

Laurium Village Planning Commission

Monday, December 12, 2021

Laurium Village Hall & GoToMeeting

Present for Roll Call: Carlson K, Carlson M, Djerf, Lewitzke, Robbins Jr, Sullivan

Absent: Terrill

Guests: Children of Carlson K & M

The meeting was called to order in-person and virtually by Chairwoman Carlson at 6:37 PM.

A motion to approve the **Minutes** of the November meeting was made by Chairwoman Carlson and seconded by Sullivan.

A motion to approve the **Agenda** was made by Chairwoman Carlson and seconded by Djerf.

New Business:

Review Draft Documents & Discussion of Next Steps

a. Restated Ordinance

Chairwoman Carlson, Djerf, and Sullivan worked on drafting the restated planning ordinance.

Sullivan discussed next steps with the ordinance including submittal to Village Attorney Miller for review.

After review by the attorney, the ordinance will be edited and submitted to the Village Council for review and approval.

b. Request for Proposal (RFP)

Chairwoman Carlson discussed the current draft of the RFP which has been sent to the Michigan Economic Development Corporation (MEDC). This RFP will include asking for assistance with elements of both the Master Plan and Zoning Ordinance.

Sullivan discussed the unique challenges Laurium faces as a village with neither a master plan nor zoning.

Chairwoman Carlson discussed narrowing a list of potential consultants for the RFP based on their expertise and price ranges. She has narrowed the consultants to a group of four based on budgetary constraints.

Chairwoman Carlson discussed appropriations for the RFP in the 2022 FY budget in the amount of \$5,000.

The Planning Commission asks for RFPs to be submitted **no later than January 31, 2022**.

c. Technical Match Form

Carlson M worked on the Technical Match Form and presented it to the Commission.

Chairwoman Carlson explained the purpose of this form was to signal our interest in becoming a

Redevelopment Ready Community (RRC) to the MEDC. The MEDC requires that certain milestones are met during the process of certifying our community.

Old Business:

Discussion of Priorities for the Commission

a. Bylaws

Djerf discussed progress with development of the bylaws governing the Commission including reviewing bylaws of other planning commissions.

There was discussion of the level of specificity that we as a group wanted with these bylaws.

Djerf and Chairwoman Carlson will work on the bylaws further for the January meeting.

b. Public Participation Plan

Chairwoman Carlson discussed the purpose and process of developing a Public Participation Plan which is intended to engage electors of the Village of Laurium in the planning process.

This document will be completed **no later than March 30, 2022**.

c. Village Website

Chairwoman Carlson and Sullivan discussed the ongoing process of updating the website or potentially switching to another vendor for web services.

Carlson M discussed the RRC process and how having an active website is needed to complete Step 4 of the RRC application.

Sullivan discussed deciding as a group which elements we would like to see on the Commission webpage.

Djerf, Lewitzke, and Sullivan discussed the ongoing process with the Village Council of adopting an online payment system.

Training:

Chairwoman Carlson discussed a conversation with the Village insurance provider about whether any training might be covered under the policy. She does not believe that this is an option with our current insurer.

Chairwoman Carlson discussed setting a **deadline of February 28, 2022** for completing the annual training requirements which are as follows: Redevelopment Ready Community (RRC) Best Practices Training, Master Planning Session, and Capital Asset Management [3 or more members].

There was discussion of whether the Village Council might benefit from these training sessions as well.

Djerf will follow up with the local Michigan State University Extension Office to inquire about training opportunities they might offer.

Unfinished Business:

None

Other Comments:

None

The meeting adjourned by Chairwoman Carlson at 7:32 PM

Respectfully submitted,

Jaikob M. Djerf, Planning Commission Secretary

Village of Laurium