

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT March 21, 2018 Meeting Minutes

Members present: Hawthorne, Graham, Jarvis, Wilt, Hatfield.

Members absent: Haight.

Others present: Mansfield, Raymond, Watson.

The meeting was called to order at 5:30 p.m. by Chairperson Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the December 20, 2017 meeting of the Joint Planning Commission, and the minutes of the December 18, 2017 and January 15, 2018 meetings of the Joint Planning Alliance. No comments were forwarded.

Motion by Graham, second by Jarvis to approve the minutes of the December 20, 2017 meeting of the Joint Planning Commission, and to receive and place on file the minutes of the December 18, 2017 and January 15, 2018 meetings of the Joint Planning Alliance.

In favor: Hawthorne, Graham, Jarvis, Wilt, Hatfield.

Opposed: None.

Absent: Haight.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Wilt, second by Hawthorne to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: Haight.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked Raymond to present a report as the Zoning Administrator for the JPC. Raymond stated that there was nothing to report at tonight's meeting.

Hatfield asked for a status report regarding the third Urban Services and Economic Development Agreement. Hawthorne stated that the infrastructure constructed under this agreement was now complete and turned over to the City for operation. Hawthorne stated that Attorney Rolfe had encountered some issues getting the necessary easements recorded with the Barry County Register of Deeds, and was redrafting certain documents to address this matter. Hawthorne stated that once the revised documents were complete, Watson would circulate the documents for formal approval by the parties and further processing.

Hatfield noted that a verbal report on the status of the infrastructure being constructed to serve the Hastings Fiberglass facility had been provided earlier in the meeting.

Hatfield asked for a report regarding the non-motorized trail and sidewalk improvements along the former RR grade, Cook Road, and M-37/M-43 west of Industrial Park Drive. Mansfield stated that the City Council had recently held a public hearing to solicit comment regarding the necessity of establishing a special assessment district (SAD) to pay for the cost of construction of the sidewalks along West M-37 / M-43. Mansfield reported that the owner of the Holiday Inn Express had stated at the public hearing that he objected to the methodology used to apportion the cost of a bridge spanning the stream between the Holiday Inn and the Dollar Store. Mansfield stated that the Council had adopted the resolution establishing the necessity for the SAD, but would further consider the assessment roll following a second public hearing to be held at the first meeting of the City Council in April.

Discussion ensued regarding the cost of the proposed bridge, the requirements of the MDOT and MDEQ related to the bridge and sidewalks, the site plan approval process and requirements imposed by Rutland Township as a condition of initial site plan approval for the hotel and dollar store, and the JPC's potential future role in the process. Mansfield noted that if the property owners in the SAD objected to the proposed assessment roll, approval of the SAD and ultimately the project would likely fail or be delayed. Mansfield noted that from the City's perspective, the goal in establishing the roll was simply to fairly allocate the cost for construction of the sidewalk to the property owners within the SAD. Mansfield noted that it was his understanding that the hotel and dollar store were required to install sidewalks to their shared property line as a condition of their respective site plan approvals. Watson, Raymond and Mansfield to meet to discuss this matter further and consider options related to the SAD and sidewalk/bridge construction.

Hatfield introduced discussion regarding the City's update of its Master Plan. Hatfield stated that a subcommittee of the City's Planning Commission had been meeting with the City's planning consultant (McKenna) for several months. Hatfield stated that the City's update of its Master Plan

would focus on issues that fell within the Planning Commission's control. Hatfield stated that the update would likely focus on residential development, industrial development, the downtown and infrastructure. Hatfield explained that McKenna would be facilitating an initial discussion with the Planning Commission at their April meeting to ensure that the Planning Commission endorsed the proposed strategy for the Master Plan update.

Hatfield noted that there was no New Business to come before the Commission.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Jarvis questioned the premise behind the sidewalk SAD, prompting further discussion. Jarvis noted that he agreed that it appeared to be the responsibility of the hotel and dollar store property owners to determine how to construct a sidewalk across the stream separating their properties.

Hatfield asked for any additional comments from the members of the JPC. No additional comments were forwarded.

Motion by Wilt, second by Jarvis to adjourn the meeting at 6:19 p.m.

In favor: Hawthorne, Wilt, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: Haight.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT June 20, 2018 Meeting Minutes

Members present: Hawthorne, Graham, Jarvis, Haight, Wilt, Hatfield.

Members absent: None.

Others present: Mansfield, Raymond.

The meeting was called to order at 5:30 p.m. by Chairperson Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the March 21, 2018 meeting of the Joint Planning Commission, and the minutes of the March 19, 2018 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Wilt, second by Graham to approve the minutes of the March 21, 2018 meeting of the Joint Planning Commission, and to receive and place on file the minutes of the March 19, 2018 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Graham, Jarvis, Wilt, Haight, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Hawthorne, second by Haight to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Graham, Wilt, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked Raymond to present a report as the Zoning Administrator for the JPC. Raymond stated that Hawthorne had recently issued a Certificate of Occupancy for the new Hastings Fiberglass Facility. Raymond distributed a JPC Staff Report dated June 20, 2018 explaining a request from information related to a sign at the site of the Dollar Tree store on M-37 / M-43. Raymond stated that a permit and fee would be required for a new sign for the facility. Raymond explained that the building would soon be used as a B2 Outlet Store. Raymond reported that City Clerk/Treasurer Czarnecki was currently working on a draft fee schedule to be applied in the area under JPC zoning authority. Raymond and Hawthorne reported that the fees would be based on similar fees in place in Rutland Township.

Hatfield asked for a status report regarding the third Urban Services and Economic Development Agreement. Hawthorne stated she had recently issued a certificate of occupancy for the new HFP facility. Hawthorne noted that the HPC site would be conditionally transferred to the City on December 31, 2018, and that the “three year clock” for conditional transfer of other properties in the third USD would commence on that date.

Hatfield asked for a report regarding the non-motorized trail and sidewalk improvements. Mansfield stated that the City would be applying for grant funding to allow the purchase of property currently preventing extension of the Riverwalk trail. Mansfield stated that the City had worked with the Drain Commission to secure approval from the MDEQ for extension of the culvert between the Holiday Inn Express Hotel and the Dollar Tree to allow construction of the sidewalk in this area. Mansfield stated that the estimated cost for the extension of the culvert and construction of the sidewalk in this area was \$10,000, versus the \$60,000 bid for construction of a bridge over the creek. Mansfield stated that the City Council would likely be considering a revised Special Assessment Roll for this project in the coming weeks.

Hatfield asked Mansfield to provide a report on the City’s Master Plan update. Mansfield stated that the Planning Commission hoped to have a preliminary draft of the Phase I Master Plan update by the end of June. Mansfield stated that the City also intended to develop a Phase II Master plan to address four areas of concern; industrial job creation, the health of the downtown, residential development, and infrastructure. Mansfield noted that the Planning Commission expected to reconvene the focus groups to review the preliminary version of the Phase I report for the Master Plan in the near future.

Hatfield introduced discussion regarding the agreement between the City and the Townships under development to address properties with existing utility service in the Townships for which no agreements authorizing the services could be located. Mansfield explained that Township approval was required to allow the City to provide any service to properties located outside in a Township. Mansfield explained that in several instances, no documents could be found that demonstrated that his approval had been granted for certain properties that we currently receiving water or sewer service

from the City. Mansfield explained that to correct this, the Township and the City were working on an agreement that would allow existing service to continue. Mansfield stated that Attorney Craig Rolfe was to draft such an agreement in the near future for consideration by the City and the Townships.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Hawthorne questioned if the City was preparing to respond to the MDEQ's new rules related to lead and copper in the drinking water. Mansfield stated that the City would be required to comply with the new regulations as they were rolled out. Mansfield stated that the City was also considering alternate approaches for removing components in the water distribution system that contained lead, such as lead service leads and lead fittings. Mansfield explained that the City had used phosphate for many years to coat the interior of pipes and fittings preventing lead from entering into the drinking water system. Mansfield noted that the City's lead and copper levels had therefore remained well within MDEQ guidelines. Mansfield stated that it was likely that the City would be pursuing removal of distribution system components containing lead in the coming years.

Hatfield asked for additional comments from the members of the JPC. No additional comments were forwarded.

Motion by Graham, second by Wilt to adjourn the meeting at 5:57 p.m.

In favor: Hawthorne, Wilt, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT August 15, 2018 Meeting Minutes

Members present: Hawthorne, Graham, Jarvis, Haight.

Members absent: Wilt, Hatfield

Others present: King, Raymond, Watson

The meeting was called to order at 5:30 p.m. by Vice Chairperson Graham.

Graham led those present in reciting the Pledge of Allegiance.

Graham asked for comments or questions related to the minutes for the June 20, 2018 meeting of the Joint Planning Commission. No comments were forwarded.

Motion by Hawthorne, second by Jarvis to approve the minutes of the June 20, 2018 meeting of the Joint Planning Commission.

In favor: Hawthorne, Graham, Jarvis, Haight.

Opposed: None.

Absent: Wilt, Hatfield

Motion carried.

Graham introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. Hawthorne stated the agenda reflects approval of minutes for the previous JPC meeting with a date of July 20, 2018 and not the actual meeting date of June 20, 2018. Graham entertained a motion to approve the agenda as amended.

Motion by Graham, second by Hawthorne to approve the agenda for tonight's meeting as amended.

In favor: Hawthorne, Graham, Jarvis, Haight.

Opposed: None.

Absent: Wilt, Hatfield

Motion carried.

Graham noted that there were no public hearings scheduled for tonight's meeting.

Graham asked Raymond to present a report as the Zoning Administrator for the JPC. Raymond stated that he had nothing to report.

Graham asked for a status report regarding the non-motorized trail and sidewalk improvements for master plan area west of Industrial Park Drive/Cook Rd. King reported that the City would be applying for grant funding to allow the purchase of property that is currently preventing extension of the Riverwalk trail.

Graham asked for a report regarding sidewalk improvements and potential SAD along West State Street. King reported that the City Council has set a public hearing for the August 27th meeting regarding a Special Assessment Roll for this project. As reported by Mansfield at the June 20th meeting of the JPC, culvert extension construction would cost approximately \$10,000 instead of the \$60,000 cost of footbridge construction. County Drain Commissioner James Dull was instrumental in obtaining the approval of the culvert extension.

Graham asked King to provide a report on the City's Master Plan update. King reported that the Planning Commission has received a draft Master Plan update from planning consultant Rebecca Harvey. At the August 6th Planning Commission meeting, Planning Commission members were asked to review the draft document and submit edit requests to King for submission to McKenna for inclusion in the draft document. King reported that a reunion meeting of the focus groups is currently scheduled for August 28th from 6:00 to 8:00 PM at the Leason Sharpe Hall in Hastings. Planning consultant Harvey has stated she will have plan updates inclusive of Planning Commission edits ready for the reunion meeting.

Graham asked King to provide a brief status report on proposed agreement(s) between the City and Township(s) to address locations currently receiving services without City-Township agreements. King reports that an agreement may be unnecessary since with the exception of two parcels, all properties receiving water or sewer service now are either conditionally transferred or are under the 1992 Sewer Agreement. The two properties previously mentioned are in an Urban Service District so adequately covered.

Graham asked King to provide a brief status report on options to address expiration of 1992 Sewer Agreement. King reports a new agreement shall not be considered an extension of the existing agreement. A new agreement would allow the City sewer service to any properties in the Township under the 1992 agreement to continue exactly as is, until and unless the terms of service are converted to some other form of agreement. Properties within the defined service area under the agreement are eligible to receive sewer service under the 1992 agreement until the date of its expiration in 2022. Properties that were not connected to the sewer as of the date of the signing of the new agreement shall not be eligible to receive sewer service under the new agreement following

expiration of the 1992 agreement in 2022. If service is to be extended beyond 2022 to such properties, the properties shall be provided service under a USEDA created for that purpose. The proposed term of the new agreement would be 50 years. After 2022 new, or expanded, City sewer or other City service to the properties in the area defined stipulated agreement related to the 1992 Sewer Agreement will be provided under a USEDA. This would apply to all properties receiving any new or expanded City sewer or other City service following the signing of the new agreement. The Township would continue to own the existing sanitary sewer system constructed under the 1992 agreement. A new agreement would clarify the responsibility to repair, replace, and maintain the operations of the Township's system between the two parties. The City and Township could also explore a Limited Services Agreement similar to the agreement between the City and Carlton Township.

Graham asked for public comment. No comment was forwarded.

Graham asked for comments from the members of the JPC. No comment was forwarded.

Motion by Haight, second by Jarvis to adjourn the meeting at 5:50 p.m.

In favor: Hawthorne, Graham, Jarvis, Haight,

Opposed: None.

Absent: Wilt, Jarvis

Motion carried.

Submitted by:

Dan King

Acting Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT October 17, 2018 Meeting Minutes

Members present: Hawthorne, Graham, Jarvis, Haight, Hatfield.

Members absent: Wiswell.

Others present: Raymond, Tossava, Mansfield.

The meeting was called to order at 5:30 p.m. by Chairman Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the August 15, 2018 meeting of the Joint Planning Commission. No comments were forwarded.

Motion by Jarvis, second by Haight to approve the minutes of the August 15, 2018 meeting of the Joint Planning Commission, and to receive and place on file the minutes of the September 17, 2018 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Wiswell.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions to the agenda. No comments were forwarded.

Motion by Graham, second by Hawthorne to approve the agenda for tonight's meeting as amended.

In favor: Hawthorne, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Wiswell.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked Raymond to present a report as the Zoning Administrator for the JPC. Raymond stated that he had nothing to report.

Hatfield asked for a status report regarding the non-motorized trail and sidewalk improvements for master plan area west of Industrial Park Drive/Cook Rd. Mansfield reported that the City was in the process of obtaining appraisals for two sites for which MDNR land acquisition grant applications would be smutted in the coming months. Mansfield stated that one of these sites would be the site west of the Aldi property across which the trail would be extended. Mansfield stated that the City was also planning to submit an application for a grant for acquisition of a second site on the east side of the City. Mansfield stated that the trail extension to Wal-mart (and beyond) was contingent upon the City acquiring the subject property. Mansfield stated that City and Township reps had recently met with the property owners, and that the property owners had expressed their support for the City and Township pursuing funding for the acquisition of their property.

Hatfield asked for a report regarding sidewalk improvements and potential SAD along West State Street. Mansfield stated that the engineer (as facilitated by the Office of the Barry County Drain Commissioner) had submitted a permit application to the MDEQ for the required extension of the culvert between the Holiday Inn Express Hotel and the Dollar Store, and was currently awaiting the issuance of the permit by the MDEQ. Mansfield stated that once the permit was obtained, the project would be rebid by the DPS. Mansfield stated that the work would then be completed by the low bidder or the City's concrete contractor, depending on price. Mansfield stated that the DPS still hoped to have the work completed this fall (but that the weather window was closing).

Hatfield asked Mansfield to provide a report on the City's Master Plan update. Mansfield stated that the City's Planning Consultant, McKenna Associates, planned to have the initial Phase I report for the Master Plan ready for approval by the Planning Commission at their meeting in November. Hatfield noted that the Planning Commission had recently convened a reunion of the focus groups assiting with development of the Master Plan, and that the process was going very well. Mansfield stated that McKenna and the Planning Commission would begin Phase II work on the Master Plan in the very near future. Mansfield explained that Phase II work included the development of implementation strategies to address specific concerns identified in the Phase I Master Plan work. Mansfield stated that the Phase II work would likely address stagnant residential development, industrial job creation, preservation and enhancement of the Downtown, and municipal infrastructure needs. Those present discussed various potential institutional and commercial projects in the M-37 / M-43 corridor.

Hatfield introduced discussion regarding the proposed agreement to address various locations in Rutland and Hastings Townships that were receiving utility service from the City, but where documentation authorizing such service was not evident. Hawthorne stated that she believed that all locations in Rutland Township had now been addressed. Mansfield to work with Hawthorne, Watson and Rolfe to determine the latest status of this issue.

Hatfield introduced discussion regarding possible options to address the coming expiration of the 1992 agreement between the City and Rutland Township for the provision of sanitary sewer service to certain properties. Mansfield stated that it was his understanding that the Township wished to pursue an agreement providing an additional term of 30 years for service to the facilities receiving sewer service under the 1992 agreement in 2022. Mansfield stated that terms of the new agreement would otherwise be identical to the current agreement. Hawthorne questioned if the Township would continue to own the sewer infrastructure under the new agreement. Mansfield stated that the Township would continue to own the sewer main and appurtenances. Hawthorne noted that this was a concern, since the Township did not have funds to pay for repair or replacement of the main in case of failure.

Hatfield introduced discussion regarding the City's update of their Parks and Recreation Master Plan. Mansfield invited those present to attend a workshop on October 25th at 6 p.m. in the Hatchery Building at Fish Hatchery Park. Mansfield also invited those present to respond to an on-line survey via the link provided in tonight's packet. Raymond suggested that the Plan included projects for the floodplain area north of Aldi's. Haight suggested that the playgrounds for the Hastings Area Schools be included in the Plan.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Hawthorne questioned the position of the JPC with respect to billboards with electronic/digital content. Hawthorne explained that Rutland Township was considering amendments to their Code of Ordinances to proactively address concerns related to such billboards. Hawthorne stated that it was likely that the Township would soon receive requests for conversion of existing billboards to include electronic/digital content. Hawthorne explained the Township's concerns related to such billboards. Consensus of the JPC was to work with Attorney Rolfe to develop language for inclusion in the JPC Code of Ordinances to prohibit the erection of additional billboards in the area under the JPC's zoning jurisdiction.

Hatfield asked for additional comments from the members of the JPC. No additional comment was forwarded.

Motion by Jarvis, second by Haight to adjourn the meeting at 6:18 p.m.

In favor: Hawthorne, Graham, Jarvis, Haight, Hatfield,

Opposed: None.

Absent: Wiswell.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT December 19, 2018 Meeting Minutes

Members present: Wiswell, Graham, Jarvis, Haight, Hatfield.

Members absent: Hawthorne.

Others present: Raymond, Watson, Mansfield.

The meeting was called to order at 5:30 p.m. by Chairman Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the October 17, 2018 meeting of the Joint Planning Commission. No comments were forwarded.

Motion by Jarvis, second by Graham to approve the minutes of the October 17, 2018 meeting of the Joint Planning Commission, and to receive and place on file the minutes of the November 19, 2018 meeting of the Joint Planning Alliance.

In favor: Wiswell, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Hawthorne.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions to the agenda. No comments were forwarded.

Motion by Jarvis, second by Graham to approve the agenda for tonight's meeting as amended.

In favor: Wiswell, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Hawthorne.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked Raymond to present a report as the Zoning Administrator for the JPC. Raymond stated that he had nothing to report.

Hatfield asked for a status report regarding the non-motorized trail and sidewalk improvements for master plan area west of Industrial Park Drive/Cook Rd. Mansfield reported that the City had engaged the services of an appraiser to establish property values for the Jacobs parcel. Mansfield stated that this was the first step in preparing an application for a grant for acquisition of this parcel to allow the trail extension to the Wal-mart area. Watson and Mansfield explained that Rutland Township and the City were jointly pursuing this trail extension. Mansfield stated that the grant application for the property acquisition would be due in April of 2019.

Hatfield asked for a report regarding sidewalk improvements and potential SAD along West State Street. Mansfield stated that it was his understanding that MDOT was currently considering the need for the construction of a headwall related to the extension of the culvert between the Holiday Inn Express and the Dollar Store. Mansfield stated that the MDEQ would not issue the permit for the culver extension until MDOT approved the work. Raymond and Watson suggested that the Office of the Drain Commissioner might be helpful in acquiring the required permits. Raymond to contact Jim Dull and Lee Hays to discuss.

Hatfield asked Mansfield to provide a report on the City's Master Plan update. Mansfield stated that the Planning Commission was currently engaged in Part II of the update which focused on implementation strategies to address the needs identified in Part of the update (residential development, commercial development, infrastructure needs and collaboration). Mansfield stated that the Planning Commission had elected to start on strategies to stimulate residential development first. Hatfield explained the efforts of an associated group working on encouraging residential development on a County-wide basis. Hatfield explained that this group included representatives from the United Way, the Barry Community Foundation, the Barry County Economic Development Alliance and others. Hatfield explained the relationship and efforts of the two groups. Mansfield suggested that the JPC may wish to sponsor a session to encourage and foster further collaborative efforts between the City and Rutland Township. Hatfield stated that this effort could extend in the future to all of the units of government participating on the JPA. Consensus of the JPC was to pursue this session. Mansfield and Hatfield to work with Watson and others to move this event forward after the first of the calendar year.

Hatfield introduced discussion regarding the proposed agreement to address various locations in Rutland and Hastings Townships that were receiving utility service from the City, but where documentation authorizing such service was not evident. Watson and Mansfield stated that Rutland Township had addressed the connections in their jurisdiction to their satisfaction, and that Hastings Township appeared satisfied with the current state of such agreements. Mansfield stated that he would remove this agenda item from future JPC agendas.

Hatfield introduced discussion regarding possible options to address the coming expiration of the 1992 agreement between the City and Rutland Township for the provision of sanitary sewer service to certain properties. Mansfield and Watson stated that further consideration of the extension of this agreement was on hold at this time as the City completed a utility rate structure analysis related to the City's SAW program.

Hatfield introduced discussion regarding the City's update of their Parks and Recreation Master Plan. Mansfield stated that the latest version of the Plan was now available for review on the City's website. Mansfield stated that the City Council would be holding a public hearing on the Plan at the City Council meeting on January 28th.

Hatfield introduced discussion regarding establishing regular meeting dates, times and locations for the Joint Planning Commission coming calendar year (2019). Motion by Wiswell, second by Jarvis to adopt a resolution establishing that the regular meetings of the Joint Planning Commission will be held on the third Wednesday of each month at 5:30 p.m. at the Rutland Charter Township Hall.

In favor: Wiswell, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Hawthorne.

Motion carried.

Hatfield introduced discussion regarding election of officers for the Joint Planning Commission for the coming calendar year. Motion by Jarvis, second by Haight that the current slate of officers (Hatfield, Chair; Graham, Vice-Chair; Hawthorne, Secretary) be nominated and -reelected to serve in their respective capacities during 2019 (with Mansfield to serve as Administrative Secretary).

In favor: Wiswell, Graham, Jarvis, Haight, Hatfield.

Opposed: None.

Absent: Hawthorne.

Motion carried.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Raymond recommended that the JPC consider adoption of Rutland Township's revised sign ordinance at their meeting in January, 2019. Hatfield asked Raymond to forward the revised ordinance to Mansfield for distribution in the packet of information for the January, 2019 meeting.

Hatfield asked for additional comments from the members of the JPC. No additional comment was forwarded.

Motion by Graham, second by Jarvis to adjourn the meeting at 6:02 p.m.

In favor: Wiswell, Graham, Jarvis, Haight, Hatfield,

Opposed: None.

Absent: Hawthorne.

Motion carried.

Submitted by:

Jeff Mansfield

Administrative Secretary