

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

**Wednesday, January 12, 2005 8:30 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: January 12, 2005

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrotenboer, Donald Disselkoe, Philip Kuyers, Edward Berghorst

ABSENT: Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Mark Scheerhorn, Administrative Services Director; Aaron Boos, GIS 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 9, 2004, November 23, 2004, and December 8, 2004, meetings as presented.

SUBJECT: APPOINTMENT OF COMMITTEE VICE-CHAIRMAN

PP 05-001 Motion: To appoint Edward Berghorst as Vice-Chairman to the Planning and Policy Committee.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: APPOINTMENT TO THE OTTAWA COUNTY REMONUMENTATION COMMITTEE

PP 05-002 Motion: To approve and forward to the Board of Commissioners the application of the following person for appointment to the Ottawa County Remonumentation Committee for the position and term indicated:

Dale Vredevelde for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Supervisors/Assessors.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: APPOINTMENT OF GREG VAUGHN AS "COUNTY REPRESENTATIVE" ON THE OTTAWA COUNTY REMONUMENTATION COMMITTEE

PP 05-003 Motion: To recommend that the Ottawa County Board of Commissioners accept the resignation of Greg Vaughn as a "Surveyor" representative and to approve and forward to the Board of Commissioners his application for appointment as "County Representative" on the Ottawa County Remonumentation Committee, for a one (1) year term beginning January 1, 2005, and ending December 31, 2005.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

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

2. Board Review of Policies/Administrative Rules - In the past, the Board Rules/ Policies were reviewed throughout the year by the Planning and Policy Committee. Mr. Vanderberg believes an attorney should review the policies every once in a while. The Administrator will meet with Mark Scheerhorn and Greg Rappleye to come up with a staff term to review the policies and bring back recommendations to this committee.

3. Review/Revision of Board Rules - All Annual Reports will be presented at the first Board Meeting of each month. Greg Rappleye stated that traditionally the Clerk's Office always noted who the seconder was for a motion. Robert's Rules doesn't require the seconder to be listed so the Clerk's Office will no longer be listing the seconder of the motion. The Board Rules need to be changed to "second shall be noted" or "second shall not be noted". The Administrator, Roger Rycenga and staff will review the 2005 Board Rules.

4. GIS Update - Aaron Boos gave a brief overview of the 2005 GIS initiatives.

SUBJECT: ADJOURNMENT

PP 05-004

Motion: To adjourn at 9:42 a.m.

Moved by: Schrottenboer UNANIMOUS

Agenda

Consent Items:

1. Agenda of January 2005
2. Approval of December 8, 2004, November 9, 2004 and November 23, 2004 Planning and Policy Committee Minutes

Action Items:

1. Appointment of Committee Vice-Chairman
Suggested Motion:
To appoint _____ as Vice-Chairman to the Planning and Policy Committee.
2. Appointment to the Ottawa County Remonumentation Committee
Suggested Motion:
To approve and forward to the Board of Commissioners the application of the following person for appointment to the Ottawa County Remonumentation Committee for the position and term indicated:

Dale Vrederveld for a two (2) year term beginning January 1, 2005, and ending December 31, 2006, representing Supervisors/Assessors.
3. Appointment of Greg Vaughn as "County Representative" on the Ottawa County Remonumentation Committee
Suggested Motion:
To recommend that the Ottawa County Board of Commissioners accept the resignation of Greg Vaughn as a "Surveyor" representative and to approve and forward to the Board of Commissioners his application for appointment as "County Representative" on the Ottawa County Remonumentation Committee, for a one (1) year term beginning January 1, 2005, and ending December 31, 2005.

Discussion Items:

1. Building Projects Update
2. Board Review of Policies/Administrative Rules
3. Review/Revision of Board Rules
4. GIS Update

Adjournment

