

**MONTCALM COUNTY PLANNING COMMISSION
M I N U T E S**

Monday, February 21, 2005, 7:00 p.m.
Third Floor Conference Room
Administrative Building

Members Present:	Franz Mogdis Lonnie Smith John Johansen Bruce Noll Don Smucker
Members Absent:	Phil Lund Pete Haines David Raney
Participating Members Present:	Don Lehman, Montcalm Michigan State University Extension
Others Present:	Lisa Lund, Recording Secretary Glen Kebler, Montcalm Conservation District

Call to Order

Chairman Mogdis called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Chairman Mogdis led the group in the Pledge.

Roll Call

Lisa Lund took roll call and announced a quorum present.

Public Comment

Chairman Mogdis opened the floor for public comment. There was none.

Approval of Minutes

The minutes of the January 17, 2005 meeting were reviewed. John Johansen asked Lisa Lund a question about labeling attachments referenced in the minutes. He suggested Lisa send the final minutes with all the attachments to the Board of Commissioners. Motioned by Don Smucker to approve the minutes as presented. Seconded by Bruce Noll. Motion carried.

Approval of the Agenda

The agenda was reviewed. Don Smucker asked that Adobe Acrobat be added to the agenda. Motioned by John Johansen to approve the agenda as amended. Seconded by Bruce Noll. Motion carried.

Old Business and Reports

Land Use Planning Process

Franz Mogdis stated that Mark Wyckoff was ill and could not attend tonight's meeting. The March meeting may be fairly long to discuss the final survey results and review the draft fact book. A draft will be sent to members in time for discussion at the March meeting. The group needs also schedule the other two town meetings.

Franz Mogdis distributed copies of an e-mail correspondence (*Attachment A*) from John Warbach, a representative from Planning and Zoning Center Inc. The e-mail correspondence also referenced other related document attachments which were distributed to the members.

Franz distributed the "Table of Montcalm County Survey of Local Leaders – Analysis of Statements" (*Attachment B*) for member information.

Community Visioning Meetings

Plans for the community visioning meetings were tentatively made as follows:

Monday, April 11- Pete Haines will be asked to make the contact at Tri- County Schools in the Howard City area to arrange for appropriate accommodations.

Monday, April 25- Pete Haines will be asked to set up the Greenville meeting with the suggestion of the Greenville Public Schools administration building's community room. Franz will contact Pete regarding planning forums on April 11 and 25.

Thursday, April 28- Don Smucker is taking the lead in planning this session. It is tentatively planned for Montcalm Community College in Sidney. Don Smucker will follow up with the college to reserve a room at the Doser Building that will accommodate.

Planning Commission members are encouraged to attend to facilitate small group activities.

Don Smucker will also contact Mark Wyckoff about ensuring all the dates mentioned are available to him.

Local Leaders Survey

A follow-up contact or survey mailing was made with everyone who did not submit a survey after the first request. Franz Mogdis distributed "Mailing List Local Leaders Survey Montcalm County" (*Attachment C*) which was a list indicating who had and had not returned the survey. Franz distributed "Initial Results of Survey" (*Attachment D*). Materials will be discussed in detail by consultant Mark Wyckoff at the next meeting.

Townships, villages and cities were under-represented in the response. Don Smucker drafted a question and answer sheet that was reviewed with the group as a possible communication strategy. Members reviewed the information and made necessary revisions. Members felt an outreach should be done to the populations under-represented in the survey. One strategy may be

for Planning Commission representatives to speak at local government meetings, and another strategy will be to strongly encourage them to attend the community visioning sessions.

In follow up to a previous meeting discussion, John Johansen stated that the Montcalm County Board of Commissioner's Economic Development and Fiscal Resource Committee has Geographic Information System mapping as a project for this year. Don Lehman suggested a Michigan State University agent located in Hillsdale as an experienced resource.

New Business

Adobe Acrobat

The Montcalm Community Information System webpage has an e-mail link on it now that will get messages to Melissa Hetherington and then forward them. Rod Middleton has to update the links on the web page that were previously discussed.

Don Smucker asked if the Planning Commission needs to avail itself to an Adobe Acrobat program to produce PDF files instead of going through Melissa Hetherington as she may be burdened with work in the Controller's absence. Don S. stated the cost of the Adobe Acrobat program would be about \$400 and he asked for input on the idea. John Johansen asked where it might be installed and Don S. suggested perhaps a private computer. There was concern about installation on a personal computer.

Franz Mogdis asked what the licensing agreement is with the county system and felt there may be some opportunities to access the program that way. Franz suggested that there should be a way for Don S. to access Adobe Acrobat. John Johansen said if we cannot access the program through an existing network, perhaps a computer at Michigan State University Extension may be available to install it on.

Franz Mogdis said the discussion prompted him to think that we need to ask Planning and Zoning Center Inc. if they will give us the final information in PDF format.

John Johansen asked Don Lehman to do research and find out if the Adobe Acrobat program on Melissa's computer is restricted only to her computer or if there is a license for other county affiliated computers. John further suggested that options may include the laptop used for recording Planning Commission meeting minutes may be available for use or as mentioned previously, a computer through Montcalm Michigan State University Extension.

Don Lehman stated that the applications for the Better Designs course are being requested from those Planning Commission members interested in attending. Don Lehman will submit an invoice through Melissa Hetherington at the Controller's office to access payment for the training cost.

Don Lehman also believed we would have the township build-out analysis by mid-April available in CD format.

The next meeting is scheduled for Monday, March 21 at 7:00 p.m.

Motioned by John Johansen to adjourn. Seconded by Lonnie Smith. Motion carried.

Meeting adjourned at 7:49 p.m.

Respectfully submitted,

Lisa Lund, Recording Secretary