

Colfax Township, Weldon Township and Village of Thompsonville
Community Joint Planning Commission
14731 Thompson Avenue, Thompsonville, MI 49683
Minutes – August 6, 2015 Regular Meeting

Sue Meredith declared the meeting open at 7:00 P.M. following the Pledge of Allegiance.

Present at roll call: JPC members Shelley Greene, Irene Dunham-Thayer, Sue Meredith, Chris Jones, Sally Bobek, Debra Franke, Eugene Allen, Pat Shaeffer and Zoning Administrator Craig Meredith.
Absent: Don Suchocki (excused). Peg Minster arrived at 7:02 P.M.
Guests: Carrie Aldrich and Mike Foust.

Agenda Additions/Corrections. Add Weldon Clerk and Production Industries Update. **Motion** by Irene, seconded by Sally to approve the agenda with the additions. Ayes: all; motion carried.

Approval of Minutes. **Motion** by Debra, seconded by Pat to approve the July regular meeting minutes as presented. Ayes: all; motion carried.

Unfinished Business

A. ZA Office Space. Sue reported the annual rental fee was set by the Weldon Township board at \$500 and will probably start next month.

B. Office Equipment. Craig purchased a two-drawer file cabinet and Sue has secured a fireproof file cabinet. Sue is checking laptop prices based on specs provided by Peg.

C. Zoning Signs. Debra reported the Village agreed to pricing from Signplicity. They need four signs, Weldon six and Colfax eight. JPC will pay the invoice and seek reimbursement by the entities. Weldon is working with MDOT on a permit for M115 signs.

D. Capital Improvements Plan. Peg provided copies of the draft CIP and a letter asking for participation. Final copies will be ready for the next meeting. January JPC meeting was set as the deadline to complete and return. **Motion** by Sally, seconded to Chris by accept the CIP and print the map in landscape format. Ayes: all; motion carried. All agreed it looked great and thanked the committee.

E. SUP for Campground. Sally reported that Chris Bobek spoke with the Health Department; everything is in order. Craig noted the township is working on a standalone ordinance to address other items not related to zoning. Search continues for the original Special Use Permit.

F. Airport. Craig reported there is an issue with insurance. Management of the airport may change to a committee rather than an Authority. Master Plan still not located. Suggestion was to look at other airports' master plans; Peg spoke about the value of planning. Craig will speak with Marv Prepejchal.

G. Action Plan. Sue said we need to start working on this.

H. Zoning Decision Indexing System. Shelley provided a form; everyone is to review and revisit next month.

I. Debit Card. Resolution 08062015 was presented granting Shelley authority to submit an application for a debit card. **Motion** by Debra, seconded by Peg to adopt Resolution 08062015. Roll call vote: Greene, Minster, Dunham Thayer, Meredith, Jones, Bobek, Franke, Allen and Shaeffer voted aye. Nays: none. Motion carried.

J. Zoning Administrator Update. Craig spoke about activities for the month and provided a report. Discussion was held about Tina Toole replacing a single wide mobile home with a new one that does not meet the standard of a single family dwelling. Ms. Toole reportedly made a deposit on the new home. Craig issued a permit with the contingency the width must be 20' width over 50% of the length, he discussed the option of building a roof over the home to meet the standard and said he would present the issue to the board. **Motion** by Peg, seconded by Pat that upon proof of documentation that the replacement mobile home was ordered before May 15, the Zoning Administrator shall issue a zoning permit based on Section 7.4(6) of the Joint Zoning Ordinance. Ayes: all; motion carried. Craig met with James White to review changes for Production Industries which he shared with the group and said Doug Mansfield will be sending a letter regarding the project.

K. Budget/Compensation Authorization. **Motion** by Shelley, seconded by Sally to approve the JPC compensation authorization as well as permit fees of \$28.00 and mileage of \$44.28 for Craig. Ayes: all; motion carried.

L. Weldon Clerk for JPC. Carrie Aldrich recapped the history of the agreement between a former clerk and township supervisor on performing services for the JPC. She also shared information from MTA that compensating the clerk is permissible and payroll needs to be issued monthly. At Sue's request, Carrie kept track of the functions performed and reports created every month and provided a list. She also sends out W2s and pays JPC quarterly taxes. It takes about an hour a month not including the W2s and quarterlies and that MTA suggested an agreement be in writing. Sally suggested using what Carrie provided as the job description. Sue felt we should take a look at the compensation; Shelley asked what everyone thought about \$50 a month. **Motion** by Sally, seconded by Pat to adjust the compensation to the Weldon Township clerk for doing the JPC's books and banking from \$25 to \$50 per month. Roll call vote: Greene, Minster, Dunham Thayer, Meredith, Jones, Bobek, Franke, Allen and Shaeffer voted aye. Nays: none. Motion carried. Shelley will draft an agreement for the next meeting. Documents that Carrie provided will be saved as the job description.

M. Production Industries Update. Shelley asked Craig if Production Industries will be making application; he said yes. He confirmed this would be a request for special land use on the Non-Dwelling permit application.

New Business

A. Elect Vice Chair. Sue asked for nominations or volunteers. Peg volunteered to serve. **Motion** by Shelley, seconded by Chris to elect Peg Minister as Vice Chair of the JPC. Ayes: all; motion carried.

B. Benzie Bus. Sue provided background on the issue. The Weldon Township board suggested the JPC discuss and make a recommendation on where to place a bench provided by Benzie Bus. Shelley said neither Chad Hollenbeck nor Bill Kennis could attend to discuss, but Bill was confident a sound decision can be reached and would touch base with Eugene. Decision was reached that the bench should be placed by the Oddfellows' hall.

C. JPC Meeting Schedule. Sue had several questions on whether we would stay on monthly meetings. By looking at the agenda she felt it is necessary. Peg agreed, especially when strategies are implemented.

D. Recycling Site. Shelley reported that Marlene Wood wrote to request JPC support saying she would be recommending the Village approve the site as the permanent one. Up to this point it has been on a trial basis. Volume for six months in 2015 more than doubled compared to 2014. She will work to improve the lighting and security camera. Sue signed a letter of support and Debra will present at the next Village Council meeting.

E. Planning & Zoning News Update. Shelley will check on cost and discuss at next meeting.

F. Recordings. Peg feels there should be a policy to delete recordings after draft minutes are published. She will get the county's policy for review and adoption.

G. Tax Roll. Shelley informed Craig that Laurie Draeger keeps Colfax's with her for reference. It's a non-issue; he received a copy from Equalization.

Correspondence. Shelley asked Burnham & Flower which pages of the policy relate to zoning now that the ordinance is in effect, when an invoice would be received and informed them office space will be rented for the Zoning Administrator. She expects a response by the next meeting.

Public Input. None.

Adjournment. **Motion** by Sally, seconded by Irene to adjourn at 9:15 P.M.

Respectfully submitted,

Shelley Greene
Secretary

Minutes are proposed until approved at the next meeting