

**JOINT MEETING
OF THE
FREMONT AREA JOINT PLANNING COMMITTEE
AND THE
FREMONT COMMUNITY JOINT PLANNING COMMISSION
MEETING MINUTES**

**Monday, November 27, 2006
5:00 – 6:30 PM
Fremont City Hall**

Members Present:	Dayton Township:	Kent Folkema
	Dayton Township:	Shirley Hooker
	Dayton Township:	Barbara Popp
	Dayton Township:	Chuck Whitman
	Dayton Township:	Chuck Witteveen, (Arrived at 5:40 PM)
	Dayton/Sheridan Townships:	Peter Lance
	Sheridan Charter Township:	Dave Lue
	Sheridan Charter Township:	Don Potter
	Sheridan Charter Township:	Jack Taylor (Acting Chair)
	Sheridan Charter Township:	Tom Karnemaat
	Sheridan Charter Township:	Jeff Wharton
	City of Fremont	Sherri Anderson-Patterson
	City of Fremont:	Jim Breinling
	City of Fremont:	Peg May
	City of Fremont	Don Henry
	City of Fremont:	James Rynberg
	City of Fremont	Lon Vredeveld
	City of Fremont:	Michele Ribant
Members Absent:	Dayton Township:	Vern Staley, Planning Commissioner
Alternates Present:	Sheridan Charter Township:	Sandy Vandenberg, Planning Commissioner
Alternates Absent:	Sheridan Charter Township:	Jennifer Christensen, Board Member
Others Present:	City of Fremont:	Chris Yonker, City Manager

Call to Order & Welcome

The Committee was called to order at 5:00 PM by Acting Chair, Jack Taylor.

Review & Approval of Minutes

A motion was made by Shirley Hooker, seconded by Don Potter and carried to approve the minutes from the September 25, 2006 Fremont Area Joint Planning Committee meeting.

Welcome and Introduction of New Fremont Community Joint Planning Commission Members

Shirley Hooker, Dayton Township Supervisor, announced the members from Dayton Township on the new Fremont Community Joint Planning Commission as follows:

- Kent Folkema
- Shirley Hooker
- Barbara Popp
- Chuck Witteveen

Dave Lue, Sheridan Charter Supervisor, announced the members from Sheridan Charter Township on the new Fremont Community Joint Planning Commission as follows:

- Don Potter
- Jack Taylor (Acting Chair)
- Tom Karnemaat
- Jeff Wharton

Jim Rynberg, Mayor of Fremont, announced the members from the City of Fremont on the new Fremont Community Joint Planning Commission as follows:

- Sherri Anderson-Patterson
- Jim Breinling
- Peg May
- Don Henry
- Lon Vredevelde

Brief Overview of the Joint Planning Efforts in Fremont

Acting Chair, Jack Taylor, gave the history of the planning efforts within the Fremont Community in years' past. He then explained that the Land Information Access Association facilitated the process over the last year that led to the creation of a Joint Planning Agreement which established the Fremont Community Joint Planning Commission.

Discussion on Operating Procedures

Jack Taylor reviewed not only the Operating Procedures as outlined in the Joint Planning Agreement but he took time to review the entire Agreement for the benefit of the new members. He indicated that it was the hope of the Commission that Sherman Township and Garfield Township in the future will choose to join the Joint Planning Commission.

There was specific discussion on the time, dates and locations of the Fremont Community Joint Planning Commission meetings, which lead to the following motions:

A motion was made by Chuck Whitman, seconded by Jeff Wharton and carried to establish the 2007 meeting dates for the Fremont Community Joint Planning Commission on the 4th Monday of the month with the exception of December 2007, in which case the December meeting will be held on December 10, 2007.

Another motion was made by Shirley Hooker, seconded by Jim Breinling and carried to start the Fremont Community Joint Planning Commission meetings in 2007 at 5:00 PM.

Another motion was made by Chuck Whitman, seconded by Sherri Anderson – Patterson and carried to rotate the meetings amongst the three participating governmental units who are party to the Fremont Community Joint Planning Commission as follows:

- January 2007 – April 2007: Meetings held at the Fremont City Hall
- May 2007 – August 2007: Meetings held at the Sheridan Township Hall
- September 2007 – December 2007: Meetings held at the Dayton Township Hall

At the end of the meeting, Chris Yonker brought up the point that the 4th Monday in May of 2007 is Memorial Day, therefore, having a Joint Planning Meeting on that date would not work. A motion was then made by Shirley Hooker, seconded by Don Potter and carried to adjust the 2007 meeting schedule to indicate that the May meeting would be on Monday, May 14, 2007.

It was brought up that at the first meeting in January of 2007, the selection of chair, vice chair, treasurer and secretary is to take place and that before that meeting, the Commission members should give some thought as to who should serve in these positions. The point was made that each appointee is to represent a different participating municipality. It was the consensus of the new commission that the treasurer and secretary positions would be considered as one position, the treasurer/secretary.

Discussion on Fremont Community Planning Commission Budget

The Commission was provided with the sample budget developed by the Land Information Access Association. It was decided that a Budget Subcommittee should convene before the next meeting to finalize a 2007 budget for the Fremont Community Joint Planning Commission. The following members were suggested to serve on the Budget Subcommittee:

- Jack Taylor
- Dave Lue
- Shirley Hooker
- Jim Breinling
- Chuck Whitman
- Chris Yonker
- Michele Ribant

Peter Lance said that the proposed budget calls for a recording secretary, who is different than the official secretary. After some discussion, it was the consensus of the Commission to hire someone to fill this position. It was also suggested that a “motion form” be developed so that when a Commission member makes a motion, that person would have to write it out and provide it to the recording secretary.

Update on Smart Growth Readiness Assessment Tool – Pilot Program

Michele Ribant explained that members of the Fremont Area Joint Planning Committee were invited to take part in a pilot program administered by Mark Wyckoff, Director of the Planning & Zoning Center at MSU. She explained the Program is designed to assess a community’s progress in implementing the ten Smart Growth tenets. She invited all members to attend the meeting on Thursday, November 30, 2006 at 5:00 p.m. at the Fremont City Hall. She said Mr. Wyckoff will present the results of the Fremont Community’s Smart Growth Assessment. She indicated that members who attend the meeting could apply the hours towards their education requirements.

Review Request for Services (RFS) – Update of the Joint Comprehensive Development and Growth Management Plan

Chuck Witteveen commented that reference to “Garfield Township” in the Request for Services document should be changed to “Sherman Township”. Michele Ribant indicated that she would like to have the opportunity to refine the RFS before it is sent to the Land Information Access Association to include any pertinent information gleaned from the results of the Smart Growth Readiness Assessment exercise.

Presentation by Mayor Rynberg

Mayor Rynberg on behalf of the entire Fremont Area Joint Planning Committee thanked Chuck Witteveen for his years of dedicated service as the chair of the Committee. He presented Mr. Witteveen with a resolution from the Fremont City Council that showed the City's appreciation for his service.

Next Meeting Date

Monday, January 22, 2007
City of Fremont, City Council Chambers @ City Hall
101 E. Main Street
5:00 – 6:30 PM

Adjournment

There being no further business, the meeting adjourned at 6:29 PM.