



Newaygo County Board of Commissioners

Physical & Economic Development Committee

MINUTES

December 1, 2021

10:30 a.m.

CALL TO ORDER	Meeting called to order by Commissioner Charles Trapp, Chair, at 10:30 a.m.
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MEMBERS PRESENT	Mike Kruithoff, Ken DeLaat, Charles Trapp
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AGENDA - MOTION NUMBER	21-456
Motion by Ken DeLaat, second by Mike Kruithoff, to approve the Agenda of December 1, 2021. Ayes – Mike Kruithoff, Ken DeLaat, Charles Trapp. Nays - none. Motion carried.	

PUBLIC COMMENT	None
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MINUTES – MOTION NUMBER	21-457
Motion by Mike Kruithoff, second by Ken DeLaat, to approve the Physical & Economic Development Committee Meeting Minutes of November 2, 2021. Ayes – Mike Kruithoff, Ken DeLaat, Charles Trapp. Nays - none. Motion carried.	

UPDATE	Duane Cruzan, Building Official
<ul style="list-style-type: none"> Mr. Cruzan presented the Board with FY20-21 information regarding Building & Safety Permits, Past Permit Inspections issued, as well as revenue earned. 	

DEPARTMENT UPDATE	Dale Twing, Drain Commissioner
<ul style="list-style-type: none"> Not in Attendance. 	

DEPARTMENT UPDATE	Joann Hunt, Equalization Director
<p>The following updates were included in Joann Hunt’s written report:</p> <ul style="list-style-type: none"> Tax bills are completed and out to KCI for printing. They should be in the mail on the first of December. The Agricultural and Residential sales and appraisal studies have been completed and sent out to the local unit assessors. 	

DEPARTMENT UPDATE	Darrick VanBoven, Maintenance Supervisor
<p>Maintenance updates included:</p> <ul style="list-style-type: none"> Completed the quarterly sprinkler inspection at the Sheriff’s Department and Jail. Stored the picnic tables for the winter. Replaced flow switch and inducer assembly to boiler #2 in Delta at the Jail. 	

DEPARTMENT UPDATE	Nick Smith, Parks Director
<p>Parks updates included:</p> <ul style="list-style-type: none"> Staffing – The last seasonal employee is done for the year this week. Welcome Center – Connie has the Welcome Center decorated for the holidays. The groomer is in place and ready for trails to open on December 1st. Tourism Council – Plans to continue as the Vice President of the Newaygo County Tourism Council next year. 	

DEPARTMENT UPDATE	Information Technology
IT updates included: <ul style="list-style-type: none"> • Closed 37 tickets. • Migrated JIS AS 400 application database to hosted provider. • Set up admin conference room technology. 	
NEW BUSINESS MOTION NO	21-458
Motion by Mike Kruihoff, second by Ken DeLaat, to recommend to the Finance Committee to approve the submission of the Survey and Remonumentation Grant Application for grant year 2022, and authorize the County Administrator to sign any and all of the necessary documents. Ayes – Mike Kruihoff, Ken DeLaat, Charles Trapp. Nays - none. Motion carried.	
ADMINISTRATOR REPORT	Christopher Wren, County Administrator
<ul style="list-style-type: none"> • Looking into getting bids for the parking lot at the beginning of 2022. • Have received a quote for repair of the ventilation system at the County and hopes to use ARPA funds to complete. 	
PUBLIC COMMENT	None
MISCELLANEOUS	None
ADJOURN – MOTION NUMBER	21-459
Motion by Ken DeLaat, second by Mike Kruihoff, to adjourn the meeting at 11:10 a.m. Ayes – Mike Kruihoff, Ken DeLaat, Charles Trapp. Nays - none. Motion carried.	
COUNTY CLERK CERTIFICATION	
CHAIRPERSON CERTIFICATION	
DATE	January 5, 2022