

**CITY OF WAYLAND
PLANNING COMMISSION
MINUTES**

**Tuesday, March 9, 2010
City Hall - City Council Chambers**

Chair J.D. Gonzales called the meeting to order at 7:02 PM.

PLEDGE OF ALLEGIANCE

Chair Gonzales led the Pledge of Allegiance to the American Flag.

ROLL CALL

Members Present: Chair Gonzales, Commissioners, John Frigmanski, Ann Kilmartin, Ryan Martin, Jim Ramey & Kelle Tobolic and Ex-Officio Commissioner Ron Kobish

Members Absent: Commissioners Sam Dykstra & Arny Rodriguez

Others Present: City Manager Chris Yonker & Mayor Tim Bala

Chair Gonzales welcomed newly appointed Commissioner Martin to the meeting. Commissioner Tobolic **moved, seconded** by Commissioner Ramey to excuse Commissioners Dykstra & Rodriguez who had notified staff of their planned absences. **All Yes; motion carried.**

APPROVAL OF MINUTES

Commissioner Tobolic **moved, seconded** by Commissioner Frigmanski to approve the Minutes of the Regular Meeting held February 9, 2010 as distributed with the meeting packet. **All Yes; motion carried.**

OTHER MINUTES FOR REVIEW

Chair Gonzales acknowledged for the file the following Minutes of the Regular Meetings of the:

- City Council held February 1 & 15, 2010
- Downtown Development Authority (DDA) Minutes of February 18, 2010

CITIZENS APPEARING BEFORE THE COMMISSION: None

COMMUNICATIONS

In preparation for the development of the City's FY 2010-11 Operating & Capital Budgets, the City Manager reviewed the following materials included in the packet.

- City Council Memo of 2/26/10: Establishing Budget Policies for FY 2010/11 City Budget C
- City Council Identified Needs & Desires: Results of Council Strategic Planning Retreat held 11/7/09 C
- Preliminary 2010 Property Assessment Rolls: P
 - Assessed Valorem Tax Roll- Assessed Values A
 - Assessed Valorem Tax Roll- Taxable Values A
 - Tax Abatement (TA) Roll- Assessed & Taxable Values I

He noted that residential property values on the assessment roll have dropped approximately 19% since last year. This coupled with the 35% cut in State Revenue Sharing payments since 2001 will result in revenue cuts in the City's General Fund of over \$105,000 for the coming year. The City Council will review its options during its deliberations on the budget over the next two months. Chair Gonzales acknowledged receipt of the above communications for the file.

OLD BUSINESS: None

**NEW BUSINESS: CONSIDERATION OF FY
2010/11 PLANNING
COMMISSION OPERATING
BUDGET**

PLANNING & ZONING FY 10/11 Proposed Budget		
Account Number	Description	Budget
101-371-702.000	Salaries & Wages- PC & Admin.	\$8,000
101-371-703.000	Benefits- Admin.	900
101-371-704.000	MERS- Retirement	1,200
101-371-727.000	Office Supplies	400
101-371-803.000	Prof. Services- Legal	4,000
101-371-818.000	Contractual Services- LandMark	8,500
101-371-900.000	Printing & Publishing	1,000
101-371-958.000	Memberships & Dues	650
101-371-961.000	Training/Travel	350
		\$25,000

Salaries include PC members @ \$35/mtg. w/ bi-monthly mtgs. vs. monthly mtgs. Plus \$6,500 of Admin. Staff salaries (CM, Assessor)

Memberships- MAP (PC & CM)

Contractual Services- LandMark Strategies= Non-pass-through P&Z services

The City Manager discussed the challenges the City is facing with the FY 2010/11 City budget. The significant drop in property tax revenues and State Revenue Sharing has created an estimated budget deficit of over \$100,000 in the General Fund. This will necessitate that each department carefully review its budget needs for the coming year & reduce or postpone operating and/or capital expenses.

In prior years, the operating budget for Planning & Zoning services has been presented as only one line item titled "Planning Commission." Staff reviewed the various expenses charged to this line item and prepared a true Planning & Zoning functional line item budget (see table at right.) This represents a more transparent approach to budgeting so that staff, the City Council, Commissioners and the public have a clearer understanding of the true costs to provide planning & zoning services within the community. It also allows for more efficient tracking of expenditures and allows staff, the Council and Commissioners to be held accountable for those expenses within budget appropriations.

**CAPITAL IMPROVEMENT PROJECTS
COMPLETED & PROPOSED
As of 3/22/2010**

Chair Gonzales recognized the budget constraints that were facing the City and felt that the Commission should do its part to contain costs. He suggested the members consider holding Commission meetings on a bi-monthly instead of the regular monthly basis, thus saving meeting cost salaries. The Commission could schedule special additional meetings as warranted based on the need for timely Commission action on such items as site plan reviews. Therefore, the above proposed budget reflects an overall reduction of \$2,000 from the current FY 2009/10 budget of \$27,000. By consensus, the Commissioners agreed to forward the draft budget to the City Manager and City Council for consideration.

Recently Completed Projects:

1. Forrest Street (Maple to Oak) and Oak Street (Main to Forrest)
(Street reconstruction; new watermain)
2. Water Tower
(Cleaning, minor repair & repainting)
3. W. Superior Street
(Street reconstruction; watermain; storm sewers; railroad crossing; sidewalks; LED lights; trees)

Remaining Bond Projects:

	Estimate
1. Wastewater Pump Station Reconstruction (Railroad Street Pump Station #5)	\$ 150,000
2. Wastewater Treatment Plant Surface Water Discharge	125,000
3. Railroad Crossing Signals & Gates (50% bonds; 50% State/Federal grants)	300,000
4. Removal of Existing Consumers Energy Streetlights along W. Superior	<u>23,000</u>
Total Remaining Bond Projects	\$ 598,000

Proposed FY 10/11 Projects:

1. Rabbit River Park Development ((\$224,000 MDNR Grant; \$96,000 Weaver Family Trust)	320,000
2. E. Elm Street Reconstruction (Forrest St. to east end @ new Park entrance) (Street funds; water funds; remaining capital bonds?)	458,000
3. Downtown LED Streetlight Replacements (Superior St. streetlights only; not Main St., alleys or parking lots) (DDA funds; grants; special assessments?; remaining capital bonds?)	184,000
Total Proposed FY 10/11 Projects	\$ 962,000

NEW BUSINESS: CONSIDERATION OF FY 2010/11 PROPOSED CAPITAL IMPROVEMENT PROJECTS

The City Manager next discussed the capital improvement needs for the City. He reviewed the status of the major capital work being funded by the 2008 Capital Bond Fund, as well as various state & federal grants. This included bond projects completed in 2008-09, as well as those still to be completed in 2010. The table at right summarizes both the completed & proposed bond projects.

The replacement of wastewater pumping station #5 on Railroad Street is scheduled for bid letting in early April, with construction to be completed by the end of August. The construction of the surface-water discharge at the Wastewater Treatment Plant (WWTP) still requires design engineering and permitting through the State Dept. of Natural Resources & Environment (MDNRE). The installation of the new railroad crossing signals & gates on W. Superior is planned for early this summer; this is the last remaining item under the W. Superior reconstruction project contract with the MI Dept. of Transportation (MDOT). City staff and the City Council are still working separately with Consumers Energy to remove the existing streetlights now that the decorative LED lights are operational and providing sufficient illumination for both the sidewalks as well as the street.

The table on the previous page also summarizes three additional capital projects proposed for FY 2010/11. These include the development of the Rabbit River Park, the reconstruction of E. Elm Street (between Forrest & the eastern terminus at the new park entrance) & the replacement of the decorative streetlights through-out the downtown. The latter project is being proposed by the DDA & is subject to securing grant funding and/or financing for the project. The need for the Elm St. project was based primarily on the results of the City's Pavement Management Plan prepared in 2009 by Progressive AE, in which it was identified through the PACER rating system as a roadway in "poor" condition.

There may be some additional capital projects proposed for the upcoming budget as resources are further defined. These may include such projects as:

- Roof repairs or replacement at the Police/Fire building
- City Hall rear entryway modifications & energy conservation improvements
- Energy conservation improvements at the DPW buildings
- Extension of sidewalks along S. Main Street to 133rd Street

The City Manager stated that staff is still planning to develop a comprehensive five-year capital improvement plan for consideration by the Commission and City Council at a later date. However, the budget challenges created by the global recession have taken up much of staff's financial and capital planning time. By consensus, the Commissioners agreed to forward the proposed list of capital projects to the City Manager and City Council for consideration during the upcoming budget process.

PUBLIC COMMUNICATIONS AND COMMENTS

The City Manager updated the Commission on the efforts being made by the DDA & City Council to apply for the next Selected Level of the MI Main Street (MMS) program. Many volunteers would be needed to assist with the application process and he encouraged the Commissioners to get involved in the effort.

Commissioner Tobolic noted that the recently adopted 2010-2015 Allegan County Parks & Recreation Plan was available on the County's website for review. Commissioner Kilmartin expressed her disappointment that neither the Commission nor City Council was willing to revisit or rewrite the provisions within the Zoning Ordinance regarding signs in motion.

There were no additional public communications or comments.

ADJOURNMENT

Being no further business before the Commission, Chair Gonzales adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Chris A. Yonker
City Manager

J.D. Gonzales
PC Chair