

**Colfax Township, Weldon Township and Village of Thompsonville**  
**Community Joint Planning Commission**  
**14731 Thompson Avenue, Thompsonville, MI 48683**  
**Meeting Minutes – May 3, 2012**

The meeting was called to order at 7:30pm by Sue Meredith followed by the Pledge of Allegiance.

Present at roll call: Jack Richter, Shelley Greene, Peggy Minster, Sue Meredith, Bryan Matthews, Don Suchocki, Debra Franke, Pat Workman and Eugene Allen. Absent: Marty Lonn (excused). Guests: Harry Burkholder, Charles Mayer, Marian Mayer and Craig Meredith.

Citizen Matters. Public input received from Charles Mayer and Marian Mayer.

Agenda Additions/Corrections. Jack asked to add meeting time. Peggy moved to accept the agenda as presented with the change, seconded by Jack. Ayes: all; motion carried.

Approval of Minutes. Deb moved to accept the April 5 minutes as presented, seconded by Bryan. Ayes: all; motion carried.

Insurance. Shelley introduced Jeff McCray, Account Manager, Burnham & Flower Agency. Jeff gave an overview; B&F handles only municipal insurance; the proposal is the Michigan Township Participating Plan which already covers both townships and village. He explained features of the proposal's coverage. ParPlan retains attorneys throughout the state. The base limit for zoning is \$100,000 including attorneys; higher limits are available once a master plan is adopted. Craig asked about townships covering their appointees, rather than the JPC having its own; he is aware of townships handling it this way. Jeff said because the JPC is an entity with bylaws and budget it should have its own coverage. He will investigate the other townships' situation and advise Shelley. Jeff explained the risk management group is available to us at any time as a resource. Grants are also available for risk reduction. Peggy asked about prior year exposure; she pointed out the JPC has not taken any actions to date from a legal standpoint.

Plan Project Session. Harry provided draft master plans. He referenced Mr. Mayer's mention of Roger Brooks discussing assets at a recent seminar and said an assessment was done at the March 1 open house and is included as a map. This exercise was also done at the start of the plan process; Harry suggested we continue adding to it. Some items need to be added to the draft but it's pretty complete. Blank pages represent where resolutions will be placed upon adoption of the joint master plan. A zoning plan will be added later. Harry reviewed various maps including the future land use map that was revised the past couple meetings. Notes from the public meeting are in the appendix. He explained other sections and reminded us this is our plan -- feel free to add to it. Aerial photography maps show changes between 1978 and 2006. Utilities and infrastructure need attention by the JPC; also fill in any other gaps.

Harry covered regional aspects and the importance of having our plan and the region's in sync for success. Comments and changes are needed very soon; Harry's last working meeting will be June 7 with delivery of the draft master plan. He said it is good practice to have hard copy drafts accessible to the public so they can take their time with it. Jack asked about "office copies" at the township/village halls – Harry said yes, or make copies for individuals if they wish (at a cost). Again, Harry stressed he needs our changes/input at least two weeks before the next meeting. Tell him what doesn't seem right or needs to be corrected. Any big change to a goal, objective or direction after the initial 63-day period would start the process again. Shelley asked when implementation timelines and responsibilities will be assigned; group to cover at a later time. Craig asked Harry if he got the street/road crossing inventory from Kim Balke; he did not. Craig said there are some intermittent waterways/creeks that could appear on the future land use map. Craig asked if there is a color designation for the old county landfill; no, the area is rural residential. It was noted the future land use map – which is the JPC's vision --

can't be changed to remove what appears to be a lake (but is not) in the Village; it comes from the State of Michigan. What looks like a lake on the map was a flood plain when the old dam was in place. Craig showed the current Weldon Township zoning map (no lake). Updates will be sent to Harry as soon as possible. A special work meeting was scheduled for May 7 at 6:30pm.

### **Unfinished Business**

Zoning Administrator. Jack emailed the group a job description to review prior to the meeting. Eugene asked about removing the statement about dealing with angry or difficult people. Jack's research led to leaving it in; several agreed it sounds odd but is realistic for the position. Jack said it is written so the person attends all JPC meetings and provides a written report to townships/village if there is no activity to present. Shelley asked about enforcement, what is the relationship between the zoning administrator and enforcement officer. Craig said they work together; the ZA can issue citations under the zoning ordinance and the EO under the nuisance ordinance. Change statement to "enforces...zoning codes." Jack moved to accept the zoning administrator responsibilities and duties with changes, seconded by Don. Ayes: all; motion carried. Craig asked if the ZA would be the rep at the Betsie River Natural Rivers Zoning Board of Appeals; the group will revisit the issue.

Insurance. Copies of proposals from Burnham & Flower and Cadillac Insurance were provided. Don spoke with a Peterson McGregor rep who said other townships just add riders. Sue recalled discussion about all three entities becoming involved by not having separate insurance. Don suggested "buy local." Shelley liked ParPlan for the risk management resource. Peggy also liked the grant opportunities with them. Don moved to accept Burnham & Flower Agency's bid of \$1,169 for one year effective April 1, 2012, seconded by Jack. Ayes: all; motion carried.

Hiring Policy. Sue pulled examples from the internet. Peggy can get others. A time will be set for Sue, Peggy and Shelley to review.

Legal Advisor. Ongoing.

### **New Business**

Meeting Time. Jack suggested moving to an earlier time convenient to those who work. All agreed to 7:00pm. Jack moved to change starting time for regular meetings to 7:00pm, seconded by Shelley. Notice of time change will be published and postings will be updated.

Brownfield Development Authority. Sue gave an overview of the recent public hearing by the County Commissioners. She learned that brownfield can also cover blight in addition to contamination. The county is looking to form an authority; each entity will have an opportunity to adopt a resolution of support. The county treasurer initiated the matter with the commissioners due to the number of foreclosed properties and not enough funds for clean up prior to development. They need to get back on the tax rolls. Funding sources can be state or federal governments or grants.

Correspondence. Shelley read an email from Charles and Marian Mayer.

Zoning Administrator. Letters of interest should be reviewed at the special meeting.

Public Comments. Input received from Charles Mayer and Marian Mayer.

Adjournment. Don moved to adjourn, seconded by Shelley. Next regular meeting is June 7. Meeting adjourned at 9:27pm.

Respectfully submitted,

Shelley Greene  
Secretary

*Minutes are proposed until approved at the next meeting.*