

**FREMONT COMMUNITY JOINT PLANNING COMMISSION  
MEETING MINUTES**

**Monday, January 22, 2007  
5:00 – 6:30 PM  
Fremont City Hall  
City Council Chambers**

**Members Present:** Dayton Township: Kent Folkema  
Dayton Township: Shirley Hooker  
Dayton Township: Barbara Popp  
Dayton Township: Chuck Whitman  
Sheridan Charter Township: Tom Karnemaat  
Sheridan Charter Township: Don Potter  
Sheridan Charter Township: Jack Taylor  
Sheridan Charter Township: Jeff Wharton  
City of Fremont: Sherri Anderson-Patterson  
City of Fremont: Jim Breinling  
City of Fremont: Don Henry  
City of Fremont: Lon Vredeveld

**Members Absent:** City of Fremont: Peg May

**Others Present:** Sheridan Charter Township: Dave Lue  
Dayton/Sheridan Townships: Peter Lance  
City of Fremont: Chris Yonker  
City of Fremont: Michele Ribant

**Guests:** Land Information Access  
Association: Joe VanderMeulen

**Call to Order**

The Commission was called to order at 5:04 p.m. by Jack Taylor, who chaired the Commission meeting.

**Review & Approval of Minutes**

Shirley Hooker noted that the minutes from the November 27, 2006 Joint Planning meeting name Chuck Witteveen as a Dayton Township representative on the new Fremont Community Joint Planning Commission (FCJPC), but he is not a representative; it is Chuck Whitman who is one of the Dayton Township representatives on the Commission. A motion was then made by Barbara Popp, seconded by Lon Vredeveld, and carried to approve the minutes from the November 27, 2006 Joint Planning meeting as corrected.

A motion was made by Shirley Hooker, seconded by Jim Breinling, and carried to approve the January 9, 2007 FCJPC Budget Subcommittee minutes.

**Election of Officers**

Jack Taylor indicated that the Commission needs to elect a chair, a vice chair and a secretary/treasurer for the Fremont Community Joint Planning Commission.

A motion was made by Jim Breinling, seconded by Shirley Hooker and carried to nominate Jack Taylor as the chair of the Fremont Community Joint Planning Commission.

A motion was then made by Chuck Whitman, seconded by Jim Breinling and carried to close the nomination for chair of the Fremont Community Joint Planning Commission.

A motion was made, seconded and carried to elect Jack Taylor as the chair of the Fremont Community Joint Planning Commission.

A motion was made by Shirley Hooker, seconded by Chuck Whitman and carried to nominate Barbara Popp as the vice chair of the Fremont Community Joint Planning Commission.

A motion was then made by Jim Breinling, seconded by Shirley Hooker and carried to close the nomination for vice chair of the Fremont Community Joint Planning Commission.

A motion was made, seconded and carried to elect Barbara Popp as the vice chair of the Fremont Community Joint Planning Commission.

Jack Taylor reported that he spoke with Peg May and that she expressed an interest in serving as the secretary/treasurer of the Fremont Community Joint Planning Commission. Jack Taylor then made a motion; it was seconded by Don Potter and carried to nominate Peg May as the secretary/treasurer of the Fremont Community Joint Planning Commission.

A motion was then made by Jim Breinling, seconded by Tom Karnemaat and carried to close the nomination for secretary/treasurer of the Fremont Community Joint Planning Commission.

A motion was made, seconded and carried to elect Peg May as the secretary/treasurer of the Fremont Community Joint Planning Commission.

### **Review of Motion Form**

Jeff Wharton suggested that the spacing on the motion form be changed to allow more room to write on the lines. A motion was then made, seconded and carried to adopt the motion form as presented in the agenda packet but with larger spacing.

### **Development of Job Descriptions**

Jack Taylor suggested that a subcommittee be formed to create job descriptions for the following positions:

- Recording Secretary
- Chair
- Vice Chair
- Secretary/Treasurer

The following individuals will serve on the Job Description Subcommittee:

- Jack Taylor
- Don Henry
- Sherry Anderson-Patterson
- Kent Folkema

It was decided that the Subcommittee would meet at Samuels Restaurant in Fremont on Friday, January 26, 2007 at noon.

### **Interview with Land Information Access Association for the Joint Comprehensive Development and Growth Management Plan Project**

Jack Taylor stated that the Land Information Access Association (LIAA) was sent a Request for Services for the Joint Comprehensive Development and Growth Management Plan project and that LIAA provided

the Commission with a proposal, which was included in each Commission member's agenda packet. Mr. Taylor indicated that according to the proposal, it would cost LIAA \$80,020.00 to update the Joint Plan. Jack Taylor informed the Commission that when the Budget Subcommittee met, they discussed how surprised they were about the high cost of the Plan update as outlined in LIAA's proposal. Therefore, he said that Joe VanderMeulen was apprised in advance to come prepared to the interview to offer suggestions on how that figure could be pared down.

One Commissioner asked how much it cost the Fremont Area Joint Planning Commission in 2001 to create the plan. He was informed that the budget at the time for the project was \$77,297.70.

Joe VanderMeulen was escorted into the room at 5:40 p.m. for the interview. He indicated that he understood that the cost of the project was a concern to the Commission, and he proceeded to explain that the Scope of Services portion of the Request for Services was a very ambitious request and that it exceeded what was typically included in a Comprehensive Plan update. He said, therefore, the approach he took to prepare for the interview was to outline all the necessary components needed to update the Joint Plan and that he took all the other components that the Commission may desire to do and outlined them in another document. Joe VanderMeulen then provided the Commission with the following two documents:

Basic Plan Revision: This document outlined all the tasks that were outlined in the original proposal but the tasks that went over and above what a basic Comprehensive Plan revision should include were eliminated.

Fremont Area Plan Revision (Activities Exceeding a Basic Plan Revision): This document outlined all the activities that exceeded what normally is included in a Basic Plan Revision; it had dollar figures associated with each activity so that if there was an activity the Commission wanted to pursue funding for, they knew what would be required.

He then stated that the Basic Plan Revision would now cost \$56,205.00 if the LIAA worked with the Commission on the project. After some discussion, Jack Taylor thanked Joe VanderMeulen for his time, and Mr. VanderMeulen excused himself from the meeting at 6:40 p.m.

The Commission talked about the FCJPC proposed budget before they voted on whether to pursue LIAA, a non-profit association, or a planning firm, a for-profit organization, to work with the Commission on the project.

### **Review of the Proposed 2007 FCJPC Budget**

Jack Taylor indicated that the proposed budget excluding the line item for professional services for the update of the Fremont Joint Comprehensive Development and Growth Management plan is \$25,635.00. There was some discussion on the budget. Chuck Whitman clarified that when the Budget Subcommittee met they decided that the travel expenses for mileage would only be paid if the trip was out of the County. It was also pointed out that Commissioners would be paid for business meetings only and not for attendance at public forums.

The Commission discussed that benefits of working with LIAA on the Plan Revision Project as follows:

- LIAA has worked in the Community and understands the issues the Fremont Community faces.
- LIAA has extensive knowledge on land use issues.
- LIAA is a respected Association whose staff has integrity.
- The cost of the project could be considerably more if a planning firm was to provide a proposal on the project, and LIAA, as a matter of policy, would not be able to be considered for the project if a competitive bid process were to be undertaken since LIAA is a non-profit association that should not compete with for-profit organizations.

After some discussion, a motion was made by Barbara Popp, seconded by Kent Folkema and carried to recommend to the Boards/Council of the governmental units who are a party to the Fremont Community Joint Planning Commission Agreement that they contract with the Land Information Access Association for the update of the Joint Comprehensive Development and Growth Management Plan project.

A motion was then made by Jeff Wharton, seconded by Jim Breinling and carried to recommend to the overseeing governmental units the budget presented by the Budget Subcommittee with the addition of a professional services line item of \$59,365.00 for a total budget of \$85,000.00.

It was suggested that the Act 425 Tax Revenue Set-aside Funds could be used to pay for some of the project. It was also suggested that grants could be pursued to fund activities that would be important to the Community but exceeded the Basic Plan Revision.

Jack Taylor announced that due to time constraints the Commission will have to discuss the last agenda item, "Which Attorney to Use in Connection with FCJPC Work" at a future meeting.

**Next Meeting Date**

Monday, February 26, 2007  
City of Fremont  
City Council Chambers  
101 E. Main Street  
5:00 – 6:30 PM

**Adjournment**

There being no further business, the meeting adjourned at 6:44 p.m.