



Wexford Joint Planning Commission

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Cadillac, Michigan 49601

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231-775-1138 x 6

DRAFT Meeting Minutes

Time & Date: 6:30pm, Monday, January 27, 2025

Meeting location: Wexford County Road Commission Meeting Room, 85 West Highway M-115, Boon, Michigan.

Coordinates: 44° 19' 32.5" N, 85° 34' 53.4" W (44.325685, -85.581500)

A. Call to Order@634pm, Pledge of Allegiance, Roll Call

Members Present: Paul Osborne, Chairman (Antioch)
Randy Brewer, Vice Chairman (Springville)
Donna Taylor, Treasurer (South Branch)
Richard Harvey (Boon)
Marty Dahlstrom (Cherry Grove)
Mike Woodward (Hanover)
Lori Wetherell (Selma)

Members Absent: *Amanda Kimbel-Sparks, (Liberty)
Alan Devereaux (Slagle)
Vacant (Wexford)

Others Present: Robert Hall, Zoning Administrator
Ben Townsend, Assistant Zoning Administrator
Heather O'Connor, Recording Secretary

B. Set/Amend/Approve the Agenda: Motion to Approve the Agenda as corrected (Remove G d) made by **Richard Harvey**, supported by **Randy Brewer** and passed via voice vote. See ([Agenda](#)).

C. Matters pertaining to citizens, in the following order:

1. **Adam Gandolfi** – Municipal Underwriters of Michigan – (via phone) rate increase as quoted remains unchanged due to current “hard market” with minimum of approx. \$9000. Motion to pay current insurance premium of \$9000 and give ZA authority to “shop around” for cheaper rate made by **Mike Woodward**, seconded by **Richard Harvey** and passed via voice vote

D. Public Comment – The Chair recognized zero (0) members of the public present.

E. Housekeeping Business

1. Consent Business
 - a. Approval of November 25, 2024 Minutes - Motion to Approve the November 25, 2024 Meeting Minutes as presented made by **Richard Harvey** supported by **Marty Dahlstrom** and passed via voice vote. See ([Proposed Minutes](#))



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- b. Approval of January 14, 2025 Special Meeting Minutes - Motion to Approve the January 14, 2025 Special Meeting Minutes with correction to change heading **SPECIAL MEETING** added in the document itself made by **Richard Harvey** supported by **Mike Woodward** and passed via voice vote. See ([Proposed Minutes](#))
 - c. Approval of Commissions Expense Report (pay the bills for DECEMBER 2024) - Motion to pay October Bills as presented (\$8096.63) made by **Marty Dahlstrom**, supported by **Randy Brewer** passed via voice vote. See ([Bills and Support Docs](#)).
 - d. Approval of Commissions Expense Report (pay the bills for JANUARY 2025) - Motion to pay October Bills as presented (\$13656.74) made by **Randy Brewer**, supported by **Richard Harvey** passed via voice vote. See ([Bills and Support Docs](#)).
2. Treasurer's Budget Report – Donna Taylor - Motion to Approve Treasurers Budget Report as presented made by **Mike Woodward**, supported by **Richard Harvey** passed via voice vote. See ([Bills and Support Docs](#)).
3. Planning & Zoning Report – Robert Hall – See ([Staff Report](#))

ACTION ITEM REQUEST:

Staff requests that the WJPC authorize the immediate payment of the Spectrum Business (Internet/Phone) invoice as it is received as a recurring bill. This will avoid additional late fees of \$8.95 per month.

Motion to authorize immediate payment of the Spectrum Business invoice as it is received as a recurring bill made by **Mike Woodward**, supported by **Randy Brewer** passed via voice vote
AND

ACTION ITEM REQUEST:

Staff requests that the WJPC authorize the ZA to attend the MTA educational conference on April 1st and 2nd. Registration = \$400 | Lodging = \$200 +/- ... Norman Township has already approved a \$150.00 reimbursement to the WJPC and Filer Charter Township will split the remainder, costing the WJPC approximately **\$225.00**

Motion to authorize the Zoning Administrator to attend the MTA educational conference (approx cost \$225) in April 2025 made by **Randy Brewer**, supported by **Richard Harvey** passed via voice vote

F. Unfinished Business & Reports - (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office)

- 1. ADU Ordinance 'draft' language discussion – summary language included in Staff Report. See ([Staff Report](#)). More details provided at February Meeting.

G. New Business –

- 1. Election of Officers:
 - a. Chair – Paul Osborne – motion by Mike Woodward, seconded and passed via voice vote
 - b. Vice-Chair – Randy Brewer - motion Paul Osborne, seconded and passed via voice vote
 - c. Secretary – Mike Woodward – motion Randy Brewer, seconded and passed via voice vote
 - d. ~~Deputy Secretary~~
 - e. Treasurer – Donna Taylor - motion Richard Harvey, seconded and passed via voice vote
- 2. Staff (ZA) Continuing Education – MTA Conference (**See E. 3**)



3. Legal Opinion Discussion – WJPC – Zoning Ordinance(s) – Status (Boon) - Motion to authorize ZA to seek legal opinion regarding individual vs collective zoning ordinances (for townships) made by **Richard Harvey**, seconded by **Randy Brewer** and passed via voice vote
4. DRAFT Budget Review – See ([Draft Budget 2025-2026](#)).

H. Public Comment – None offered

I. Adjournment – Motion to adjourn made by **Marty Dahlstrom**, supported, and adjourned at 8:08pm.

Prepared by Heather A. O'Connor, Recording Secretary, for Secretary Mike Woodward
Respectfully submitted:

