

## **MEMBERS**

Ed Boettcher, Chairman

Chuck Johnson

Bryan Smith

Bill Bailey

Valerie Craft

Pete Garwood

Deb Haydell

Mike Hayes

Dave Vitale

## **STAFF**

### **Pete Garwood**

County Administrator  
email: [garwoodp@antrimcounty.org](mailto:garwoodp@antrimcounty.org)

### **Janet Koch**

Associate Planner  
email: [kochj@antrimcounty.org](mailto:kochj@antrimcounty.org)

### **Tina Schrader**

Administrative Assistant  
email: [schrader@antrimcounty.org](mailto:schrader@antrimcounty.org)

### **Katie Verellen**

Secretary  
email: [verellenk@antrimcounty.org](mailto:verellenk@antrimcounty.org)

## **OFFICE ADDRESS**

P.O. Box 187  
Bellaire, MI 49615

**PHONE:** 231-533-6265

**FAX:** 231-533-8111

## **SPECIAL ASSISTANCE**

If you wish to attend this Meeting and require special assistance, please contact the Administration and Planning Office

P.O. Box 187, Bellaire, MI 49615;

Email: [planner@antrimcounty.org](mailto:planner@antrimcounty.org)

Phone: 231-533-6265.

# **Antrim County Capital Improvement Plan Committee**

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To: Capital Improvements Plan Committee Members

From: Janet Koch, Associate Planner

Date: May 24, 2016

Re: Meeting Agenda

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This agenda is for the meeting scheduled for

**Tuesday, May 31, 2016 at 1:00 p.m.**

Room 211, 2<sup>nd</sup> Floor, County Building, 203 E. Cayuga Street, Bellaire.

## **Agenda**

- Call to Order
- Public Comment
- Review of minutes from April 27, 2016
- County Infrastructure Discussion
- Various Matters
- Public/Member Comment
- Adjournment

If you have any questions, concerns or are unable to attend this meeting, please contact the Administration/Planning Office at (231) 533-6265.

Thank you.

# Antrim County Capital Improvement Committee

## Minutes April 27, 2016

Members present: Ed Boettcher, Bill Bailey, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith  
Members absent: Valerie Craft, Dave Vitale  
Others present: Janet Koch

### **1. Call to Order**

Chairman Ed Boettcher called the meeting to order at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from July 1, 2015**

**Motion by Bill Bailey, seconded by Mike Hayes, to approve the minutes of July 1, 2015 as presented. Motion carried – unanimous.**

### **4. Review of the 2016-2021 Capital Improvement Plan (CIP)**

The CIPs from 2015-2020 and 2016-2021 were discussed (**see attached pgs. 3-8**). The projects approved in the 2016 budget were discussed.

### **5. Strategy for 2017-2022 CIP**

The Committee discussed the 2016 taxable values for the County. The delinquent tax fund was discussed (**see attached pgs. 9-10**) as was the County's fund balance.

Janet Koch, Associate Planner, asked if the Committee would like to see any changes to the form for new projects. (**See attached pg. 11**) The Committee had none. Mr. Smith said he would like the department heads to receive feedback about the projects submitted in previous years. Ms. Koch said she would do so.

Mr. Bailey recommended that the Planning Commission make sure the bigger projects included in the CIP wouldn't be in conflict with County's Master Plan. The Committee agreed.

After a discussion of possible scoring methodologies (**see attached pgs. 12-13**), it was the consensus of the Committee to follow the same process for scheduling projects that was followed for the previous CIP.

The Committee discussed the current definition of capital improvement projects (**see attached pg. 14**). It was the consensus of the Committee that CIP projects including annual fees, should be a CIP project only for the first year; in subsequent years it should be an operating cost and not be included in the CIP.

There was a discussion of presenting the CIP to other Committees.

**DRAFT**

The Committee planned a timeline for completing the CIP. Ms. Koch said she would send out a notice to the department heads regarding projects; if they want to submit new projects, want to pull previously submitted projects, want to revise previously submitted projects, etc.

Upcoming CIP meetings were scheduled for:

- Tuesday, May 31 at 1:00 pm
- Wednesday, June 29 at 9:00 am

The expectation was that a draft CIP would be included as part of the June 29 agenda packet and, after minimal changes, would be submitted to the Finance Committee for review at their July 11 meeting.

Staff was directed to communicate the timeline regarding the CIP to the Planning Commission.

**6. Public/Member Comment**

Mr. Hayes asked that any June correspondence regarding the CIP be passed on to him.

The meeting was adjourned at 10:22 a.m.