

Colfax Township, Weldon Township and Village of Thompsonville
Community Joint Planning Commission
14731 Thompson Avenue, Thompsonville, MI 48683
Meeting Minutes – June 7, 2012

The meeting was called to order at 7:00pm 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).
Guest: Craig Meredith.

Citizen Matters. None.

Agenda Additions/Corrections. Don moved, seconded by Peggy, to accept the agenda as presented. Ayes: all; motion carried.

Approval of Minutes. Jack moved, seconded by Bryan, to accept the May 3 regular minutes. Ayes: all; motion carried. Debra moved, seconded by Peggy, to accept the May 7 special minutes. Ayes: all; motion carried. Jack moved, seconded by Don, to accept the May 22 special minutes. Ayes: all; motion carried. Debra moved, seconded by Pat, to accept the May 30 special minutes with correction to remove "talked." Ayes: all; motion carried.

Master Plan Project Session.

- Draft Master Plan. Shelley suggested changing the cover page to a softer color to reduce ink usage (deeper color uses more). Sue will check into color print costs. Updated pages were reviewed. Items to be added or changed included the water/sewer at Crystal Mountain, history of water/electricity in the Village and the Day Use Park; correct the name in photo; change state police post to substation; expand library info; email Harry to add Crystal Mountain to asset map and extend Mountain Center Road to M115 and correct name to Drive. Shelley will make the changes as time allows before distribution to officials; typos or other info should be emailed to her. She said there are empty spaces where photos could be inserted if anyone has ideas.

- Adoption Process Checklist. The group reviewed the list; the timeline to be followed includes approvals by the legislative bodies followed by the waiting period, public hearing, formal JPC approval and then final resolution of approval by the boards and council. Previously, it was believed the JPC could follow the new shorter timeline provision in the Michigan Planning Enabling Act. However, Harry recently asked about specific language in the JPC ordinance which resulted in using the standard timeline.

- Distribution to Officials. JPC members approved the draft master plan for distribution to officials at the board/council meetings the week of June 11.

- Website. Shelley will contact the webmaster to advise that timing has been pushed back. The draft plan will display the table of contents with hotlinks to the individual sections.

Unfinished Business and Reports

- Zoning Administrator Contract. Sue contacted Dick Figura asking if a hiring policy is needed and, if yes, could he provide a basic form. She also asked if the JPC should have a contract stipulating duties and/or compensation and requested a template. Figura responded that a hiring policy is not required, but there should be an agreement between the governmental units on who will issue checks to the zoning administrator (will be same as JPC) and to whom the person is to report between meetings if there is a matter that can't wait until the JPC meets. He also said we should have a contract and provided a sample the JPC can modify. Don asked about workman's comp and adding a clause to the agreement requiring liability coverage since this is contract labor. Shelley will forward to members the insurance agent's message stating best practice is for a contractor to have their own liability insurance. Sue asked Shelley to insert it in the agreement before she asks Figura to review it. Don agreed with this; Sue said this is the township's policy when contracting with various entities. Don asked how expenses would correlate to permits and travel. Craig explained the process used in Weldon Township. Discussion; the group felt if it works then continue it as a checks and balance system, adding it as an agenda item to review and approve for

payment just as with the meeting attendance; Jack said attending JPC meetings was in the ZA job description. Shelley questioned reimbursement of items in the template such as professional dues and publications. Several felt it should be removed and change mileage to IRS allowance. Discussion on fees; Sue asked if a committee is needed. She said this contract was a first step and was not needed for the interview process.

- Attorney for JPC. Sue said it has been difficult to find an attorney who works with just planning and zoning. One she contacted in Okemos did not respond; Dick Figura quoted \$125 per hour and expressed interest in a flat fee arrangement which would require a meeting to discuss JPC requirements and expectations. Sue will ask Figura to attend the August 2 JPC meeting and continue to seek other attorneys.

- Zoning Administrator Interviews. Discussion on process; Peggy said interviewees should come in one at a time with the commission but only two or three would ask questions. They would get together beforehand to determine who asks which questions to keep it organized. Jack suggested one from each entity; Peggy, Don and Eugene will meet on June 19 at 5:00PM to design questions. Shelley will send letters setting appointments at 7:00, 7:30 and 8:00PM.

New Business

- Officers for the JPC. Sue emailed Figura and read his response concerning Shelley's question about a statement in the Michigan Planning Enabling Act which states an ex officio member appointed to a planning commission cannot hold the office of Chairperson. In part, he wrote that the JPC was formed under the Joint Municipal Planning Act of 2003, not the MPEA, which does not prohibit an ex officio from being Chairperson, and unless the joint ordinance specifically excludes it there should be no problem. Sue will provide copies of Figura's response to each member for their info and to share with their municipalities.

- JPC Expense Processing. Sue asked if there was any objection to one person from each entity approving expenses. All agreed it was good idea.

- Training. Sue confirmed reservations for Debra, Craig, Shelley and herself on June 21 from 6-9PM for Conflict of Interest, Incompatible Office and Ethics training by the MSU Extension Office. She referenced the ordinance's training requirements and the budget. Peggy's sessions worked well; a seven-week Citizen's Planner program is being explored by the county. Sue asked the group to share any training info they receive. Shelley has DVDs on various subjects from the Placemaking Summit that could be played at JPC meetings.

- Zoning Ordinance Quotes. Sue suggested tabling the issue until the 63-day waiting period. Harry Burkholder (LIAA) and Mark Eidelson (LANDPLAN) are possibilities.

- Summerfest. Shelley said the JPC was offered a table at Summerfest if the group wants to discuss the draft plan with the public. Invitation was declined.

Correspondence. Shelley said letters were sent to applicants who were not selected for interviews. Letter and form was received from Burnham & Flower extending Terrorism insurance; would have to contact them for a quote. Form must be returned accepting or rejecting coverage; group agreed to reject the insurance.

Adjournment. Don moved to adjourn, seconded by Bryan. Next regular meeting is July 5. Meeting adjourned at 9:12PM.

Respectfully submitted,

Shelley Greene
Secretary

Minutes are proposed until approved at the next meeting.