

Wexford Joint Planning Commission

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Approved Minutes

Time, date: 6:30 pm, Monday, Dec. 18, 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 and Pledge of Allegiance

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

The Pledge of Allegiance.

Members Present: Present: Ronald Bates; Marty Dahlstrom; Dave Williams; Richard Harvey; Beverly Monroe, Secretary; Paul Osborne, Vice Chair; Thelma Paul; David Schroeder, Chair; Donna Taylor, Treasurer;

Members Absent: Sharon Zakrajsek, Erica Szegda

Others present: Bob Hall, Planning/Zoning Administrator; Ben Townsend, Assistant Zoning Administrator; Marli Wendel, Recording Secretary

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

1. None

2. Persons requested by Commission to attend the meeting:

a. Grobbel Environmental & Planning Associated, Dr. Christopher Grovel Presentation and background of himself and company. Talked about master planning and need to have zoning you according to Michigan law a master plan that is a twenty year plan. Need a map of uses in your master plan, also values and goals and activities. Needs to be current and reviewed in five years to be updated. A challenge is that we have 11 different entities and suggestion would be to have a public forum and to see what the public thinks is important. Also, a survey should be done and suggestion would be website based. A master plan can come in a large document or another approach based on value and photos. This latter is the approach Bob and Chris would like to do that is more user friendly.

Asked for questions. Discussion. Bob asked for feedback from those who have read some master plans. What is the cost range of a master plan? Chris experience depending on parts and pieces it os over \$10,000 or more. More questions and

discussion. Want to have elected officials as well as general public to hear their issues and concerns. Concerns on how to get the word out on the public forums. The master plan is what is a wish list of what can be done, not necessarily all things will be done. Chris will need what the commission wants in the master plan to come up with an estimate of cost for the master plan and a timeline.

3. Other public participation for items on this agenda

C. Housekeeping business.

1. Consent Business.

- a. Approval of Nov. 27, 2017 Minutes: Any corrections or additions to the minutes. Marty moved and second by Richard to approve the minutes of the Nov. 27 minutes. Motion passed.
- b. Approval of Commission's expense report and payment of the bills. Donna asked about having the rent on the budget. Moved by Paul and 2nd by Beverly to approve the invoices for the month of Nov. and as presented. Motion passed.

2. Treasurer's budget report – Donna Taylor reported that she is not getting deposits from Bob. Need to have transmittal sheet with a deposit or no deposit from Bob then to Donna as well as township treasurer. Fund balance should be an extra line items in the budget. Moved by Marty and 2nd by Richard to approve the Treasurer's report. Motion Passed.

3. Planning and Zoning staff report – Bob had handout on budget and projections. Reiterated on getting with Township and public on the master plan and what they would want in it. We are members of the MI Planning Association and does not give us much during the year and do not pay our dues. The MI Township Association has better newsletter and get help from them and to pay their dues for their magazine and contacts. Motion by Beverly and 2nd by Richard to not renew Mi Assoc. of Planning and authorized the purchase to Planning and Zoning News Magazine for the next year. Motion Passed.
Bob had in his report about the audit about when the money is coming in and make the entries.

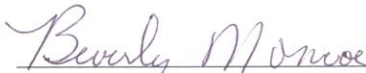
D. Unfinished business and reports.

1. Report from each member of the Commission on the segment of the respective participating municipality they represent for the past month.
Donna asked question about getting building permit and zoning permits from the county or does it have to come to us.
2. Review of first draft of amendments to the WJ Master Plan.(a.k.a. Wexford County Comprehensive Plan) (postponed until such tie as a planner of record is retained)

3. Discussion on starting of draft of the Omnibus amendment to o the Wexford Joint Zoning Ordinance or postpone. (postponed until such time as a planner of record is retained)
 4. Discussion regarding proposed 2017-2108 and 2018-2019 fiscal budget for the Planning Commission: Update from Planning and Zoning Administrator and Treasurer
 - a. Amend the 2107-2018 budget to balance: Donna passed out budget and pointed out the line item adjustments on second page and print out from Bob. Discussion on moving \$37,425 on different line items from transfers that balanced out. All monies were in budget, it just shifted line items. Dates were adjusted on resolution for 2017-2018 budget. The adjustment is having the spreadsheet Motion by Marty and 2nd by Paul to adopt the resolution amending the 2017-2018 budget and attach the budget Adjustment Recommendations sheet. Motion Passed.
 - b. Present proposed 2018-2019 budget: Bob reported that he and Donna worked on proposed budget and combined some line items based on last year of operations. Considering the Master Plan the budget does reflect the fees and made it more realistic. Line item to increase Bob's salary that should have been done last June and waited until 2018-2019 budget. Questions and discussion.
- E. New business (other business and communications).
1. Adoption of Fixed Asset Capitalization Policy: Bob said this is recommendation of auditors and handed out copies. Question and concerns. Marty moved and 2nd by Ron to accept the Fixed Asset Capitalization Policy as distributed. Motion Passed.
 2. Adoption of Investment Policy Resolution: We are Wexford Township and responsible for this money. No investments. This is to be in compliance with the township. Motion by Paul and 2nd by Thelma to we adopt the Investment Policy Resolution as stated. Motion Passed.
- F. Public participation for items not on this agenda: Michael Mix that in 2011 that Wexford County passed that auxiliary buildings can be allowed on vacant properties.
- G. Adjournment. Motion to adjourn by Paul by Thelma at 8:27 pm. Motion Passed

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

Respectfully submitted:



Beverly Monroe, [elected] Secretary