

Colfax Township, Weldon Township and Village of Thompsonville  
Community Joint Planning Commission  
14731 Thompson Avenue, Thompsonville, MI 49683  
Minutes – June 1, 2017 Regular Meeting

Peg Minster opened the meeting at 7:00 P.M. followed by the Pledge of Allegiance.

Present at roll call: Commissioners Peg Minster, Shelley Greene, Irene Dunham Thayer, Sally Bobek, Chris Bobek, Rob Aldrich, Debra Franke, Eugene Allen and Michael Foust; and Zoning Administrator Craig Meredith. Absent: Don Suchocki and Gene Houghton (both excused).

Guests: Kay Bond and Carrie Aldrich

Agenda Additions/Corrections: Peg proposed switching New Business to #6 and Unfinished Business to #7, adding attorney letter as 6A, changing site plan review to 6B, changing Colfax cleanup day to 6C and moving Advocates for Benzie County to August agenda. Motion/second by Debra/Irene to accept the agenda with corrections; motion carried.

Approval of Minutes: Motion/second by Irene/Debra to approve the May regular minutes; motion carried.

Public Comment: Carrie Aldrich commented on May minutes regarding budget items. At the January budget meeting she didn't feel the year end rollover amount looked right. She provides balance statements, profit/loss and wages summary each month and wanted to clear the air. The second item concerned taxes on wages and said it made no difference whether she issued 1099s or W2s. Peg told Carrie the rollover issue was solved and it did not involve her. On 1099s, Peg said other government entities issue them for per diem meetings and invited discussion. Motion/second by Debra/Irene to change wages to \$25 per diem; motion carried. Carrie noted that the \$75 and \$50 payments would also be per diems.

#### New Business

A. Attorney Letter: Peg read a letter from Dick Figura addressed to the Colfax supervisor and Village president, copy to JPC, stating Weldon Township has expressed an interest in withdrawing from the JPC and has begun steps necessary to withdraw. As such, the firm can no longer represent both Weldon Township and the JPC due to conflict of interest. The letter offered assistance in recommending legal firms. Discussion on what changed to prompt the letter because Weldon and Mr. Figura have been in communication for months concerning possible withdrawal. Carrie Aldrich said she contacted the Figura law firm after reading in minutes that the JPC planned to continue with the firm as its legal counsel. Peg to contact Kuhn Rogers; Ward Kuhn represents Colfax and the Village. She will also contact Mr. Figura for recommendations and discuss in August.

B. Site Plan Review Policy: Peg invited discussion and asked if we want one to establish guidelines and whether to have reviews at regular or special meetings or possibly work session. It should speed things up by setting guidelines for the JPC on managing reviews and setting criteria for professional expertise. A policy was already adopted requiring 30 days after receipt of a site plan to give commissioners time prior to initial discussion. Special meetings at applicant's expense can speed things along. At JPC's expense they should be for good reason due to budget. Preliminary site plans are beneficial if a project's timeline allows. Peg said all site plans are different and wanted to address if something should be added to the current policy. She said many planning commissions have a planner to conduct site plan reviews and commented on the JPC's level of zoning experience. It may benefit both the JPC and applicant to have a policy which includes a special meeting that is part of the fee schedule to encourage development in a positive way for the community that streamlines the process, is credible and cost effective for a developer. The JZO Site Plan section lists criteria, but Debra will explore checklists online and send to Peg. Peg will ask Sarah Lucas for site plan review costs as another professional consultant option.

C. Colfax Cleanup Day: Shelley said the date is June 10 and the county provided info on a business that will collect metals as well as car batteries and items with Freon such as dehumidifiers and refrigerators. Tire collection is set for July 22 in the Village.

#### Unfinished Business and Reports

A. Advocates for Benzie County: Move to August agenda.

B. Secretary Nominations: Peg opened the floor to nominations; none were accepted. Peg said recording secretaries generally are paid \$75. Shelley said the secretary duties are numerous and a recording secretary

doesn't solve the issue. Peg stated this came about and now we have to address this and step up. She said we could try a recording secretary and split up the rest between the JPC. Shelley didn't see it as an option after cutting back on P&Z News and the budget being such an issue. Sally said that would only cover minutes and not the rest. Peg said the bottom line is we need an elected secretary from the board whether that person does minutes or not. Debra will talk with Shelley. Address in August.

C. Zoning Amendments: Shelley provided documents from the county planning commission. The advisory comments focused on three items in the sign Article. Following extensive discussion on neutral content language for the items, it was agreed to contact Mark Eidelson for his recommendations if it is at no cost.

D. 2017-2018 Budget: Shelley said the amount of \$8,534.66 was picked up from the Profit/Loss Budget vs. Actual Statement as a starting point to back out expenses incurred in 2016 to reach a year end rollover amount. This explains why the fiscal year end balance was lower than estimated even with considering known expenses for January-March. Carrie said we should have used the check register amount which was lower. When Eugene suggested putting fees into a separate category to track, Carrie said she created a new Fees account to capture that revenue. Peg said the budget should be reviewed every month to be proactive.

E. Capital Improvements: Peg plans to attend a capital improvements seminar June 9 at the Hagerty Center. Others in the workgroup are not able to attend, but Peg will contact them afterward to set up a work session to share seminar highlights and collate the entities' data into a master document.

F. Zoning Administrator Report: Written and oral reports were provided. Fence fee needs to be returned to Mr. Heller. Violation notice to be issued for Lindy Road property at east Village limit. County will no longer issue farm building permits unless 60% of income is from the farm. Some buildings become partitioned and occupied. They will be considered accessory structures instead. Craig believes this is a state construction code change. Peg asked if people are living in the trailers on Wallin Road near 669. Craig has not been there at night to inspect.

G. Village/Township Reports: Sally reported Weldon Township hired a new assessor, received bids for a new furnace, the community garden is going well and adopted the zoning ordinance so zoning doesn't lapse if they leave the JPC. Debra reported the new ambulance is on 90 days notice, airport truck to get new lettering, the park at the old school site was named Thompsonville Community Memorial Park, a teen was hired for summer mowing, major streets will be repainted, roads were brined, flowers were ordered and a snag was encountered on the water main revenue bond but work on the well house for the new well continues. Shelley reported the campground has been busy, the township is opposed to the county's desire to abandon the road to the dam within the campground, some failed culverts need to be replaced, a newsletter is in process for mailing with taxes and Mike MacGirr provided a fire department update.

H. Budget Review/Compensation Authorization: A money order received will be deposited and a refund issued. Payment to Craig plus expenses totaled \$289.33. Record Patriot ad was \$43.20 to publish meeting schedule. Motion/second by Debra/Chris to pay bills; motion carried.

Correspondence: Planning & Zoning News was distributed.

Public Comment: Kay Bond needs to postpone her presentation to the September 7 JPC meeting. Also, the Advocates for Benzie County will hold an Education forum June 17 from 4-6PM. She was impressed with the JPC and the work we were endeavoring to do. Peg said we were glad to have her any time and anxious to have her come back because that's part of our Master Plan implementation. If we can partner to get some things done or at least come up with ideas it would be awesome.

Rob expressed his concern on the budget share formula and felt the Village should not have to pay anything. He would help out but was not comfortable being paid and would rather resign than be hypocritical.

Explaining that the Village SEV amount was backed out from the townships' SEVs for percentage purposes did not satisfy his concern. Some others felt the Village is paying twice being within the townships. Shelley said the state establishes lawful expenditures of tax revenue which generally can't be spent for the benefit of other municipalities. Craig said township and village laws are different; two townships would not be an issue. The JPC didn't want Rob to resign so he declined payment. A possible issue for the new attorney.

Adjournment: Motion/second by Irene/Shelley to adjourn at 9:25 P.M.

Respectfully submitted,  
Shelley Greene  
Secretary

*Minutes are proposed until approved at the next meeting*