

**MONTCALM COUNTY  
PLANNING COMMISSION  
MINUTES**

Tuesday, January 06, 2004, 7:00 p.m.  
Jack Van Harn Commissioners Room  
Administrative Building, Third Floor

Members Present:                    John Johansen  
   Franz Mogdis  
   Bruce Noll  
   Phil Lund  
   Lonnie Smith  
   David Raney  
   Don Smucker

Members Absent:                    None

Participating Members Present:    Ed Sell  
   Jerry McCoy  
   Don Lehman  
   Andrea Krause

Others Present:                    None

The meeting was called to order by Commissioner Johansen at 7:05 p.m.

The planning commission conducted its election of officers. A Chairman, Vice-Chairman, and Secretary are required to be elected.

John Johansen thanked the non-voting members for being in attendance.

John Johansen requested nominations for the position of Chairman.

Bruce Noll nominated Franz Mogdis as the Chairman of the Planning Commission.

Phil Lund supported the nomination of Franz Mogdis as Chairman.

Motion by Smucker, second by Noll to close the nominations for Chairman and cast a unanimous ballot for Franz Mogdis as Chairman of the Planning Commission. Motion Carried.

John Johansen asked for nominations for Vice-Chairman.

Lonnie Smith nominated Don Smucker for the position of Vice-Chairman. Bruce Noll supported the nomination of Don Smucker as Vice-Chairman.

Motion by Lund, second by Noll to close the nominations for Vice-Chairman and cast a unanimous ballot for Don Smucker as Vice-Chairman of the Planning Commission. Motion Carried.

John Johansen requested nominations for Secretary.

Phil Lund nominated John Johansen as Secretary.

John Johansen asked that someone else volunteer for the position of Secretary. A recording secretary will be discussed later in the meeting.

Phil Lund withdrew his nomination.

Franz Mogdis nominated Phil Lund for Secretary.

Bruce Noll supported the nomination of Phil Lund as Secretary.

Motion by Noll, second by Mogdis to close nominations for Secretary and cast a unanimous ballot for Phil Lund as Secretary of the Planning Commission. Motion Carried.

John Johansen turned the meeting over to Franz Mogdis as Chairman of the Planning Commission.

The Commission conducted the Pledge of Allegiance.

Under public comment, John Johansen suggested doing a roll call of the participating/non-voting members that are present at each meeting. Those members present or absent will be included in the minutes.

Public comment was requested.

Jerry McCoy, EMS Director, stated that he is very happy that Montcalm County is moving forward with this process.

Andrea Krause, Prosecuting Attorney, asked what role the commission thought that the Prosecutor might serve for the planning commission.

Franz Mogdis also explained that he is happy that a planning commission has been put in place. He explained that the planning is more than just land use. He explained that it was important to include citizens from various function, including human services, law enforcement, etc to provide a broad base of information for the planning commission to use.

He explained that the ex-officio members do not need to be at each meeting. They are available to provide information to the commission on the issues that it will face from their point of view.

John Johansen explained that the Board of Commissioners Economic Development and Physical Resources Committee researched the issue of creating a planning commission. He and Franz Mogdis used a template and other information from MSU Extension to create the planning commission ordinance and rules of procedure. The information from MSU and other information stressed the importance of getting points of view from a wide range of citizens.

The agenda was discussed.

John Johansen asked that an Other be added under New Business. John had five items to be covered under Other.

Motion by Noll, second by Smith to approve the agenda as amended with the addition of Other under New Business. Motion Carried.

The committee moved to New Business.

The committee began a review of the Planning Ordinance.

Franz Mogdis explained the creation of the Planning Commission Ordinance.

He explained the ordinance was created with concern for functional areas, geographic distribution, and staggering of expiration of terms.

Franz Mogdis referred the commission members to the section of the ordinance titled powers and duties.

The planning commission is primarily responsible for creating a master land use plan for the county.

Franz explained the importance of keeping the other local units of government educated.

A planning commission did exist in 1971 and a master plan was developed. The master plan was not approved by the Board of Commissioners. Many of the issues predicted in the plan did occur.

Franz Mogdis noted that the planning commission ordinance is not intended to be a zoning ordinance.

The ordinance was adopted by the Board of Commissioners unanimously.

The commission reviewed the rules of procedure for the planning commission.

Franz Mogdis noted that the rules of procedure identify the participating, but non-voting members.

The planning commission must meet a minimum of four times a year.

David Raney asked if the Board of Commissioners has a timetable in mind for completion of the master land use plan.

John Johansen explained that there is not a specific timetable set by the Board of Commissioners.

Bruce Noll thought that the planning commission should set some type of timetable.

Franz Mogdis agreed and thought that one of the goals of the next meeting would be to create a workplan for 2004 and possibly beyond.

The commission discussed who will serve as the recording secretary for the planning commission.

Franz Mogdis explained that a possible volunteer for recording secretary would be Lisa Lund.

Franz Mogdis explained that a recording secretary is required to be a county employee according to the rules of procedure.

Phil Lund explained that he is not related to Lisa Lund.

The committee discussed what changes would need to be made to the rules of procedure to allow a recording secretary to be a non-county employee.

Motion by Lund, second by Johansen to recommend to the Board of Commissioners that section 8A of the rules of procedure be amended to read that "The Chairman; the Secretary, if the Secretary also serves as the recording secretary; and the recording secretary of the Commission will receive per diem at double the established rate of per diem." Motion Carried.

Motion by Raney, second by Lund to recommend to the Board of Commissioners that section 3A of the rules of procedure be changed to read that "The commission may designate an individual of its choosing to serve as recording secretary." Motion Carried.

The commission discussed establishing a meeting schedule.

The commission discussed which day of the week is best for the schedules of the commission members.

The normal schedule will be monthly meetings on the second Monday of each month beginning at 7:00 p.m.

Eventually the schedule will change to bi-monthly meetings.

Future meetings will be held in the Administrative Building Conference Room.

Franz Mogdis explained that the conference room could serve as a location to store and review information, including maps.

Dave Bee entered at 7:55 p.m.

The next steps for the planning commission were discussed.

Franz Mogdis would like to get examples of other county's plans out to members before the next meeting.

John Johansen explained that the West Michigan Regional Planning Commission (WMRPC) completed a master land use plan for Osceola County.

Dave Bee has given a proposal to John Johansen for consulting services related to creating a master land use plan.

John asked Dave Bee to update it for the planning commission.

Franz Mogdis explained that the planning commission does not have a substantial budget to work with and it will have to work with county resources already available to help create the land use plan.

Commission members will be provided with information from other counties prior to the February meeting.

John Johansen asked if Franz and the other officers could complete an outline prior to the next meeting.

Phil Lund asked if the information would include a report of what is in existence today.

Franz Mogdis explained that information would be a part of the initial documentation provided.

Ed Sell will volunteer to send letters to all local units of governments requesting copies of zoning ordinances, master plans, and recreation plans.

Don Smucker explained that some communication needs to go to local units of government when the official master land use planning process starts.

The notice of intent to start the planning process will be send out with the request for documents from the local units of government.

Don Smucker also felt that the planning commission information, agendas, and minutes should be placed on the Montcalm County Community Center ([www.montcalm.org](http://www.montcalm.org)).

The communications regarding the planning process getting started was discussed.

John Johansen asked if the east wall in the Admin Building Conference Room could be used for maps.

The e-mail addresses for the commission members were collected.

Ed Sell explained the forms to be used to collect per diem and mileage.

John Johansen explained a citizen planner program being offered through MSU Extension for Mecosta and Montcalm Counties.

John Johansen asked Don Lehman to comment on the program.

Don Lehman explained that the program gives basic training for planning commissioners.

The cost of the program is \$245.00 for all of the sessions. The cost is reduced to \$175 if four or more people attend from the same organization.

The planning commission has a budget that could fund the training for the members.

Motion by Raney, second by Noll to recommend that the Board of Commissioners approve the planning commission members to attend the citizen planner program with the cost to come from the funds budgeted for the planning commission. Motion Carried.

The planning commission intends to allow up to four (4) members to attend.

Ed Sell will communicate with commission members regarding the Board of Commissioner's action.

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

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Franz Mogdis, Chairman