

Colfax Township and Village of Thompsonville
Community Joint Planning Commission
14714 Lincoln Avenue, Thompsonville, MI 49683

Minutes – April 8, 2021 Special Meeting

Chairperson Debra Franke opened the meeting at 7:00 P.M. followed by the Pledge of Allegiance. Present at roll call: Commissioners Debra Franke, Shelley Greene and Devonia Dyer. Guests: Irene Dunham Thayer and Audrey Swisher.

Agenda Additions/Corrections: Motion/second by Devonia/Shelley to accept the agenda as presented; motion carried.

Public Comment: None.

Approval of Minutes: Motion/second by Debra/Devonia to approve the August minutes; motion carried.

Election of Officers: Shelley nominated Debra for chair; Shelley nominated Devonia for vice chair; Debra nominated Shelley for secretary. Motion/second by Shelley/Devonia to approve nominations as stated; motion carried. Officers installed effective April 8, 2021.

Meeting Schedule: Proposed 2021-2022 meeting dates were May 6, June 3, July—no meeting, August 5, September 2, October 7, November 4, December 2, January 6, February 3 and March 3. Meeting time is 7:00 P.M. at the Village Community Center. Motion/second by Shelley/Devonia to approve the 2021-2022 meeting schedule; motion carried.

Unfinished Business and Reports

A. Zoning Ordinance Amendment: Discussed preparation for a public hearing May 6 at 7:00 P.M. with the regular meeting to follow. A public hearing notice is to be published April 21 in the Record Patriot. The purpose of the amendment is to remove text related to Weldon Township and to correct text errors. Pending amendments for signs, existing mobile home replacement, footnotes in Tables 4-2 and 4-3 and a change from ‘towers’ to ‘facilities’ in line 8 of Table 4-2 were previously reviewed by the county planning commission and a public hearing was held as required but adoption was postponed. Next step is adoption by the legislative bodies.

B. Capital Improvement Plan: The CIP overview and worksheets are to be distributed at next village and township meetings; completed project worksheets are due by August 5.

C. Zoning Administrator Report: Oral report provided. Debra wanted it noted that on May 10, 2019 Shelley was appointed the official zoning administrator with compensation.

D. Village and Township Reports: Debra reported on a major new water project for the Village for two new wells and a well shed. The new well was installed in 2016, another was built in 148 and a third is workable but sucks in sand. Village will apply for a USDA grant, meters will be installed and the water will get paint and an upgrade. Project will loop the three dead ends, replace ten old fire hydrants and tie in with BS&A to read meters. Council held a special meeting to select the consultant. Blight enforcement started April 1. Ambulance and fire department were busy; its ISO rating increased to a class 05; townships are a 5. The painted building will get a new roof; block work was needed and a wall needs to be replaced. Christmas decorations contract was renewed for three years.

Shelley said the township needed to meet several times to work on the annual budget due to issues with QuickBooks to produce accurate data; the budget was finally adopted March 31. There are four new board members.

E. Budget Review/Compensation Authorization: Motion/second by Devonia/Shelley to pay bills as presented; all ayes, motion carried.

New Business

A. Meeting Schedule: Discussed above.

B. Budget for 2021-2022: No changes were proposed from the prior year other than to increase insurance by \$400 to \$1,500 and reduce legal by \$400. Motion/second by Shelley/Devonia to present the budget as discussed to the Village and township. A form was reviewed for the JPC to use for tracking purposes. Debra discussed with the clerk a budget vs. actual report but we need to identify the accounts to debit/credit.

C. Fee Schedule: Hangar fee of \$100 at airport was added. The demolition fee was dropped but a permit is required for any structure demolished or removed over 100sf. There is a \$100 fee if started prior to getting a permit, same as with fences, and is noted on the fee schedule. Motion/second by Debra/Devonia to present fee schedule to the legislative bodies for adoption at next meetings; motion carried.

D. Insurance Renewal: Renewal went smooth this year thanks to the new agent last year taking time to resolve some issues that were not understood by the previous agent.

Correspondence: Debra read resignation letters from Irene Dunham Thayer and Audrey Swisher. They both appreciated being part of the JPC, and Debra expressed the JPC's thanks for their service and contributions. Shelley summarized a November 9, 2020 letter to Tim Ranville in response to his inquiry about permits and fees, zoning administrator compensation and the ZBA. At Mr. Ranville's request, a letter dated March 15 acknowledged that the first inspection on his dwelling was completed within the timeframe specified in the Zoning Permit.

Public Comment: None.

Adjournment: Motion/second by Shelley/Devonia to adjourn at 9:15 P.M.

Respectfully submitted,

Shelley Greene, Secretary

Minutes are proposed until approved at the next meeting