

1 Volinia Township Planning Commission  
2 Minutes of the July 2, 2024 Meeting

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4 A regular meeting of the Volinia Planning Commission was conducted on July 2, 2024, commencing at 6:00  
5 p.m. at the Cass County Road Commission offices, 240 N. O’Keefe Street, Cassopolis, MI.  
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7 Present:

- 8 1. Bruce Buttbaker  
9 2. Frank Butts  
10 3. Frank Ross  
11 4. Jeff Steinkraus  
12 5. Dave Goodenough  
13 6. Denny Grice  
14 7. Randy Cuthbert, Chair  
15

16 Absent:

- 17 1. None  
18

19 Also Present: Catherine Kaufman, Township Attorney  
20 Bradley Kotrba, Township Planning Consultant  
21 Beth Middleton-Pompey, Township Zoning Administrator  
22 Chip Tokar, Natural Resources Management (NRM)  
23 Greg Coleges, High Grade Materials  
24 Approximately Eight members of the audience  
25

26 The Pledge of Allegiance was recited.  
27

28 Call To Order –  
29

30 At Chairman Cuthbert’s request, Commissioner Buttbaker called the roll. All members were present.  
31

32 Approval of Agenda –  
33

34 Butts moved, supported by Ross, to approve the agenda as submitted for the July 2, 2024  
35 meeting. The motion carried.  
36

37 Approval to Amended Minutes from Previous Open and Closed Minutes  
38

39 Dave Goodenough asked to have his name added to those present at the Open Session Meeting  
40 Minutes of June 15, 2024. Cuthbert asked if, on page 7, line 26 of the Open Session Meeting Minutes in  
41 the Public Comment section, it was reported that a member of the public named “Jovy” is listed;  
42 however, he does not recognize that name as he is curious as if this is a typographical error. Buttbaker

1 commented this should be changed to “Shelby” and motioned for a second amendment in the Open  
2 Session Meeting Minutes to reflect this. Buttbaker made a motion to adopt the Open Session Meeting  
3 Minutes as amended, and Butts supported it. One member (Grice) abstained because he was not a  
4 member of the Planning Commission during the last meeting. Motion carried. The motion carried.  
5

6 Dave Goodenough also asked to amend the minutes to have his name added to those present at  
7 the Closed Session Meeting Minutes of June 15, 2023. Buttbaker made a motion for this amendment,  
8 and Ross supported it. One member (Grice) abstained because he was not a member of the Planning  
9 Commission during the last meeting. Motion carried.

10 Election of Officers –

11 Chair – Cuthbert

12 Motion – Ross

13 Second – Butts

14 Vice Chair – Ross

15 Motion – Ross

16 Second – Butts

17 Secretary – Buttbaker

18 Motion – Ross

19 Second – Butts

20 Roll Call Vote: Election of Officers Unanimous.

21 The setting of Quarterly Meetings –

22 Kaufman explained the reasoning behind the necessity for quarterly meetings, and Middleton-Pompey  
23 stated she needs three more official meetings this year to make four meetings for 2024. Kaufman stated  
24 that the public hearing meeting could be a special meeting. Still, because we need to hold this meeting  
25 (regular or special) anyway, the Planning Commission needs two additional meetings in 2024. After  
26 discussion amongst the Commissioners, it was agreed upon that the following meeting schedule will be  
27 applied to the remaining three meetings of 2024. If additional special meetings need to be scheduled  
28 because of the mining special use application, they can do so as the Planning Commission continues with  
29 the review process. However, the following meetings will be the official regular scheduled meetings of  
30 2024 and the first meeting of 2025; the remaining 2025 meeting dates can be determined later in 2024  
31 and adopted at that time.

32 2024 Meeting Schedule:

33 Meeting 1 – July 2, 2024

1 Meeting 2 – August 29, 2024  
2 Meeting 3 – September 18, 2024  
3 Meeting 4 – December 11, 2024  
4

5 2025 Meeting Schedule:  
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7 Meeting 1 – January 15, 2025  
8 Meeting 2 – To Be Determined  
9 Meeting 3 – To Be Determined  
10 Meeting 4 – To Be Determined  
11

12 Motion – Ross  
13 Second – Butts  
14 Motion Carried.  
15

16 Public Comment –  
17

18 None. Township Attorney Kaufman and Zoning Administrator Middleton-Pompey clarified the application  
19 review process.  
20

21 Closed Session –  
22

23 Opening of the Closed Session:  
24

25 Butts read a motion to open a closed session in order to consult with the Township Attorney  
26 regarding a written legal opinion. Ross seconded the motion, and the motion passed unanimously.  
27 Attorney Kaufman invited Planning Consultant Kotrba and Zoning Administrator Middleton-Pompey to  
28 join the closed session at 6:28 pm.  
29

30 Closing of the Closed Session:  
31

32 Ross made a motion to close the closed session, and Butts seconded the motion. The motion  
33 was unanimously approved at 7:36 pm.  
34

35 Old Business –  
36

37 Discussion of High-Grade Materials Application for Special Land Use Permit  
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39 Commissioner Cuthbert expressed appreciation for the application's completeness and attention  
40 to the items that had been discussed a year ago. He then asked the applicant's representative to stand  
41 and introduce himself to the Commission. The applicant's representative, Chip Tokar, from Natural  
42 Resources Management (NRM), will be working with High Grade Materials to present this information.

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Chip Tokar discussed how the application packet was put together and how the packet is organized. Tokar said he will attend future meetings and public hearings to answer questions. Greg Coleges introduced himself, introduced the company, and offered himself as the available party to answer any questions relevant to the application and proposed land use.

Commissioner Butts suggested it would be necessary to hold another meeting to give the Planning Commission time to review the application and thoroughly address any questions or concerns it may have. Commissioner Cuthbert for an informational meeting will be held at the Cass County Road Commission on August 29<sup>th</sup> at 6:00 PM. The public hearing will be planned for September 18<sup>th</sup> at 6:00 PM, also at the Road Commission, pending the building’s availability.

Butts made a motion to schedule the two above meetings at the times and locations described. Ross seconded the motion, and the motion carried.

New Business—None

Adjournment –

Ross made a motion to adjourn the meeting at 7:51 PM, seconded by Butts. The motion to adjourn was approved.

