

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

**Wednesday, August 10, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: August 10, 2005

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; John Scholtz, Parks and Recreation Director; Mark Knudsen, Planning and Grants Director; William Wiersma, Tallmadge Township Supervisor; Frank Session, Tallmadge Township Treasurer; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Mark Scheerhorn, Administrative Services Director; Steve Namenye, Telecommunications Specialist; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and amended adding Discussion Item #4 – Manley Street Tower. Approve by consent the minutes of the July 13, 2005, meeting.

SUBJECT: EASEMENT FOR OVERHEAD ELECTRIC LINES THROUGH PIGEON CREEK FOREST OPEN SPACE LAND

PP 05-060 Motion: To approve and forward to the Board of Commissioners the easement for overhead electric lines with Consumers Energy Company through Pigeon Creek Forest open space land located on Fillmore Street in Olive Township.
Moved by: Schrotenboer
UNANIMOUS

Discussion Item

1. Infrastructure Fund Policy Revisions – Alan Vanderberg explained there is \$2,000,000 requested in three applications and 1.6 million left in the infrastructure fund. Requests have been received from Blendon and Tallmadge Townships and one will be coming from Jamestown Township. Mark Knudsen explained the original policy was created in 1999 to provide grants to help local units pay for “special and unique” road, bridge, water and sanitary sewer projects. In 2002, a new low-interest revolving fund was completed.

Mark Knudsen explained that technically the way the policy is written a unit could apply for a road project, but the policy wasn’t meant to be use for that. The Infrastructure Fund will be added to the next Board Work Session Meeting for future discussion.

SUBJECT: APPLICATION FROM TALLMADGE TOWNSHIP FOR A \$1,000,000 REVOLVING LOAN

PP 05-061 Motion: To approve and forward to the Finance Committee the application from Tallmadge Township for a revolving loan in the amount of \$1,000,000 from the Ottawa County Infrastructure Fund.
Moved by: Schrotenboer

PP 05-062 Motion: To amend Motion PP 05-061 changing \$1,000,000 to \$950,000.

Moved by: Schrotenboer
UNANIMOUS

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

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

PP 05-063 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: Schrotenboer

PP 05-064 Motion: To table Motion PP 05-063 until discussion at a Board Work Session.
Moved by: Berghorst
UNANIMOUS

SUBJECT: ADMINISTRATIVE POLICY – APPOINTMENT TO BOARD AND COMMISSIONS (REVISED)

PP 05-065 Motion: To approve and forward to the Board of Commissioners the “Administrative Policy – Appointment to Boards and Commissions” (Revised).
Moved by: Disselkoen

PP 05-066 Motion: To table Motion PP 05-065.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: ADMINISTRATIVE POLICY – BOARD POLICIES (REVISED)

PP 05-067 Motion: To approve and forward to the Board of Commissioners the “Administrative Policy – Board Policies” (Revised).
Moved by: Kuyers
UNANIMOUS

SUBJECT: CONSENT ITEMS

2. Building Projects Update – The building projects update was presented by Mark Scheerhorn.

3. Manley Tower – A recap of the Centennial Tower Lease was presented by Steve Namenye. He is waiting to hear back regarding the termination clause. Mark Jongekrijg, OCCDA, has inquired about the possibility of sharing the rent from Centennial Cellular as a way to help OCCDA recoup the cost of their investment in the tower. A decision about sharing the rent will be determined at a later date.

PP 05-068 Motion: To approve the contract with Michiana Metronet, Inc., and more forward.
Moved by: Schrotenboer
UNANIMOUS

4. Ottawa County Road Commission – Discussion on whether the Road Commission Board should be paid per diem for meetings attended. Handouts provided by William Rye showed the 2005 Salary Data for Road Commissioners in selected counties with and without per diem. If paid per diem, the Road Commissioners would be approximately \$2,500 over the median. Will be on the next meeting agenda as a Discussion Item.

5. Closed Session to discuss Property Acquisition (2/3 roll call vote required).

PP 05-069 Motion: To go into a Closed Session at 10:00 a.m. to discuss Property Acquisition (2/3 roll call vote required).
Moved by: Disselkoen
UNANIMOUS

Results of roll call votes: Yeas: Messrs. Disselkoen, Berghorst, Schrotenboer, Kuyers. (4)

PP 05-070 Motion: To rise from Closed Session at 10:05 a.m.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: ADJOURNMENT

Agenda

Consent Items:

1. Agenda of August 10, 2005
2. Approval of July 13, 2005 Planning and Policy Committee Minutes

Action Items:

1. Easement for overhead electric lines through Pigeon Creek Forest open space land
Suggested Motion:
To approve and forward to the Board of Commissioners the easement for overhead electric lines with Consumers Energy Company through Pigeon Creek Forest open space land located on Fillmore Street in Olive Township.
2. Application from Tallmadge Township for a \$1,000,000 revolving loan
Suggested Motion:
To approve and forward to the Finance Committee the application from Tallmadge Township for a revolving loan in the amount of \$1,000,000 from the Ottawa County Infrastructure Fund.
3. Application from Blendon Township for a \$500,000 revolving loan
Suggested 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.
4. Administrative Policy – Appointment to Boards and Commissions (Revised)
Suggested Motion:
To approve and forward to the Board of Commissioners the “Administrative Policy – Appointment to Boards and Commissions” (Revised).
5. Administrative Policy – Board Policies (Revised)
Suggested Motion:
To approve and forward to the Board of Commissioners the “Administrative Policy – Board Policies” (Revised).

Discussion Items:

1. Building Projects Update – Mark Scheerhorn
2. Infrastructure Fund Policy Revisions – Mark Knudsen
3. Closed Session to discuss Property Acquisition (2/3 roll call vote required) – John Scholtz

Adjournment