

**Staff Meeting**  
**Monday, March 23, 2020**  
**Minutes**

Present: Michelle Brunner (Zoning/Treasurer), Jill Chapman (Clerk), Linda Lavey (President), Ashley Sloat (Secretary), Scott Mills (DPW), Jeff Newton (Police)

Rather than the usual format for our monthly meetings, we met in Council chambers, spaced far enough apart for social distancing, of course, and discussed Governor Whitmer's latest Order and how we should proceed. Executive Order 2020-21 (COVID-19) is a temporary requirement to suspend activities that are not necessary to sustain or protect life. The Order takes effect on March 24th at 12:01 am and continues through April 13th at 11:59 pm. It was decided that 4:00 pm today will be our "zero hour" to make any necessary changes.

Newton stated that the Police Department will continue to work as usual. They can't really cut back on officers and still be able to work effectively. He said he'd consider ways to adjust schedules so that fewer people are together at a time.

Mills talked about how each of the DPW employees has done enough cross-training to be able to cover all of the necessary jobs. He will schedule employees to work half days but be available at all times for any emergencies that may occur. Each employee could be assigned one specific vehicle as well to further help stop the spread of COVID-19.

Lavey assured everyone they will be paid for their regularly scheduled hours, no matter how many hours are actually worked. This event is being treated as an "Act of God" situation. Until April 13, we are to stay away from the office as much as possible.

TENTATIVE DATE NEXT MEETING: April 22, 2020

## **VILLAGE OF PINCKNEY**

### **DDA MEETING MINUTES**

**Monday, April 6, 2020**

Due to COVID-19 and per State of Michigan Executive Order 2020-15, the DDA meeting was held virtually, online using the Microsoft Teams platform.

**Call to Order:** Chairman Pais called the meeting to order at 7:00 PM.

#### **Roll Call:**

Ted Kinczkowski: Present

Richard Mayernik: Present

Christine Oliver: Present

Donald Oliver: Present

Don Tottingham: Present

Tom Pais: Present

Also Present: Michelle Brunner (Zoning Administrator), Lucie Fortin (Village Planner), Linda Lavey (President) and Jill Chapman (Clerk).

#### **Pledge of Allegiance**

#### **Approval of Proposed Agenda:**

All in favor to approve the agenda as presented.

Yeas: 6      Nays: 0      Absent: 0      Vacant: 1

No objections, agenda approved.

#### **Approval of February Minutes:**

All in favor to approve February 3, 2020 minutes.

Yeas: 6      Nays: 0      Absent: 0      Vacant: 1

No objections, minutes approved.

#### **Public Forum:**

Opened 7:02 PM.

No response.

Closed 7:02 PM.

**Agenda:**

1. Payables.

Discussion about how the DDA bylaws should be updated to mimic how Council approves payables, as they have a resolution that allows certain recurring bills to be paid without any other approval. There needs to be approval by the DDA board for certain invoices yet still allow for timely payment of regular invoices. Zoning Administrator Brunner will look into how to change this process in the correct manner. Motion by Commissioner Mayernik, seconded by Commissioner Tottingham, to pay the bills in the amount of \$6772.76.

Roll Call Vote conducted:

Ted Kinczkowski: Yes

Richard Mayernik: Yes

Christine Oliver: Yes

Donald Oliver: Yes

Don Tottingham: Yes

Tom Pais: Yes

The motion carried in a roll call vote at 7:09 PM.

2. DDA Budget for 2020-2021

It is budget time and the DDA will have about \$30,000-\$40,000 to spend this upcoming budget year because last year was the final bond payment. With the new reporting requirements, the State would like to see money spent or know what projects the money will be going towards. Items recommended were some money for seminars and training, signage to help bring people into the downtown and a parklet design contest.

**Public Forum:**

Opened 7:23 PM.

No response.

Closed 7:23 PM.

**Member Discussion:**

No discussion.

**Motion to Adjourn:**

Offered by Commissioner Christine Oliver, seconded by Commissioner Don Oliver.

Yeas: 6      Nays: 0      Absent: 0      Vacancy: 1

**Meeting Adjourned** at 7:24 PM.

**Village of Pinckney**  
**Planning Commission Meeting Minutes**

**Monday, April 6, 2020**

Due to COVID-19 and per State of Michigan Executive Order 2020-15, the Planning Commission meeting was held virtually, online using the Microsoft Teams platform.

**Call to Order:** Chairman Pais called the meeting to order at 7:25 PM.

**Roll Call:**

Ted Kinczkowski: Present

Richard Mayernik: Present

Christine Oliver: Present

Donald Oliver: Present

Don Tottingham: Present

Tom Pais: Present

Also Present: Michelle Brunner (Zoning Administrator), Lucie Fortin (Village Planner), Linda Lavey (President) and Jill Chapman (Clerk).

**Approval of Proposed Agenda and Previous Meeting Minutes:**

Approval of Proposed Agenda. Motion by Commissioner Christine Oliver and seconded by Commissioner Kinczkowski.

Yeas: 6      Nays: 0      Absent: 0      Vacant: 1

All in favor.

Approval of February 3, 2020 and March 9, 2020 Joint Planning Commission and Council Meeting Minutes. Motion by Commissioner Don Oliver and seconded by Commissioner Christine Oliver.

Yeas: 6      Nays: 0      Absent: 0      Vacant: 1

All in favor.

## **Reports:**

**Chairman:** Chairman Pais: Very happy at Planning Commission's ability to hold a virtual meeting.

**Secretary / Vice-Chairperson:** Commissioner Christine Oliver: No report.

**Council Report:** Commissioner Kinczkowski: Nothing to report given the last meeting was held jointly with Council.

**Zoning Administrator Brunner:** Included in packet. Also, Grant's Place had been working with their engineers on plans, but we haven't heard anything from them recently, probably due to the current COVID-19 limitations.

## **Public Forum:**

Opened 7:31 PM.

No response.

Closed 7:31 PM.

## **Agenda:**

### **1. Master Plan Update**

Village Planner Lucie Fortin stated updates to the Master Plan are well underway. She has completed the Introduction as well as the Goals and Objectives. The last big piece is in the Community Description section. Ms. Fortin recommends reviewing the Future Land Use map and particularly how it will lend itself to a Planned Unit Development ordinance with mixed use areas or special focus areas.

### **2. Planned Unit Development (PUD) Ordinance Discussion**

At the March 9, 2020 Joint Planning Commission and Council meeting, Council directed the Planning Commission to create an ordinance for Planned Unit Developments (PUD). In response to that direction, Ms. Fortin wrote a memo dated April 1, 2020 regarding PUD Regulations which was comprised of samples of other small community PUD ordinance. Ms. Fortin believes a simple and flexible ordinance can be created for the Village that will include purpose and intent, regulations, eligibility, density consideration, site development standards and procedures. Ms. Fortin reviewed options and considerations for each of those elements. Ms. Fortin will be sending out a short survey to get input on what each Planner sees as being important for the Village's ordinance and be able to draft the ordinance to fit the Village's needs. A draft should be completed

by the next Planning Commission meeting for further review.

**Public Forum:**

Opened 8:10 PM.

No response.

Closed 8:10 PM.

**Member Discussion:**

Commissioner Christine Oliver stated that it appears Exotic Sports is trying to rent apartments at their 125 Pearl location. Zoning Administrator will investigate.

Commissioner Tottingham stated that ACO appears to be in operation and had help wanted signs. Also, they seemed to be working on the roof. Zoning Administrator will investigate, as ACO had not requested a waiver for any roof work.

**Adjournment:**

Motion by Commissioner C. Oliver, seconded by Commissioner Mayernik, to adjourn the meeting.

Yeas: 6      Nays: 0      Absent: 0      Vacant: 1

The motion carried. Meeting adjourned at 8:14 PM.

