089

Motion: To approve and forward to the Board of Commissioners the applications of the following persons for appointment to the Ottawa County Community Corrections Advisory Board for the positions and terms indicated:

A. Commissioner Joyce Kortman for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the Ottawa County Board of Commissioners.

B. Sheriff Gary Rosema for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory - Sheriff).

C. The Honorable Edward R. Post for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory - Circuit Court Judge).

D. The Honorable Mark Feyen for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory - Family Court Judge).

E. Cathy Simons for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing employment and training services.

F. Len Painter for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the media.

G. Joseph C. Legatz for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing defense attorneys.

Moved by: Rycenga

Supported by: Schrotenboer

UNANIMOUS

**SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD
(GENERAL PUBLIC)**

PP 04-090

Motion: To approve and forward to the Board of Commissioners the applications of Gene Borgert and Alan Vanden Bosch for appointment to the Ottawa County Community Corrections Advisory Board to fill one (1) vacancy having a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the general public.

Moved by: Rycenga

Supported by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Building Projects Update - Mark Scheerhorn presented the building projects update.

2. MAC TV - Alan Vanderberg reported he met with Chris Gould, President and CEO of MacMedia Center. MacMedia notified members they can no longer provide free broadcast service within their service area. He asked her to consider a \$250 per meeting charge instead of a \$250 per hour charge and she agreed but asked for a review in six months. The Administrator would like to see as a goal a countywide government channel in the future.

SUBJECT: REQUEST BY MACMEDIA, INC., FOR PAYMENT OF BROADCAST FEE

PP 04-091

Motion: To authorize payment of a fee of \$250 per meeting to the Macatawa Area Community Media Center ("MACMedia, Inc.") for the broadcast of Ottawa County meetings, provided that: (1) a review of services and fees will offer during July, 2005, (2) MACMedia, Inc. will provide free tapes of Ottawa County meetings to cable providers in the northern half of the County, for broadcast on local public access stations, and (3) the Ottawa County Business Improvement/Communications Coordinator will be the primary contact person for these services and will develop future policies for recommendation to the Board of Commissioners.

Moved by: Rycenga Supported by: Rinck

UNANIMOUS

3. CMH Per Diem for Conference Attendance - June Hagan reported there are 12 members on the CMH Board. There are three annual CMH conferences a year lasting approximately 2 days each. The Administrator recommends per diem for the three state CMH conferences per year.

SUBJECT: PER DIEM FOR OTTAWA COUNTY COMMUNITY MENTAL HEALTH BOARD - ATTENDANCE AT ANNUAL STATE CONFERENCES

PP 04-092

Motion: To authorize the payment of a per diem for the members of the Ottawa County Community Mental Health Board according to the Ottawa County Policies therefore, for attendance at any of the three (3) annual conferences of the Michigan Association of Community Mental Health Boards, effective January 1, 2005.

Moved by: Schrotenboer Supported by: Rycenga

UNANIMOUS

SUBJECT: ADJOURNMENT

PP 04-093

Motion: To adjourn at 9:14 a.m.

Moved by: Rinck Supported by: Schrotenboer

UNANIMOUS

Agenda

Consent Items:

Agenda of December 8, 2004

Approval of November 10, 2004 Planning and Policy Committee Minutes

Action Items:

1. Placement of Group W Employees into Group T

Suggested Motion:

To approve and forward to the Board of Commissioners the placement of all Group W employees into Group T. Such placement to be effective January 1, 2005, with the Group W employees to be covered by the Group T Benefits Manual and to be placed in Group T salary grades and steps as indicated.

2. Revision in Paragraph 5 of the Bylaws of the Ottawa County HAZMAT/Technical Rescue Team
Suggested Motion:
To approve and forward to the Board of Commissioners the amendment to paragraph 5 of the Ottawa County HAZMAT/Technical Rescue Team Bylaws to permit the Executive Committee to enter into Mutual Aid Agreements and Fee-for Service Agreements with municipalities outside the service area of the HAZMAT/Technical Rescue Team.
3. Revision in Paragraph 3 of the Ottawa County HAZMAT/Technical Rescue Team Agreement
Suggested Motion:
To approve and forward to the Board of Commissioners the amendment to paragraph 3 of the Ottawa County HAZMAT/Technical Rescue Team Agreement to permit the Executive Committee to enter into Mutual Aid Agreements and Fee-for Service Agreements with municipalities outside the service area of the HAZMAT/Technical Rescue Team.
4. Resolution to Implement the Reorganization of the Ottawa County Technology Committee
Suggested Motion:
To approve and forward to the Board of Commissioners the proposed Resolution to implement the reorganization of the Ottawa County Technology Committee through December 31, 2005.
5. Appointment to the Ottawa County Building Authority
Suggested Motion:
To approve and forward to the Board of Commissioners the application of Marvin Allen and Roger Jonas for appointment to the Ottawa County Building Authority to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007.
6. Appointment to the Ottawa County Remonumentation Committee (Statutory and Uncontested)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of the following persons for appointment to the Ottawa County Remonumentation committee for the positions and terms indicated:
 - a. Tom Polarz for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing the Ottawa County Road Commission.
 - b. Rodney Unema for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Surveyors.
 - c. Greg Vaughn for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Surveyors.
 - d. Randal Feenstra for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Surveyors.
 - e. R. Dale Sall for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Realtors.
 - f. Randall Schipper for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Real Estate Attorneys.
 - g. Ryan Cotton for a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing Supervisors/Assessors.
7. Appointments to the Ottawa County Planning Commission (Environmental Interests)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of Betty Gajewski, Nicki Arendshorst, and Christopher Kuncaitis for appointment to the Ottawa County Planning Commission to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing environmental interests.
8. Appointments to the Ottawa County Planning Commission (Financial/Sociological/Academic Interests)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of James Miedema, Jeffrey Wincel, Richard Brown and Christopher Kuncaitis for appointment to the Ottawa County Planning Commission to fill one (1) vacancy having a three (3) year term beginning January 1, 2005, and ending December 31, 2007, representing financial, sociological and academic interests.

9. Appointments to the Ottawa County Parks and Recreation Commission (General Public)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of Mark Oppenhuizen, Brian Rexford, Harold Drenten, Patrick Berg, John Crampton, Andrew DeVries, Scott Blease, James Holtvluer, and Monique Janks for appointment to the Ottawa County Parks and Recreation Commission to fill two (2) vacancies having three (3) year terms beginning January 1, 2005, and ending December 31, 2007, representing the general public.
10. Appointment to the Ottawa County Road Commission
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of Chris Larson, James Holtvluer, Malcolm Bank, Edward Zylsta, Henry Hilbrand, Timothy Bureau, Nancy Ellerbroek, Larry Bruursema, and James Jansma for appointment to the Ottawa County Road Commission to fill one (1) vacancy having a six (6) year term beginning January 1, 2005, and ending December 31, 2010.
11. Appointments to the Ottawa County Community Corrections Advisory Board (Statutory and Uncontested)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of the following persons for appointment to the Ottawa County Community Corrections Advisory Board for the positions and terms indicated:
 - a. Commissioner Joyce Kortman for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the Ottawa County Board of Commissioners.
 - b. Sheriff Gary Rosema for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory – Sheriff).
 - c. The Honorable Edward R Post for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory – Circuit Court Judge).
 - d. The Honorable Mark Feyen for a two (2) year term beginning January 1, 2005, and ending December 31, 2006. (Statutory – Family Court Judge).
 - e. Cathy Simons for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing employment and training services.
 - f. Len Painter for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the media.
 - g. Joseph C. Legatz for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing defense attorneys.
12. Appointment to the Ottawa County Community Corrections Advisory Board (General Public)
Suggested Motion:
To approve and forward to the Board of Commissioners the applications of Gene Borgert and Alan Vanden Bosch for appointment to the Ottawa County Community Corrections Advisory Board to fill one (1) vacancy having a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing the general public.

Discussion Items:

1. Building Projects Update
2. MAC TV
3. CMH Per Diem for Conference Attendance

Adjournment