

## PLANNING AND POLICY COMMITTEE

### Approved Minutes

**DATE:** March 13, 2008

**TIME:** 9:30 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Roger Rycenga, Philip Kuyers, Edward Berghorst, Matt Hehl

**ABSENT:** Dennis Swartout

**STAFF & GUESTS:** Greg Rappleye, Corporation Counsel; Dave Hulst, IT Director; June Hagan, Fiscal Services Director; Marie Waalkes, Human Resource Director; John Scholtz, Parks and Recreation Director; Paul Geerlings, Drain Commissioner; Gary Scholten, Register of Deeds; Mark Knudsen, Planning & Grants Director; Shannon Virtue, Planning & Grants; Ken Freestone, Jeff Balgoyen, Equity Resource; Al Vanderberg, Administrator; Brooke Slagle, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the minutes of the February 14, 2008 Planning and Policy Committee.

PP 08-016 Motion: To approve and amend the agenda of today, adding Action Item #10.  
Moved by: Hehl UNANIMOUS

**SUBJECT: HUMAN RESOURCE POLICIES**

PP 08-017 Motion: To approve and forward to the Board of Commissioners the following proposed policies for review and comment:

- 001 - Employee Driver's License Validity Policy and Procedures
- 002 - Employee Behavior, Discipline and Rules of Conduct Policy and Procedures
- 003 - Employee Selection Policy and Procedures
- 004 - Equal Employment Opportunity Policy and Procedures
- 005 - Harassment Policy and Procedures
- 006 - Introductions to Policy and Procedures
- 007 - Job Descriptions Policy and Procedures
- 008 - Personnel Records Policy and Procedures
- 009 - Policy and Procedures on Reemployment of Retirees
- 010 - Policy and Procedures on Retirement
- 011 - Problem Solving Policy and Procedures
- 012 - Salary/Wage Continuation (STD) Policy and Procedures
- 013 - Smoking Policy and Procedures

Moved by: Berghorst

UNANIMOUS

SUBJECT: OTTAWA COUNTY COGNITIVE BEHAVIORAL THERAPY (CBT) INTERIM ADMINISTRATIVE EVALUATION

PP 08-018 Motion: To approve and forward to the Board of Commissioners the Ottawa County Cognitive Behavioral Therapy (CBT) Interim Administrative Evaluation.  
Moved by: Berghorst UNANIMOUS

SUBJECT: PARTNERSHIP AGREEMENT WITH IPCS WIRELESS INCORPORATED TO DEPLOY AN EVOLUTION DATA OPTIMIZED (EVDO) WIRELESS NETWORK

PP 08-019 Motion: To approve and forward to the Board of Commissioners the Partnership Agreement with iPCS Wireless Inc. through which the company will invest approximately \$1,000,000 in 2008 to deploy an Evolution Data Optimized (EVDO) wireless network that will provide high-speed broadband service to a minimum of 95% of the County's population.  
Moved by: Kuyers UNANIMOUS

SUBJECT: PROPOSED AMENDMENTS TO CHAPTER 5-TIER B POLICIES OF THE COUNTY DEVELOPMENT PLAN

PP 08-020 Motion: To review and forward the proposed amendments to *Chapter 5 – Tier B Policies of the County Development Plan* to the County Board of Commissioners for review and approval.  
Moved by: Berghorst UNANIMOUS

SUBJECT: LEASE OF FARMLAND WITH LUKE MEERMAN TO LEASE COUNTY PROPERTY AT EASTMANVILLE FARM (PREVIOUSLY COMMUNITY HAVEN) IN 2008

PP 08-021 Motion: To approve and forward to the Board of Commissioners the Lease of farmland with Luke Meerman to lease County property at Eastmanville Farm (previously Community Haven) in 2008.  
Moved by: Kuyers UNANIMOUS

SUBJECT: RECEIVE BIDS FOR THE BUR OAK LANDING BUILDING DEMOLITION PROJECT

PP 08-022 Motion: To receive bids for the Bur Oak Landing Building Demolition Project and recommend approval of the low bid from Smalley Construction at a cost of \$4,280 with funding from the Parks and Recreation budget.  
Moved by: Berghorst UNANIMOUS

SUBJECT: RECEIVE BIDS FOR THE PARK 12 PARKING IMPROVEMENTS PROJECT

PP 08-023 Motion: To receive bids for the Park 12 Parking Improvements Project and recommend approval of the low bid from Al's Excavating at a cost of \$14,130.19 with funding from the Parks and Recreation budget.  
Moved by: Berghorst UNANIMOUS

SUBJECT: RESOLUTION TO ESTABLISH THE OTTAWA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

PP 08-024 Motion: To approve and forward to the Board of Commissioners the Resolution to establish the Ottawa County Brownfield Redevelopment Authority.  
Moved by: Kuyers UNANIMOUS

SUBJECT: ADMINISTRATIVE POLICY – CLOSURE OF COUNTY BUILDINGS AND FACILITIES

PP 08-025 Motion: To approve and forward to the Board of Commissioners the proposed "Administrative Policy – Closure of County Buildings and Facilities."  
Moved by: Kuyers UNANIMOUS

SUBJECT: CONTRACT EXTENSION WITH ACS ENTERPRISE SOLUTIONS, INC.

PP 08-026 Motion: To approve and forward to the Finance & Administration Committee the proposed one (1) year extension of the Contract with ACS Enterprise Solutions, Inc. to provide for the following:  
a. That the Contract Administrator be changed to the IT Director;  
b. That ACS escrow the software with a third party;  
c. That a project team be formed inclusive of the Register of Deeds, IT, Treasurer, Fiscal Services, Equalization, and Administration with a charter to complete a recommendation on system replacement/system upgrade by September 1, 2008.  
Moved by: Berghorst

PP 08-027 Motion: To table motion PP 08-026 until next month.  
Moved by: Berghorst

There was discussion and Mr. Kuyers removed his support of motion PP 08-027.

Then there was a vote taken on motion PP 08-026 and the motion passed. Mr. Berghorst opposed the motion.

SUBJECT: DISCUSSION ITEMS

1. Policy on purchasing recyclable products (cups, plates, etc.) - Paul Geerlings, Ottawa County Drain Commissioner, presented his findings on purchasing recyclable products. Styrofoam cups can be recycled and he has found a business interested in the County's Styrofoam waste. Paper cups use up more

of the environment than Styrofoam. Reusable cups have to be used 1800 times before they can compare to Styrofoam cups, in relation to negative affects on the environment.

2. Closed Session to discuss property acquisition (2/3 roll call vote required) – John Scholtz.

PP 08-028 Motion: To go into Closed Session at 10:47 a.m. to discuss property acquisition (2/3 roll call vote required.) The motion was moved by Mr. Kuyers and the motion passed as shown by the following votes: Yeas: Messrs. Kuyers, Hehl, Berghorst, Rycenga (4)

PP 08-029 Motion: To rise from Closed Session at 11:19 a.m.  
Moved by: Kuyers

UNANIMOUS

3. Building Update – June Hagan and Mark Scheerhorn presented the building projects update.

SUBJECT: ADJOURNMENT

PP 08-030 Motion: To adjourn at 11:29 a.m.  
Moved by: Kuyers

UNANIMOUS