



## Wexford Joint Planning Commission

c/o Cherry Grove Township

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## Approved Minutes

**Time, date:** 6:30 pm, Monday, May 22, 2017

**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

Dave Schroeder, Chair, called the meeting to order at 6:30 pm.  
The Pledge of Allegiance.

Roll Call: Members Present: Donna Taylor, Treasurer, Sharon Zakrajsek, Ron Bates, Richard Harvey, Beverly Monroe, Secretary, Thelma Paul, Paul Osborne, Vice chair, David Schroeder, Chair;

Members Absent: Marty Dahlstrom, Erica Szegda

Others present: Bob Hall, Planning/Zoning Administrator; Marli Wendel, Recording Secretary, Dave Williams replacing Gary Emery for Wexford Township, Terry Garbrecht and Dale Mohler from Greenwood Township.

### B. Matters pertaining to citizens present at the meeting, in the following order:

1. Advertised Public Hearings (none)
2. Persons requested by the Commission to attend the meeting. None
3. Other public participation for items on this agenda. None

### C. Housekeeping business

#### 1. Consent Business

a. Approval of April 24, 2017 minutes, Moved by Paul Osbourne and second by Bev Monroe, to accept minutes as written, Motion Passed.

b. Approval of Commissions expense report (pay the bills) Note on expense report, should be Bob Hall and "zoning administrator" to be consistent with payment to the attorney listed. Motion by Thelma Paul, second by Richard Harvey to pay the bills, Motion passed.

2. Treasurer's budget report – Donna Taylor presented the report. Questions from Donna about Bob Hall's lodging bill that was put on Cherry Groves's credit card. The amount is not right and Bob will check with them about the amount. Bob noted that we need some communication with Cherry Grove on when bills will be paid. Donna doesn't know exactly what had been paid or not. Questions on bills for May. Bob said more will be coming. Richard Harvey moved, second by Paul Osbourne to accept the treasurer's report, Motion passed.

### 3. Planning and Zoning Report – Robert Hall

Bob made notes on the discrepancy he found on Erica's motion in April's minutes of increasing his salary and Bob made change to Cherry Grove of not having an increase in salary.

Also, Cherry Grove is concerned about how busy the zoning office can become. Impact on their building and use by the commission. They will look at this during this year. Master Plan has to be approved and will be sent out before next meeting. Once a planner is hired and he/she can make suggestions once it is reviewed. We need to notify the intent to plan.

Treasurer will be sending out statements to the townships for the commission and deadline for payment.

Comment on staff: Purpose of joint commission comment when we are interviewing for a staff assistance. Communication between the townships and this commission have to talking to one another on any issues that the commission has to address. All need to be on the same page.

Any questions for Bob: Richard asked about treasurer report, the activity permit numbers and found that they are receipt numbers. Bills should have a certain dates for Bob for the bills and for the treasurer's report to be on the same date.

6. Review bylaws. Dave had bylaws but could not make red line changes and pdf and Bob will make changes to be voted on next meeting.

D. 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).

1. Report from each member of the Commission on the segment of the respective participating municipality they represent for the past month.

Thelma referred to a letter to make an agenda that has public participation at the beginning and the end. This commission has it at both the beginning at the end. Dave will make a note on his agenda and invite comments from public on comments from the agenda and the end of meeting will be general public comments. Discussion on time limits from the public.

Donna asked about special use permit for a large outdoor event. Depending on what the county has previously given them and can the township restrict the activities at the event.

Discussion on what other townships are doing with special use permits.

2. Review of first draft of amendments to the Wexford Joint Master Plan (a.k.a. Wexford County Comprehensive Plan) or postpone. Dave Williams, new, no comments.  
(on recorder) Bob commented

3. Discussion on starting of a draft of the Omnibus amendment to the Wexford Joint Zoning Ordinance or postpone. A draft is started and keep a running list and use it as a template. Dave commented that Master Plan is first then followed up with the Ordinance. Make notes from comments from the townships and things that we need to address from Master Plan and then into the Ordinance.

4. Discussion of simplified RFQ / RFP for planning services. Please read.  
Bob sent letter out to get a Planner. Beverly Monroe moved, second by Richard Harvey that we authorize Bob to send out letter, RFQ/RFP for a planner. Motion Passed.

E. New business (other business and communications)

1. Executive Committee recommendation regarding Planning and Zoning Administrator hours and potential increase in availability and compensation for the office of record.

The Executive committee reported on their meeting concerning more staff hours. How can Bob and his assistant get more hours for them to be in the field? The Executive committee met to address this issue. The assistant would be no more than 20 hours and under contract until Oct. 2017. Also, to get more hours for Bob to get out in the field. Motion by Donna, second by Ron that we hire Ben Townsend as a contractor at \$12/hr. and not to exceed 20 hours per week and to be reimbursed by IRS set for mileage. Also, to authorizing the Chair and Ben Townsend to sign the contract. Motion passed. Dave welcomed Ben.

Bob made a comment on a nice job the Executive committee did on this issue. Welcome to Ben!

F. Public participation for items not on this agenda.<sup>3</sup>

Terry Garbrecht from Greenfield township was concerned about getting paid for mandatory meeting back in January. Bev addressed it and on it is on Treasures's list of checks to be written.

G. Questions: Bob announced that we will have our first ZBA meeting on Wed. night for Selma Township. Sharon had no notice to the meeting and felt that as the representative from Selma, she should be notified. Notice is on website and then announced at Commission meetings when possible.

Richard asked about article on Planning and Zoning News. Bob commented on articles to be noticed by commission.

H. Adjournment: Moved by Paul Osbourne, second by Richard Harvey to adjourn meeting at

8:07 pm. Motion passed.

[May 17, 2017 (12:19pm); C:\Users\NMPlanning\Desktop\DeskTop DOCUMENTS\WP\Meetings-Planning  
\AGENDA 201700522.wpd]

<sup>3</sup>See footnote number 1. This public comment is to bring up items not on the agenda, and thus at the end of the meeting.