

**St. Clair County Metropolitan Planning Commission  
200 Grand River Avenue, Conference Room A  
Port Huron, Michigan 48060**

W e d n e s d a y                      N o v e m b e r   1 7 ,   2 0 1 0                      4 : 0 0 p . m .

**MINUTES**

The meeting was called to order at 4:02 p.m., by Vice Chair Lockwood followed by the Pledge of Allegiance.

**1. Roll Call**

Present: Lockwood, Andrews, Cooper, Heidemann, Sass, Secory, Sheehy, and Tansky  
Excused: Murphy and DeBoyer  
Vacant: At Large  
Staff: Kauffman, Diedrich, Donaldson, Eschenburg, Floyd, and Fulton

**2. Changes in Order/Additions/Deletions to the agenda**

**Motion** by Sass, supported by Cooper to approve the agenda as presented. Motion carried unanimously.

**3. Citizens Wishing to Address the Commission**

No citizens were present at the meeting.

**4. Comments/News from the Planning Commissioners and Staff**

Commissioner Sheehy:

- Reported that he had a tour of the ZF plant. Currently there are 300 workers for three shifts. There is little noise impact to neighbors, which was an initial concern. Most of the employees are coming up from the Detroit area.
- The Visiting Nurses Association broke ground for the new hospice center in Marysville. They hope to have it operational in one year.
- Enbridge will be replacing a main pipeline that runs under the St. Clair River that has a dent in it.

Commissioner Sass:

Reported that they have a fire protection problem for parts of Clyde Township.

The Parks and Recreation:

- Light Station Site Plan Proposal
- Reviewed boards and ongoing projects
- Paddle routes

Commissioner Tansky:

Discussed the three committees under the economic development. There are a lot of good ideas but there is some lack of communication with one group not knowing what the other is doing.

Kara Diedrich:

Reported that she attended an Enbridge meeting and had information to pass around about the company.

Commissioner Secory:

Reported that she took a bus trip for the Detroit River Walk with the Acheson Group and looked at the walkway there.

- They have low railings so wheelchair bound individuals can fish
- They do not allow grills along the walkway
- They have 24/7 monitoring. The walkway is closed from 10 p.m. to 6 a.m. No incidents have been reported on the walkway itself.
- They worked with graffiti specialist and found one of the best to let him do the artwork. There apparently is an unwritten rule that another graffiti person will not go to someone else's graffiti area.

Parks and Recreation is working with an architect on some possible walkways.

Commissioner Cooper:

Reported that Imperial Oil will close and move out.

**5. Approval of Minutes**

A. August 18, 2010 – Tabled at 10/20/2010 Meeting

**Motion** by Sass, supported by Andrews to approve the minutes of August 18, 2010.  
Motion carried unanimously.

B. September 15, 2010 – Tabled at 10/20/2010 Meeting

**Motion** by Sass, supported by Sheehy to approve the minutes of September 15, 2010.  
Motion carried unanimously.

C. October 20, 2010

**Motion** by Tansky, supported by Sass to approve the minutes of October 20, 2010.  
Motion carried unanimously.

**6. Acceptance of Communications**

Kauffman advised the members of the correspondence from Corporation Counsel regarding Board members participating in meetings via video conferencing. Staff continues to work with IT on this issue.

Other issues regarding remote attendance would require an amendment to the bylaws so it does not allow for routine absences and establishment of a policy for someone to request to use that method of attendance.

Staff will work on drafting language to amend the bylaws.

**Motion** by Andrews, supported by Sass to receive and file the communications and have staff draft guidelines for the December meeting for use of audio video conferencing, using SKYPE or another media. Motion carried unanimously.

## 7. Financial Reports

### A. Report ending 10/31/2010

Kauffman reported that in a meeting with the County's accountants he was informed that because of changes to the federal auditing and accounting rules, in 2011 the MPC will no longer be a special revenue fund and will fall under the County's General Fund.

Currently we receive an allocation from the general fund and if we do not spend it all, we retain in. In the future, anything we don't spend goes back to the general fund.

This will impact our fund balance. Currently there is a fund balance of around \$200,000. This year we anticipate using \$30,000 - \$80,000, as we are not sure about receiving the revenues for the EDA billings of around \$50,000. If we do not get the money from the EDA, it will come out of our fund balance for the shortage of revenues.

In 2011, we will have the Transportation Planner position funded at the senior planner level. This will be funded from the fund balance to spend it down.

We have to consider what other types of projects to use the fund balance money for. Not just to use the dollars, but for projects we want to undertake now that would be in the timeframe to use those funds. Staff has suggested updating the master plan in order to respond to changes that are ongoing.

Commissioner Cooper suggested developing a FAQ (frequently asked questions) for the townships on the County Website.

Commissioner Andrews suggested looking at one-time purchase of specialized equipment and being careful to ensure it would not have ongoing expenses.

Commissioners were asked to come to the December meeting with ideas of what projects they would like to see done.

Kauffman explained the various funds that the department oversees including Planning (which means the SCCOTS, MPC, Energy Efficiency Block Grant and Ag Board); Brownfield coalition grant; HUD funds of the 70s and 80s; CDBG Housing from 1998, 2001, and 2006; NSP I and NSP 3.

It was suggested that these various funds and work done should be reported to the Board of Commissioners annually, as they do not show up on the balance sheet for the department.

Staff is working on the Unified Work Program for SCCOTS and in doing so must refine the direct/indirect costs which also affects all federally funded programs. The federal requirements are getting stricter; however, we are having a difficult time getting clarification of what is allowed and what is not allowed.

**Motion** by Cooper, supported by Secory to acknowledge receipt of the financial reports. Motion carried unanimously.

## 8. Consent Agenda

### A. Clyde Township Text Amendments – Sections 7.02, 8.02, 9.02, Article 18 & Article 20

Staff Recommendation: *Staff recommends that the Metropolitan Planning Commission concur with the Clyde Township Planning Commission and recommend approval of the proposed text amendments to their Zoning Ordinance, which will allow Clyde Township to administer their Ordinance more effectively as well as allow them to comply with the Michigan Zoning Enabling Act.*

### B. CHR – HO 110300 – Comprehensive Economic Development Strategy Planning

Staff Recommendation: *The proposed project is consistent with the St. Clair County Master Plan Goals and Objectives. The office of the St. Clair County Metropolitan Planning Commission endorses the project.*

**Motion** by Sass, supported by Sheehy to approve the Consent Agenda. Motion carried unanimously.

## 9. Work Program Reports

### Trevor Floyd:

- Reported that he is working on the process of redistricting due to the 2010 Census.
- The Parcel Website has had some problems the last couple of weeks. Staff is working with IT on the issues.
- There is discussion of changing what is free and what information is charged for from the Website.

### Geoffrey Donaldson:

- Reported that there will be a new air handler in the court building as a result of the Energy Efficiency Community Block Grant. The Building and Maintenance director, Ron Marsh, will go to the Board of Commissioners tonight to develop specifications for the bidding project.
- Staff is currently looking at request for proposals from other counties for technical assistance to implement portions of their grant. We are looking at the development of a sub-grant program where the Community Foundation would provide small grants from the Energy Efficiency Grant to small and medium businesses for energy efficiency or renewable energy practices to bring down the greenhouse footprint or put in solar panels or wind energy.

- Another component, the installation of a wind energy project at the County Park may move to geothermal due to the lack of a wind study. It does not have the same visual appeal as wind energy but does achieve the energy efficiency aspect needed for the grant.
- Donaldson report that the Land Bank Authority met in October about the properties they acquired prior to the no minimum bid sale. They acquired a house in Marine City that will be rehabbed and sold; as well as three properties in Algonac on the St. Clair River for which a bid process will be developed soon.
- Staff will be meeting with a representative from the Michigan Association of Counties to identify items to include in the request for bids when looking for consultants for the projects.
- The Solid Waste Management Planning Committee has started meeting after more than three years. They are looking at the proposed expansion of the St. Clair County Landfill. The Solid Waste Committee will be looking to see if the expansion is consistent with the Solid Waste Plan or if the county needs to ask for an amendment to the plan.

Kara Diedrich:

- Reported on SEMCOG's Sustainable Communities award the county will be receiving. SEMCOG came to the county and looked at several of the projects the county has undertaken including the Day/Night Watch Treatment facility, the county's SWIPPI Plan and the Fort Gratiot County Park showing the low impact development that has taken place.
- Diedrich will be attending a Main Street program tomorrow, which will focus on how to have better business downtown.

Lori Eschenburg:

- Reported that she finished the quality control of the 2010 aerials. She had looked at every tile and only found five areas to correct, which were reflection in the delta and a band in Riley and Brockway townships.
- During the process of working on the quality control, she did notice extra cell phone towers and developed a utility layer.
- Also marked down were areas where it appears that there is a business being run in a site where there is 100 percent homestead exemption. These are turned over to Equalization for further investigation.

Bill Kauffman:

- Went over his portions of the work program report including:
  - The North County Alliance,
  - Economic Growth Alliance, and
  - The Small Business Support Program.
- Some of the work will have to wait until a new EDA Director is hired, which appears to be narrowed down to two individuals – both with Michigan connections.
- Kauffman updated the commissioners on the NSP I program of which there were seven homes purchased and in the process of being rehabbed. Two of the seven are 75-80

percent completed; and one house has been sold and the purchaser has moved in. Two others are ready to be placed on the market.

- The NSP program will be audited by the state tomorrow. This is to ensure we are complying with the requirements of the program.

Question was raised by Commissioner Lockwood who was wondering if there could be a comparison of the NSP 1 program against the Acheson Program for the houses on Griswold that are not selling. Staff will check to see if they can do the comparisons and report on it next month.

- The Marine City Master Plan is almost done but in limbo due to the recall election held in Marine City. Staff will be preparing a bill for payment.
- The evaluation of the Fall Workshop is available in the agenda packet. Staff has already begun working on the Winter Workshop for February. It appears as though we may have to pay some of the people to make presentations. One is parliamentary procedure training on Roberts Rules and how to conduct and take control of a meeting if out of order.
- Another program we would have to pay for the presenters would be for medical marihuana.
- The Winter Workshop will be held the last Thursday in February – February 24, 2011.

Commissioner Sass questioned if the Citizen Master Program will be bringing anything to the area. Staff will investigate this.

**Motion** by Sass, supported by Cooper to accept the Work Program Reports. Motion carried unanimously.

#### **10. Chairperson's Report**

Commissioner Lockwood acknowledged receipt of the Chairperson's Report in the supplemental packet.

#### **11. Old Business**

##### A. County Index

There is a meeting scheduled for Tuesday with commissioners Tansky and Murphy, County Administrator Shaun Groden and staff Kara Diedrich.

##### B. Tally of Workshop Evaluations

There was a good response of returns on the workshop. There appeared to be some dissatisfaction on the part of attendees as the program did not pertain to the rural parts of the county. Favorable responses were received as well.

C. Department Assignments and Priorities

Information was provided in the supplemental packet. Staff and the commissioners have been working on this for a number of months. Page C is a new document and pages E and G are the older documents.

Initially a lengthy list of what staff did was included. This list was streamlined where we eliminated the specific tasks and made a list of programs. As asked by the commissioners, staff then looked at the mission statement of the County and the MPC to decide where to use resources.

Some voting on the projects was done in a previous meeting and is on page G where items were scored from 1-3.

Based on the criteria, and comments made by the commissioners, it basically came down to “quality of place” as the main criteria.

- Creating a better place – (does it add to job creation and if it does not maybe we should not do it). Job creation was of value.
- Financial stability – does it help with revenues?
- Is it a mandated activity or legal obligation?

Those are projects and programs we should comply with.

Finally we looked at the input from the Board of Commissioners who reiterated the need to provide services to the local units of government.

Taking everything into consideration, the results are reflected on page E with a condensed version on pages C and D.

Some of the programs will finish up quickly. For instance, the Blueways project will be finished the first quarter of 2011, and NSP will close shortly thereafter. We are looking for someone else to take on Agriculture Preservation.

**Motion** by Sass, supported by Andrews to approve the report and move forward. Motion carried unanimously.

**12. New Business**

A. SCCOTS TIP Amendment – Blue Water Transit Clean Fuels Grant

Kauffman gave an overview of the project presented in the agenda packet. This is to amend the 2011-14 Transportation Improvement Plan (TIP) for the Blue Water Area Transit project and to construct a number of remote CNG stations throughout the county. The project would be funded primarily through the federal Clean Fuel Program. We have been told that even if the state cannot come up with the local match, the Blue Water Area Transit will find the money.

The recommendation from the SCCOTS Committee is to approve the amendment of the SCCOTS FY 11-14 TIP and include remote CNG fueling stations project as presented.

**Motion** by Sheehy, supported by Sass to concur with the SCCOTS Committee recommendation and approve the amendment as presented.

A roll call vote was taken:

Ayes: Lockwood, Andrews, Cooper, Heidemann, Sass, Secory, Sheehy, and Tansky

Nays: None

Absent: DeBoyer and Murphy

Motion carried unanimously.

### **13. Adjournment**

**Motion** by Cooper, supported by Sass to adjourn. Motion carried unanimously and the meeting adjourned at 5:25 p.m.

Respectfully submitted,

Robert Sheehy, Secretary

Prepared by: Dale Fulton, Office Manager