

Wexford Joint Planning Commission

c/o Cherry Grove Township
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 Cadillac, Michigan 49601

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Proposed Minutes

Time, date: 6:30 pm, Monday, June 26, 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

David Schroeder, Chair, called the meeting to order at 6:30 pm.

Members Present: Present: Ronald Bates; Marty Dahlstrom; David Williams; Richard Harvey; Beverly Monroe, Secretary; Paul Osborne, Vice Chair; Thelma Paul; David Schroeder, Erica Szegda, Deputy Secretary; Donna Taylor, Treasurer; and Sharon Zakrajsek.

Members Absent: none

Others present: Bob Hall, Planning/Zoning Administrator; Ben Townsend, Assistant Zoning Administrator; Marli Wendel, Recording Secretary; Mr. and Mrs. Draper from Greenwood Township.

The Pledge of Allegiance.

B. Matters pertaining to citizens present at the meeting, in the following order: None

C. Housekeeping business.

1. Consent Business.

- a. Approval of May 22 Minutes Moved by Richard and 2nd by Erica to approve the proposed minutes, Motion passed.
- b. Approval of Commission's expense report and payment of the bills that are attached as appendix "A" to the original of these minutes. Noted to have Bob put his on his own business letterhead.

Moved by Richard and 2nd by Sharon to approve bills as presented.
Motion passed.

2. Treasurer's budget report – Donna Taylor

Donna mentioned that month of May has \$3100 more revenue that was not submitted on report by Cherry Grove.

Noted a bill was payed twice for a one time annual bill.

Richard moved and second by Paul that we approve treasurer's report as presented. Motion passed.

Moved by Marty and 2nd by Sharon to adjust the budget to take bank fees and dues membership funds from the Consultant/Contract: Planning. Motion passed.

3. Planning and Zoning staff report – Mr. Robert Hall

Ben is working up to 12 hours per week.

Have a minor expense to upgrade computer with software for \$106

Cherry Grove clerk have asked to have approval to pay some bills that are routinely due by first of the month, i.e. Zoning Administrator and Assistant Zoning Administrator.

Need approval to add to this months of a \$150.50. Need approval to buy a chair while on sale. Need approval for payroll as well.

Medium site plan, in addition to original site plan has different language for site plan approval.

Estimate the Joint Board of Appeals would be \$700 to \$800.

Motion and moved by Erica and 2nd Ron to approve Cherry Grove to pay contract bills this month. Motion passed.

Moved by Thelma, 2nd by Erica to approve that Cherry Grove can order and pay office supplies, not exceed \$150 and Cadillac News and approval to buy a chair. Motion passed.

Bob noted what he has done in other communities for a site plan is to share some of the items from a site plan for educational purposes.

D. Unfinished business and reports.

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

Richard noted ZBA meeting payment is still overdue. Major event planning needs to be added to the zoning ordinance. Bob will get verbiage by next meeting. Discussion on updating ordinance.

Thelma reported that 2 elected officials, Clerk and Trustee resigned in Greenwood Township..

Reporting back to Township boards, go to website and some to go the meetings. Must get info for ZBA attendees to get them paid. Bob will get their mileage and get list to the treasurer.

2. Review of first draft of amendments to the WJ Master Plan.

3. Discussion on starting of draft of the Omnibus amendment to o the Wexford Joint Zoning Ordinance: postpone

4. Review edited bylaws

Review and discussion of bylaw review. Donna has addition and discussion to page 18 item 11 to increase the treasurer's premium because of the time spent. Moved by Erica and 2nd by Richard that we approve the bylaws as presented in this review. Motion passed.

Moved by Bev, 2nd by Sharon to add to bylaws that we increase the monthly reimbursement for the Treasurer to \$50 per diem and to pay for office supplies for the extra time treasurer puts in monthly, and to be effective July 1, 2017. Motion passed.

Richard moved and 2nd by Paul to raise commissioner's per diem to \$30 a meeting and effective July 1, 2017. Motion passed.

E. New business (other business and communications).

1. Review of RFQ/RFP received for planning services-Discuss Interview and Recommendation process

Interview process should be decided. Discussion and about how the process will work. Bev noted that everyone on the commission should meet the applicants. Deadline for applicants is July 11, 2017. Bob has a series of questions he has used in the past when dealing with planners. He will send these questions out to all.

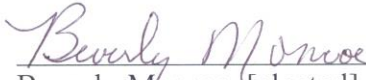
F. Public participation for items not on this agenda: None

G. Adjournment.

Moved by Richard and second by Paul to adjourn meeting at 7:53pm. Motion passed.

Prepared by Marli Wendel, recording secretary, for Secretary Beverly Monroe.

Respectfully submitted:



Beverly Monroe, [elected] Secretary