



# Newaygo County Board of Commissioners

Physical & Economic Development Committee

MINUTES

March 3, 2021

10:30 a.m.

CALL TO ORDER	Meeting called to order by Commissioner Charles Trapp, Chair, at 10:31 a.m.
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MEMBERS PRESENT	Ken DeLaat, Charles Trapp
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MEMBERS ABSENT	Mike Kruithoff (excused)
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AGENDA - MOTION NUMBER	21-096
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Motion by Ken DeLaat, second by Charles Trapp, to approve the Agenda of March 3, 2021. Ayes – Ken DeLaat, Charles Trapp. Absent – Mike Kruithoff. Nays - none. Motion carried.

PUBLIC COMMENT	None
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MINUTES – MOTION NUMBER	21-097
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Motion by Ken DeLaat, second by Charles Trapp, to approve the Physical & Economic Development Committee Meeting Minutes of February 3, 2021. Ayes – Ken DeLaat, Charles Trapp. Absent – Mike Kruithoff. Nays - none. Motion carried.

DEPARTMENT UPDATE	Dale Twing, Drain Commissioner
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- Not in Attendance.

DEPARTMENT UPDATE	Joann Hunt, Equalization Director
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Equalization updates included:

- Assessment notices for real property were mailed out February 12<sup>th</sup> for the City of Fremont and February 19<sup>th</sup> for all other cities and townships we provide service.
- The virtual organizational meeting for the City of Fremont took place February 23<sup>rd</sup>. The City of Grant’s organizational meeting is March 2<sup>nd</sup>.
- Staff have been preparing for the Equalization process and setting up 2021 reports for analysis.

DEPARTMENT UPDATE	Darrick VanBoven, Maintenance Supervisor
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Maintenance updates included:

- Assisted NCRESA and fiber company opening manhole covers for pictures of conduit for upcoming project.
- Picked up new County logo decals from Power Graphics and applied to the fleet.
- Continued with snow removal of parking lots and sidewalks.

DEPARTMENT UPDATE	Nick Smith, Parks Director
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Parks updates included:

- **Sales** – Reservations have been substantial and set new records. January credit card sales saw an increase by 45% compared to 2020.
- **Dragon Construction** – Task order 3 is currently out to bid. Spicer Group LLC is working with Mecosta Township to oversee their DNR Grant Build and working with Mecosta County to manage construction this season.
- **Disc Golf Update** – All construction in the forested areas is on hold until the Forestry Plan is completed this year. In the meantime, planning to move forward with the install of 7 holes this season.

*Note: due to technical difficulties the Parks update was given during the upcoming Public Comment time on the agenda.*

**DEPARTMENT UPDATE** John Warden, GIS

GIS updates included:

- Responded to various internal requests for maps, data, and technical assistance from Drains, Parks, ROD, and Equalization.
- Responded to various external request for data, one request was a data sale for \$15.
- Continuing review of river and streams line layer.

**NEW BUSINESS MOTION NO** 21-098

Motion by Ken DeLaat, second by Charles Trapp, to recommend to the Finance Committee to approve the 2 year contract with NeoGov for an applicant tracking system in the amount of \$7,812.00 for year 1 and \$10,012.00 for year 2, paid from GL#101-270-820 (software service contracts), and authorize the County Administrator to sign any necessary documents. Ayes – Ken DeLaat, Charles Trapp. Absent – Mike Kruithoff. Nays - none. Motion carried.

**ADMINISTRATOR REPORT** Christopher Wren, County Administrator

- Pleased with the job Nick Smith, Joann Hunt, and Darrick VanBoven are doing in their respective Department Head positions with the County.

**PUBLIC COMMENT** Bryan Kolk, Commissioner

- Pleased that the IT motion passed. This contract with NCRESA continues to give the County the expertise and experience that they have showed thus far.

**PUBLIC COMMENT** Jason VanderStelt, County Clerk

- Pleased with IT and their service, but this addition is much needed and will help the County to continue to serve the residents the best way possible.

**MISCELLANEOUS** None

**ADJOURN – MOTION NUMBER** 21-099

Motion by Ken DeLaat, second by Charles Trapp, to adjourn the meeting at 10:47 a.m. Ayes – Ken DeLaat, Charles Trapp. Absent – Mike Kruithoff. Nays - none. Motion carried.

**COUNTY CLERK CERTIFICATION**

**CHAIRPERSON CERTIFICATION**

**DATE** April 7, 2021