

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

Monday, July 12, 2004, 7:00 p.m.  
Third Floor Conference Room  
Administrative Building

Members Present:	David Raney Phil Lund Franz Mogdis John Johansen Bruce Noll Lonnie Smith Don Smucker
Members Absent:	None
Participating Members Present:	Don Lehman Don Cooper
Others Present:	Lisa Lund, Recording Secretary

**Call to Order**

Chairman Mogdis called the meeting to order at 7:00 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 but there was no public comment.

**Approval of Minutes**

The minutes of the June 14, 2004 meeting were reviewed. Motioned by John Johansen to approve the minutes, seconded by Bruce Noll. Motion carried.

**Approval of the Agenda**

The agenda was reviewed. Franz Mogdis asked to add the Michigan State University Extension grant to old business. Motioned by Bruce Noll to accept agenda with the amendment. Seconded by John Johansen. Motion carried.

**Reports**

Newaygo Comprehensive Master Plan Steering Committee

David Raney has been in touch with Deb Berger, the contact for the Newaygo Comprehensive Master Plan Steering Committee. David stated that Deb informed him that a key resignation from the steering committee has stalled the formation process and that an initial meeting date should be scheduled by August.

## Coalition of Greater Greenville

No report as a Coalition of Greater Greenville meeting has not been held since our June Planning Commission meeting.

## **Old Business and Reports**

### Planning and Zoning Inc. Draft Contract

Per the direction of the June meeting, Franz Mogdis had discussions with Planning and Zoning Center Inc. (hereafter referred to as PZC) regarding revisions to their proposal. Franz received a copy of a revised proposal including costs and a draft contract agreement from PZC; copies were distributed to Planning Commission members at the meeting. Franz also supplied a copy of the documents to Ed Sell for his verbal and written comments.

Franz walked through the changes PZC made to its original project proposal as well as a draft contract agreement, including Ed Sell's comments.

### *Project Proposal Changes*

- Page one, fourth sentence from bottom: The number of meetings that PZC would attend or conduct in Montcalm County needs to be changed from the stated "11" to "13" (the accurate number of "13" is reflected on the proposal's page 10). The increase includes two new meetings with the Montcalm Township Association. Page one, second paragraph: Ed Sell questioned whether or not maps would in fact be provided as stated and Franz responded to the group that yes, maps would be provided.
- Page two, fourth sentence: There was consensus within the Planning Commission to strike the language to include a zoning plan, as there was no need for that type of plan within this scope of this project.

Don Cooper entered the meeting at 7:06 p.m.

- Page two, bullet one (continued through page three): PZC wasn't aware that the Montcalm Alliance had already conducted an attitudinal survey in 2000 and that the Land Use Coalition had conducted a land use attitudinal survey in 2003. They will add the results of that survey to their analysis. PZC noted in the proposal that if the Planning Commission receives the Michigan State University build-out project grant, they will work with the students involved in the project.
- Page four, bullet 4.1: PZC added that they will attend Montcalm County Township Association to discuss issues of concern.
- Page five: Bullet five- Ed Sell commented that they should meet with the Montcalm County Board of Commissioners for final adoption of the plan. Bullet 8.1- PZC added this as new bullet. Bullet nine- PZC dropped "a zoning chapter (if desired)."
- Page six, bullet fourteen- Ed Sell would like to see 50 copies of the report (instead of the noted 20 copies). Ed would also like to see maps placed on the countywide information

system. Phil Lund stated that they should delineate the version of Arcview software program that will be used. Franz Mogdis said that Ed Sell also recommended that PZC coordinate mapping with other county departments developing maps, specifically the equalization department.

- Page ten, “Meetings” section: This now reads that the PZC work program will contain 13 meetings (it was 11 meetings in previous proposal) which are due to the addition of the two Montcalm Township Association meetings. PZC also added that meetings will be doubled up in order to save costs.
- Page seventeen: Franz Mogdis stated the new proposal cost table shows that the project cost was reduced \$92,000 to \$79,995 and that changes in scope were additive. David Raney asked where the savings came from and Franz responded that it is from the information that is already available that does not require them to do additional data collection upfront, and this is reflected in proposal work plan. Franz said they have also indicated a willingness to spread cost over three years: \$32,000 in Fiscal Year 2005; \$41,000 in Fiscal Year 2006; and \$7000 in Fiscal Year 2007.

*Draft Agreement:*

- Page one, bullet two: Ed Sell commented that the contract needs to reflect the new proposed cost of \$79,995. Ed Sell further asked that the contract be revised to ensure a 15% hold back each year right from the project’s beginning and held until the completion of the work. This amount would be approximately \$12,000. Franz Modgis stated the first billing would not occur until Montcalm County Fiscal Year 2005.
- Page two, bullet three and six: Ed Sell would like to see a cap or a max amount on expenses and reimbursables. Phil Lund inquired if there was a cap for the whole proposal, and Franz responded by saying the contract states that the work program tasks will be completed for \$79,995. This includes expenses and reimbursables. Don Cooper asked what is defined as reimbursable. Franz Mogdis clarified that starting on Page 13 of the proposal, non-personnel expenses are reimburseables. John Johansen suggested that we would want to cap it at their estimate. Phil asked how firm the Land Information Access Association (LIAA) mapping costs are. Franz responded by saying the \$15,000 is to cover deliverables stated on Page 9 and added that since PZC is subcontracting with them to produce maps listed on Page 9, costs would be their responsibility. Phil recommended to again coordinate with others doing maps in Montcalm County for a common base map format. John Johansen asked how we can do that and Phil responded by saying we need to ask the Board of Commissioners to coordinate mapping projects that receive county funding. Don Cooper said his work involves property mapping and has seen duplication; he was disappointed in mapping promises from LIAA and what they got. Don Cooper went on to discuss what he knows the local 9-1-1 initiative is currently doing. Phil suggested that a meeting occur with everyone currently doing base mapping in the county and suggested that a resource from Grand Rapids may be willing to consult at no charge. Franz stated that maps noted would not necessarily all be new maps but could in fact be already existing maps. Franz said the project kickoff should include this meeting with county map projects or at least that it should be initiated as soon as possible; there may be cost savings or reduction in duplication of effort in looking into this upfront. Franz stated that the base map is the most essential part and that maps listed as

deliverables in the contract are consistent for our use and need. David Raney asked how much leverage we would have if LIAA is the subcontractor and Franz responded that PZC will provide a base map and every other map developed will be an overlay. Phil further explained that a base map contains the parcel fabric and addressing scheme and that many different departments could use it if the base map is done well, potentially within two feet. Don Cooper suggested perhaps inviting Carol Swainston (Central Dispatch) to the August Planning Commission meeting to discuss their mapping efforts. Franz stated that we need to stay true to land use planning and master plan rather than focusing on Geographic Information System (GIS) applications and that a mapping meeting involving county departments should be timed after we know we are moving forward with a contract so we have leverage. Regarding the maps listed on page 9 of the proposal, Don Smucker asked if we would need to have another map which addresses cultural and natural features and if this information could be integrated into the proposed maps. Franz stated this information would be added to an existing map or a new map with this information would be added.

- Page 2, bullet 11- Franz Mogdis stated that the contract would be changed from “County Ingham” to “County of Montcalm.”

Franz Mogdis suggested the course of action would be a resolution directing that we finalize a proposal along with a contract and cost to submit to the Board of Commissioners for their approval. David Raney asked who had the authority to enter into contract and Franz responded it is the Montcalm County Board of Commissioners, following a recommendation from the Planning Commission. David further asked what John Johansen’s sense was as far as acceptance of idea by the Commissioners. John explained that Franz will need to appear in August at the Commissioner’s finance committee hearing and then get on agenda to present to the Board of Commissioners. John said he could not speak to the Commissioners’ potential response. Phil Lund asked if there was a problem for the Board of Commissioners to enter into multi year contract and John said they would prefer a multi-year contract.

Motioned by Don Smucker to finalize a draft agreement with the modifications as discussed tonight for submission to the Montcalm County Board of Commissioners, with the Planning Commission Chairperson authorized to represent the Planning Commission in discussions. Seconded by Bruce Noll. David Raney asked if negotiations would still continue with PZC and Franz Mogdis responded that it would and that a further revised document would go to Commissioner’s finance committee but not back to Planning Commission. Motion carried.

#### Update on Michigan State University Grant

Don Lehman distributed a handout to the group which captured some of the details for the build-out model proposal discussed at previous meetings.

Don Lehman stated he met with Dr. Machemer from Michigan State University to discuss the proposed grant project. Dr. Machemer discussed assigning two teams for each township resulting in 3-5 townships having build-out models completed; Dr. Machemer specifically noted interested in townships that are in different levels of development. Data products may include Powerpoint, posters, models, and/or webpage. Dr. Machemer would like to coordinate MSU’s activities with the plan development process that PZC will be doing if they are retained and further noted that PZC is considered the best in the state in land use planning. The grant has a maximum of \$10,000 that could be applied for. The funds listed under “Services” would go back to the school

and there would not be salaries unless the Planning Commission decided to use Dr. Macheimer next summer for additional analysis. The grant is due July 23 with a rough draft already nearly prepared.

Don Lehman asked if there was a cash or in-kind contribution the Planning Commission would be willing to make which may increase chances of approval. Some sources of match Don Lehman suggested included his time, Dr. Macheimer's time, cash from Board of Commissioners, or cash from the Planning Commission budget. Bruce Noll asked Don Lehman how much of a county contribution he was talking about but Don Lehman could not state a specific amount. John Johansen suggested that in our Planning Commission budget we have about \$500 available. John asked if we need formal approval to release money from our budget as there was concern about the timeframe but no conclusive answer was reached. As an alternative, Franz Mogdis said the Montcalm Alliance could make a cash contribution of up to \$1,000 as well as an in-kind contribution. Don Lehman will further develop the proposal with assistance from Franz and approach the Montcalm Alliance first as a source of match.

Don Lehman stated that there is the possibility that those selecting the winning grant proposals may award the grant at an amount that is less than what we request.

Motioned by Bruce Noll that the Planning Commission requests Michigan State University Extension Montcalm to submit a land use policy grant application to Michigan State University in an amount not to exceed \$10,000 for the purpose of conducting a build-out analysis of three to five townships in Montcalm County. Seconded by Lonnie Smith. Motion carried.

### **New Business**

There was no new business.

The next meeting is scheduled for Monday, August 9, 2004, at 7:00 p.m.

Motioned by David Raney to adjourn, seconded by Lonnie Smith. Motion carried.

Meeting adjourned at 8:06 p.m.

Respectfully submitted,

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Lisa Lund, Recording Secretary