

# Victor Township Planning Commission Meeting

Regular Meeting: Thursday, March 8, 2018

Victor Township Hall, Laingsburg, Michigan

## Meeting Minutes

FINAL

Approval Date: April 12, 2018

<b>Agenda Item</b>	
Call to Order	Mr. Dutcher called the meeting to order at 7:03 pm.
Roll Call of Members	Present: Ms. Ashley, Mr. Saller, Ms. Fickes, Ms. Sayles, Ms. Townsend, and Mr. Dutcher. The township supervisor, Warren Malkin, was also present for the first half of the meeting.
Public Comment	None.
Agenda	Two new business items were added to the agenda and included: announcement of new planning commission member and the five-year plan training opportunities. A motion was made by Ms. Ashley and seconded by Mr. Saller to approve the revised agenda. Motion passed unanimously with no objections.
Minutes	The February draft minutes listed an incorrect date for the next planning commission meeting. The minutes were revised to show the correct date. A motion was made by Ms. Fickes and seconded by Ms. Ashley to approve the minutes from the February 8, 2018 meeting. Motion passed unanimously with no objections.
<b>Unfinished Business</b>	
Grant Discussion	<p>Ms. Fickes and Ms. Sayles discussed what tasks need to be completed and what documents are needed to apply for the DNR grant (Land and Water Conservation Fund Application 2018). The deadline is April 1, 2018. We are planning to install the playground equipment in the spring of 2019. We will have \$40,000 of pledged township funds and are asking for a \$40,000 matching DNR grant.</p> <p>There needs to be a public meeting to discuss applying for the grant for the playground equipment. Tuesday, March 20<sup>th</sup> or Thursday, March 22<sup>nd</sup> were given as possible dates. (The next week, the meeting was finalized for March 22<sup>nd</sup> at 7pm.) We will need a resolution to adopt the grant application pending support from the public and action from the township board. Ms. Townsend will draft the resolution and Ms. Fickes will provide her information to include and a sample resolution. We should also have letters of support from representatives Jones and Leonard. Ms. Sayles will contact them and request the letters of support for this project.</p>

Volunteer Letter	<p>Ms. Townsend drafted a letter to go out to community organizations, such as Boy Scouts, Girl Scouts, FAA (Bath, Ovid/Else) National Honor Societies, 4H, etc. It was emailed to all planning commission members prior to the March meeting. Several persons offered ideas to revise the letter, such as use the township letterhead, list the name of the DNR grant that we are applying for, note that lunch will be provided, ask for contact information to keep in contact with the community group. It was also suggested to draft a form letter for the groups to use to reply. Ms. Townsend will revise the letter and draft the form letter.</p> <p>Ms. Sayles sent Ms. Townsend some contact information she had received. All planning commission members will be talking with community groups they are familiar with and seeking a pledge of labor for the playground equipment installation.</p>
<b>New Business</b>	
New planning commission member	Chuck Nelson is the new member of the planning commission. He will be sworn in soon.
Five-year plan on education (on line education)	Ms. Ashley discussed on-line training available through the cooperative extension service for urban planning. She requested to take a course related to the 5-year plan at a cost of \$275. We have dedicated training money in the budget. Ms. Ashley will pursue getting registered and taking the course.
Commissioner Comment	None
Adjournment	A motion was made by Mr. Saller and seconded by Ms. Fickes to adjourn the meeting. Motion was approved unanimously with no objections. Meeting adjourned at 8:31 pm.
Next Meeting	Thursday, April 12, 2018 at 7:00 pm.

**ACTION ITEMS:**

1. Continue to prepare the DNR grant application.	Ms. Sayles and Ms. Fickes
2. Revise draft letter to go out to community groups asking for a labor pledge for the new activity center/playground. Draft a fillable response letter for the community groups to submit back to us. Draft a resolution for proposed board approval to apply for the DNR grant following the public meeting.	Ms. Townsend
3. Talk to community groups and seek a pledge of labor for the playground equipment installation.	All Planning commission members
4. Pursue on-line training available through the cooperative extension service for urban planning.	Ms. Ashley
5. Contact Representatives Jones and Lenard to ask for support.	Ms. Sayles

Minutes recorded and presented by: Julie Townsend, Secretary