

**CITY OF BIG RAPIDS
PLANNING COMMISSION MINUTES
February 15, 2017**

Chairperson Schmidt called the February 15, 2017, regular meeting of the Planning Commission to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

PRESENT Sue Bean, Renato Cerdena, Jennifer Cochran, John Schmidt, Tim Vogel

EXCUSED Bill Yontz

ABSENT Paul Jackson

ALSO PRESENT Mark Sweppenheiser, Neighborhood Services Director
Cindy Plautz, Neighborhood Services Coordinator

There was 1 person in the audience.

APPROVAL OF MINUTES

Motion was made by Tim Vogel, seconded by Sue Bean, to approve the minutes of the January 18, 2017, meeting of the Planning Commission as presented.

Motion passed unanimously with all in favor.

In reference to the January 18, 2017 minutes, Cerdena asked if staff can download data from the See Click Fix program to create a data base/map of where problems occur in the City. Sweppenheiser said that he would ask Tim Moslener if it is possible. He added that there is information on a per issue basis and it is included on a map. Cerdena believes keeping track of this type of information can help the City identify hot spots, see trends and plan. Sweppenheiser agreed. Schmidt added that currently pot holes and water mains are issues.

PUBLIC COMMENT NOT RELATED TO ITEMS ON THE AGENDA

None heard.

PUBLIC HEARINGS

Recommendation on the 2017-2023 Capital Improvement Plan

Sweppenheiser distributed copies of the ranked 2017/18 and 2018/23 CIPs (see attached) and reviewed each project that was recommended for funding with the Planning Commission members. He explained that per Michigan Economic Development Corporation requirements, the City must have a 6 year CIP in place to be eligible for grants. He further explained that the 2017/18 plan is important and more accurate, while the 2018 to 2023 plan can be tweaked over the years. This is the first year that the City has a written plan and it has turned out nicely. There will be minimal text changes to this plan.

Schmidt asked about the costs on page 6 of the Plan. Sweppenheiser explained that those items with 2 asterisks will be funded over multiple years, and those with 3 asterisks are projects to be funded with multiple fund sources. He asked about the total project costs and Sweppenheiser told him that they can be found on the spread sheets. He will try to incorporate total project costs in next year's Plan.

Schmidt asked about the Public Safety vehicle purchase and if the trade in value is reflected in the proposed cost. Sometimes the vehicles are recycled to different departments and sometimes they are traded in.

Reconstruction of roads is partly funded by Act 51 funds. Schmidt wondered if the road reconstruction costs reflect the new MDOT standards. Roads will be built to the new standards and more money will be coming from the gas tax to help fund them.

Vogel noticed that there are fewer projects on the Plan than in previous years. He appreciates the work the staff has put into compiling it. Schmidt commented on the 2021/22 Plan to replace lights and fixtures in the Water Plant with new LED lighting. He believes the cost savings would pay for the replacement in a hurry and wonders if the change over couldn't be done sooner. Sweppenheiser agreed and he may put on next year's CIP.

Cerdena referred to the Analysis and Prioritization criteria included on page 4 saying that it is a good plan. Next year we will be able to evaluate the need for proposed projects per this criterion.

Sweppenheiser commented that the challenge is in the number of years it takes to fund a project. Department heads need to realize that not everything can be ranked a #1 priority.

In order to better rank the projects, it may help next year to give a description of each ranking number.

MOTION

Motion was made by Tim Vogel, seconded by Sue Bean, to recommend approval of the 2017-2023 Capital Improvement Plan to the City Commission.

Motion passed with Sue Bean, Renato Cerdena, Jennifer Cochran, John Schmidt, and Tim Vogel in favor.

GENERAL BUSINESS

Home Occupation language will be on the agenda next month.

There being no further business, motion was made by Tim Vogel, seconded by Sue Bean to adjourn the meeting. The meeting was adjourned at 7:20 p.m. with all in favor.

Respectfully submitted,

Cynthia J. Plautz
Planning Commission Secretary