

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Thursday, May 10, 2012
9:30 AM

Consent Items:

1. Approval of the Agenda
2. [Approval of the minutes from the April 12, 2012 Planning and Policy Committee meeting.](#)

Action Items:

1. [Bid Tabulation – Pigeon Creek Lodge Addition](#)
Suggested Motion:
To receive and forward to the Board of Commissioners bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.
2. [Joint Hazard Mitigation Plan - Ottawa & Kent Counties](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution to adopt the Joint Hazard Mitigation Plan for Ottawa & Kent Counties.

Discussion Item:

1. Closed Session to Discuss Property Acquisition
Suggested Motion:
To go into closed session for the purpose of discussing property acquisition.
(2/3 roll call vote required)

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

PLANNING & POLICY COMMITTEE

Proposed Minutes

DATE: April 12, 2012
TIME: 9:30 a.m.
PLACE: Fillmore Street Complex
PRESENT: Jane Ruiter, James Holtvluwer, Stu Visser, Dennis Swartout, Roger Rycenga

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporate Counsel; John Scholtz, Parks & Recreation Director; David Hulst, IT Director

SUBJECT: CONSENT ITEMS

PP 12-012 Motion: To approve the agenda of today as presented and amended deleting Discussion Item #2 – Closed Session to Discuss Property Acquisition.
Moved by: Holtvluwer UNANIMOUS

PP 12-013 Motion: To approve the minutes of the March 8, 2012 meeting as presented.
Moved by: Swartout UNANIMOUS

**SUBJECT: BID TABULATION – MACATAWA GREENSPACE
PHASE II IMPROVEMENTS**

PP 12-014 Motion: To receive and forward to the Board of Commissioners bids for Macatawa Greenspace Phase II Improvements and accept the low bid from Plaggemars Construction in the amount of \$85,280.00 with funding to come from the Parks and Recreation budget.
Moved by: Ruiter UNANIMOUS

SUBJECT: ACCEPTABLE USE POLICY

PP 12-015 Motion: To approve and forward to the Board of Commissioners the Acceptable Use Policy for review and comment.
Moved by: Swartout UNANIMOUS

SUBJECT: ELECTRONIC MAIL AND PRIVACY POLICY

PP 12-016 Motion: To approve and forward to the Board of Commissioners the Electronic Mail and Privacy Policy for review and comment.
Moved by: Swartout UNANIMOUS

SUBJECT: INTERNET USE POLICY

PP 12-017 Motion: To approve and forward to the Board of Commissioners the Internet Use policy for review and comment.
Moved by: Visser UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Procedural Update to Policies – Keith VanBeek explained the Internal Policy Review Team meets on a regular basis to review and update policies and administrative rules. Three policies were reviewed with procedural revisions and three were reviewed with no changes. No action is required.

SUBJECT: ADJOURNMENT

PP 12-018 Motion: To adjourn at 9:41 a.m.
Moved by: Swartout UNANIMOUS

Action Request



Committee: Planning and Policy Committee

Meeting Date: 5/10/2012

Requesting Department: Parks and Recreation

Submitted By: Misty Cunningham

Agenda Item: Bid Tabulation – Pigeon Creek Lodge Addition

SUGGESTED MOTION:

To receive and forward to the Board of Commissioners bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for a contractor to construct an addition to the Pigeon Creek lodge to accommodate the large numbers of winter users at this park. The lodge is the focal point for winter operations which includes ski and snowshoe rental and food concessions. The lodge also functions as a warming house for skiers and sledgers. The park gets extremely busy on prime winter weekends and there is no longer adequate space to manage the ski operations or food concessions. This project will add approximately 800 square feet and will allow for enhanced customer service by improving the flow of traffic in the building to better manage the lines of people waiting to rent or return skis. A total of six bids were received with the low bid from Gale Builders of Ferrysburg at \$126,800.

FINANCIAL INFORMATION:

Total Cost: \$126,800.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



MEMORANDUM

Date: May 1, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Pigeon Creek Lodge Addition

The Ottawa County Parks and Recreation Commission has solicited bids for a contractor to construct an addition to the Pigeon Creek lodge to accommodate the large numbers of winter users at this park. The lodge is the focal point for winter operations which includes ski and snowshoe rental and food concessions. The lodge also functions as a warming house for skiers and sledgers. The park gets extremely busy on prime winter weekends and there is no longer adequate space to manage the ski operations or food concessions. This project will add approximately 800 square feet and will allow for enhanced customer service by improving the flow of traffic in the building to better manage the lines of people waiting to rent or return skis. A total of six bids were received with the low bid from Gale Builders of Ferrysburg at \$126,800.

Proposed motion:

To receive bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



Ottawa County Parks &
Recreation Commission

BID TABULATION

Pigeon Creek Lodge Addition
April 25, 2012 10AM

	COMPANY (BIDDER)	BID BOND	ADD. #1	Site Work	Building	TOTAL BASE BID
1	Gale Builders	X	X	\$7,400.00	\$119,400.00	\$126,800.00
2	BCI Construction LLC	X	X	\$8,350.00	\$128,650.00	\$137,000.00
3	Midwest Construction Company	X	X	\$7,427.00	\$133,381.00	\$140,808.00
4	CL Constructicon	X	X	\$5,034.80	\$136,969.56	\$142,004.36
5	Michael Kooinga Builder	X	X	\$4,860.00	\$142,401.00	\$147,261.00
6	Wagenmakers Construction	X	X	\$8,500.00	\$161,000.00	\$169,500.00

Note: JD Fisher Builders submitted a bid after the bid deadline. It will not be considered

Action Request



Committee: Planning and Policy Committee

Meeting Date: 5/10/2012

Requesting Department: Emergency Management

Submitted By: Greg Rappleye

Agenda Item: Joint Hazard Mitigation Plan - Ottawa & Kent Counties

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution to adopt the Joint Hazard Mitigation Plan for Ottawa & Kent Counties.

SUMMARY OF REQUEST:

Adoption of a Hazard Mitigation Plan is required to access certain FEMA funding sources in the event of a disaster. The Ottawa County Emergency Management Unit of the Ottawa County Sheriff's Office has worked jointly with Kent County to develop a proposed Plan.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

MEMORANDUM

TO: Ottawa County Planning & Policy Committee

FROM: Gregory Rappleye, Ottawa County Corporation Counsel

DATE: April 30, 2012

RE: JOINT HAZARD MITIGATION PLAN – OTTAWA & KENT COUNTIES

Beth Thomas, Director of the Emergency Management Unit of the Ottawa County Sheriff's Office, has been working with Kent County on a joint Hazard Mitigation Plan for both counties. Adoption of a plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post- disaster mitigation grant programs. A Resolution to adopt the Plan is attached. The Plan itself is over 300 pages long, but is available for review at the County Administrator's Office and at the Offices of the Emergency Management Unit. If you would like an individual copy for review please let me know.

Ms. Thomas will be at your meeting to address any questions you may have about this program.

cc: Beth Thomas, Director, Ottawa County Emergency Management

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ___ day of _____, 2012 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS the Ottawa County Board of Commissioners recognizes the threat that human-related, technological or natural hazards pose to people and property within our community; and,

WHEREAS, undertaking hazard mitigation planning and management within Ottawa and Kent Counties will reduce the potential for harm to people and property from future hazard occurrences; and,

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and,

WHEREAS, Ottawa County fully participated in the mitigation planning process to prepare the attached Hazard Mitigation Plan for Kent and Ottawa Counties; and,

WHEREAS, the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency Region V officials have reviewed the Hazard Mitigation Plan and approved it contingent upon this official adoption of the participating governments and entities;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners hereby adopts the attached Hazard Mitigation Plan for Kent and Ottawa Counties as an official plan; and,

BE IT FURTHER RESOVLED, that in coordination with Kent County, Ottawa County will submit this Adoption Resolution to the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency, Region V officials to enable the Kent and Ottawa Counties Hazard Mitigation Plan's final approval; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk