

Wexford	Hanover	Greenwood	Liberty
Springville	Antioch	Collfax no zoning	Cedar Creek zoned
Slagle	Boon	Selma	Haring zoned
South Branch	Henderson no zoning	Cherry Grove	Clam Lake zoned

■ Planning and zoning by the Wexford Joint Planning Commission

Wexford Joint Planning Commission

c/o Cherry Grove Township 4830 E. M-55
 Cadillac, Michigan 49601
 (231)775-1138x6

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DRAFT Meeting Minutes

Time & Date: 6:30pm, Monday, August 22, 2022

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@630pm, Pledge of Allegiance, Roll Call

Members Present: (See Attendance Sheet)

Paul Osborne, Chairman (Antioch)
 Randy Brewer, Vice Chairman (Springville)
 Beverly Monroe, Secretary (Liberty)
 Richard Harvey (Boon)
 Marty Dahlstrom (Cherry Grove)
 Christina Vipond (Hanover)
 Dan Prince (Selma)
 Marli Wendel (Slagle)

Members Absent: Donna Taylor, Treasurer (South Branch)
Ben Fleis (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 presented made by Beverly Monroe supported by Richard Harvey and passed via voice vote.

C. Matters pertaining to citizens, in the following order: None

D. Public Comment – Chair recognized one member of the public present.

E. Housekeeping Business

1. Consent Business

a. Approval of July 25, 2022, Meeting Minutes - Motion to approve Meeting Minutes as presented made by Marty Dahlstrom supported by Randy Brewer and passed via voice vote. See [\(Proposed Minutes\)](#)

2. Approval of Commission's expense report (pay the bills AUGUST 2022) - Motion to pay bills (\$3641.30) as presented made by Richard Harvey supported by Marli Wendel and passed via voice vote. See [\(Bills 1 of 2\)](#) & [\(Bills 2 of 2\)](#) & [\(Bills-Addendum\)](#)

3. **Treasurer's Budget Report – Donna Taylor – Absent – None presented**

4. **Planning & Zoning Report – Robert Hall** – See ([Staff Report](#)) – Mr. Hall presented the Staff report with the following excerpt:

Two quotes were procured before deciding to purchase / update our primary desktop computer in the WJPC office – the expense and details will be noted in the September report and billing statement. We expect to be back up to full capacity on Wednesday, August 24th.

Two quotes for new computer for office. Quote-1 Total \$1376.43 AND Quote-2 Total \$1089.00. See ([Comp Quote-1](#)) & ([Comp Quote-2](#)).

The purchase was made under Office Materials utilizing Quote-2

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. Master Plan - Future Land Use update from planner/staff – See excerpt below:

Master Plan

Planner Grobbel has reported that his GIS liaison has all but completed the edits for our FLU map. A final product should be out for review in time for our September 26th meeting.

2. WJPC Bylaws Discussion – Chair requested the WJPC review the bylaws pages 1-15 at the July meeting for this Meeting with any suggestions/proposed updates and discussion. Specifically:

Page 3 (see corrected typo in **RED**)

2. **Membership**

A. Members. Members of the Commission are appointed by the respective participating municipalities pursuant to the Wexford Joint Planning Commission Ordinance and Agreement of September, 2016, as amended.

1. First priority, each member shall represent and advocate what is best for the entire jurisdiction of the Commission as a whole, putting aside personal or special interests.
2. Second priority, each member shall represent their respective municipality.
3. Third priority, each member shall represent the important **interests** within

Page 4 (see change in **RED** and **strikethrough** below as moved by Dan Prince, seconded by Marli Wendel and passed)

- D. Training. Each member shall have attended at least **two** hours per year of training in planning and zoning ~~during the member's current term of office~~. As provided in the Wexford Joint Planning Commission Agreement and Ordinance, failure to meet the training requirements shall result in the member not being reappointed to the Commission. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, Networks Northwest (formerly Northwest Michigan Council of Governments), continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University.

Page 6 (see **addition in RED** as moved by Randy Brewer, seconded by Richard Harvey and passed)

2. If desired, no more than one member of the Commission may accompany the zoning administrator or staff on a site inspection.
3. **If a member performs an optional site visit, the observations shall be reported at the next meeting.**

Page 7 (see **addition in RED** as moved by Beverly Monroe, seconded by Randy Brewer and passed)

- B. Tenure. The Chair, Vice-Chair, **Treasurer** and Secretary shall take office upon election at the January meeting and shall hold office for a term of one year or until their successors are selected and assume office.

Page 7 (see **DELETION as strikethrough** of Deputy Secretary throughout document as moved by Marli Wendel, seconded by Richard Harvey and passed)

- 9. Appoint an Acting-Secretary in the event the Secretary ~~and Deputy Secretary~~ is absent from a Commission meeting.

Page 8 (see **DELETION as strikethrough** of Deputy Secretary throughout document as moved by Marli Wendel, seconded by Richard Harvey and passed)

- F. ~~Deputy Secretary's Duties. The Deputy Secretary shall:~~
 - 1. ~~Act in the capacity of Secretary, with all the powers and duties found in Section 4.E of these Rules, in the Secretary's absence; and~~
 - 2. ~~Perform such other duties as may be ordered by the Commission.~~

Page 9 (see revised verbiage in **RED and strikethrough** as moved by Randy Brewer, seconded by Richard Harvey and passed)

- 3. ~~Approve, or not,~~ **Present for approval**, payment of bills (the Treasurer may delegate this duty to Commission staff);

Page 9 (see **updated information** and revised wording in **RED** provided by Zoning Administrator as requested by Chairman from the 2019 update)

- 5. **Fiduciary, Office of Record, Attorney**
 - A. Office of Record: The Cherry Grove Township Hall, 4830 East M-55, Cadillac, Michigan 49601, shall be the office of record for the Commission.
 - B. Fiduciary: The Township of Cherry Grove shall be the fiduciary for the Commission.
 - C. Attorney: ~~The attorney for the Commission is Richard M. Wilson Jr., Gockerman Wilson Saylor & Hesslin PC, a Mika Meyers PCL law firm, 414 Water Street, Manistee, MI 49660, (231)723-8333, rwilson@mikameyers.com; and Sarah C. Alden, Mika Meyers PLC, 900 Monroe Avenue NW, Grand Rapids, MI 49503, (616)632-8037, salden@mikameyers.com.~~

As of the change on 3-20-2019

C. Professional Services. The Joint Commission shall, within budgetary appropriations and other funds available to it for such purposes, have the authority to retain the services of such planning, legal, and other professional consultants as it deems necessary.

Page 9 (see verbiage revision in **RED** as moved by Randy Brewer, seconded by Marli Wendel and passed)

- B. Annual meetings. ~~In February of~~ Each year the Commission shall hold an annual meeting **in accordance with the date set in the Ordinance & Agreement at**. The elected officials of each participating municipality shall be invited to the annual meeting. As much as practical, the annual meeting should be informal, include refreshments or a meal. At the annual meeting the order of business shall

Page 10 (see verbiage revision in RED as moved by Dan Price, seconded by Randy Brewer and passed)

(A) Call to Order, Pledge of Allegiance, Roll Call

Page 12 (see addition of verbiage in RED as moved by Randy Brewer, seconded by Dan Prince and passed)

2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit **to be determined by the Chair.**

8:28pm Motion by Randy Brewer, second by Richard Harvey and passed to extend current meeting until 9:00pm

Page 12 (see verbiage revision in RED as moved by Randy Brewer, seconded by Marli Wendel and passed)

- L. Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
(A) Call to Order, Pledge of Allegiance, Roll Call

Page 12-13 (motion by Beverly Monroe, second by Dan Prince and passed to change Bylaws **Order of Business. Agenda** to match the current Agenda format)

- A. Call to Order, Pledge of Allegiance and Roll Call
- B. Set / Amend / Approve the Agenda
- C. Matters pertaining to citizens, in the following order:
- D. Public Comment
- E. Housekeeping Business
 1. Consent Business
 - a. Approval of Minutes (including previous Commission meeting, Executive Committee, ad hoc committee, citizen committee, Annual Meeting)
 - b. Approval of Commission's Expense Report
 2. Treasurer's Budget Report
 3. Planning and Zoning Report – Robert Hall
- F. Unfinished Business and 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)
- G. New Business
- H. Public Comment
- I. Adjournment

G. New Business –

1. For next meeting pages 16 – 30 of Bylaws for discussion

H. Public Comment – None

- I. Adjournment –** Motion to adjourn by Richard Harvey, supported and adjourned at 8:49 pm.

Prepared by Heather A. O'Connor, Recording Secretary, for Secretary

Respectfully submitted: