

*DRAFT MINUTES***Whitewater Township Board
Minutes of Special Meeting held July 23, 2019****Call to Order**

Supervisor Popp called the meeting to order at 3:02 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board Members present: Treasurer Benak, Clerk Goss, Trustee Lawson, Popp
Board Members absent: Trustee Hubbell
Others present: Amelia Baird, Roberto Garza

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment (4:50)

None

Agenda Items as Listed in Special Meeting Notice (5:11)**3:00 p.m. - Zoning Administrator Interview - Amelia Nicole Baird**

Amelia Baird is present.

Along with providing personal information, Ms. Baird answered questions from board members regarding her GIS degree, previous job experience, knowledge of zoning, her plan for relocating to Traverse City if she were offered the position, ability to deal with difficult people, grant-writing experience, whether she has any familiarity with master plans, methods she would use to motivate people, management decisions she may not agree with, and reading legal descriptions.

Goss advised Ms. Baird that, while the township could offer the salary that she is asking for if she was offered the job, there are no other benefits, other than some paid holidays. Specifically, there is no township health insurance plan.

Ms. Baird inquired about the number of hours of the position, if there is an orientation or training period, other GIS people employed by the township, percentage of time spent in the office and inspecting properties, the process for how her work would be evaluated, the biggest challenge for someone in this position, and opportunities for advancement.

There was board consensus that a decision will hopefully be made within a week.

At 3:59 p.m., Ms. Baird exited the building.

Discussion followed.

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Motion by Lawson to recess until 5:00 p.m.; second by Benak. On voice vote, all those present voted in favor, none opposed, Hubbell absent. Motion carried.

At 4:10 p.m., the meeting recessed.

At 5:01 p.m., the meeting reconvened.

5:00 p.m. - Reese ZBA Matter (2:03:50)

Barbara Reese and Eric Mansuy are present.

Popp added this matter to the special meeting agenda in order to find out how to get a ZBA action under way. His ideas are to ask former zoning administrators Lindsey Wolf, Chris Weinzapfel, or attorney Chris Patterson. Wolf and Weinzapfel have indicated they do not have time to commit to it. Patterson has the availability to generate the ZBA documents and does so for several other townships.

Discussion followed regarding the type of documents that need to be generated and timing associated with the regular August ZBA meeting date of 8/22.

Mansuy and Reese detailed their actions to get on the July ZBA agenda and their frustration with the fact that no policy was in place to deal with the lack of a zoning administrator.

There was brief discussion about the legality of calling a special ZBA meeting with less than the required 15-day notice, as well as some of the details of the variance request.

Motion by Popp to have Chris Patterson generate the required ZBA documents for the Reeses' application.

Lawson asked if we want to talk to Hall first to see if that is something we can contract him to do.

Discussion followed.

Lawson modified the motion to say after we have an opportunity this evening to discuss with Hall first. If he turns it down, then it goes to Chris Patterson.

Popp said he will withdraw his motion if nobody is going to second it and we can talk to Hall and see if he is willing to do that.

Second by Goss.

Further discussion followed.

Benak said she could ask Leslie Meyers (former zoning administrator), stating she has offered to help if we are in a pinch. Benak said she did talk to her about the township's zoning

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administrator issues. She knows our system; she knows how to put the ZBA packet together. Benak offered to ask her if the board thinks it is a possible option.

Discussion followed, including a question from Mansuy as to whether Meyers would be able to review Article 4.15 to see if this matter needs to go to the ZBA.

Lawson and Goss agreed with Benak's offer to see if Meyers can handle this matter.

Motion by Goss to have Benak contact Leslie Meyers to see if she can handle a ZBA matter; second by Lawson. On voice vote, all those present voted in favor, none opposed, Hubbell absent. Motion carried.

More discussion ensued regarding Meyers determining whether this is a ZBA case or not.

Popp stated he would like to have a secondary motion, which is to commission Chris Patterson to generate the Reese ZBA documents if Leslie Meyers for some reason cannot accept; second by Lawson. On voice vote, all those present voted in favor, none opposed, Hubbell absent. Motion carried.

Mansuy reported that Lindsey mentioned today that another applicant applied to go to the ZBA this month.

Brief discussion followed.

Popp asked Benak to let him know as soon as she hears from Meyers.

Motion by Benak to recess again until 7:00 p.m.; second by Lawson. On voice vote, all those present voted in favor, none opposed, Hubbell absent. Motion carried.

At 5:54 p.m., the meeting recessed.

At 7:00 p.m., the meeting reconvened.

7:00 p.m. - Zoning Administrator Interview - Robert Hall (4:02:25)

Robert Hall is present.

Hall provided a proposed consultation contract in advance of the meeting and there was some discussion about it, including more time needed for the written notice to cancel, as well as an assistant who can fill in in Hall's absence.

Hall also provided a letter from his assistant, Ben Townsend, and read it aloud.

It was noted that Townsend's services would fall under Hall's contract.

Other salient points included:

- Hall is available to attend planning commission meetings.

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- Regarding the subject of recodification and master plan review, he has put base hours together that he thinks are for normal work. If additional work is required, it can be worked out.
- He has assisted other townships with master plans, and has generally been the principal liaison between the planning commission and the planner of record or the planning consultant. He is not a certified planner.
- He is able to assemble and distribute PC and ZBA meeting packets.
- He would physically like to be here no less than 1 day a week, 6 to 8 hours. He would like to have consistency in the day of the week that he is here, 3 or 4 days of the month, and then make the other day of the month coincide with the planning commission meeting day.
- He will be traveling from Cadillac. He said he wants the board to realize that just because he is not here does not mean he is not available, but he understands some people have to see a live person.
- He could give the township more than 1 day a week if he had to.
- In answer to Benak's concern that 1 day a week is not going to be enough for our citizens and whether he could accommodate 2 days if needed, Hall said he could accommodate the business. If someone comes up with a commercial development or a special use or a site plan review, he can be here. He said 1 day is usually more than adequate for the face time and the one-on-one, but it is definitely not adequate when you have public hearings and staff reports to put out. If he exceeded X number of hours, it would be at the hourly rate agreed upon. He does not count travel time, just on site.
- He does not have experience with ArcGIS. He uses the county mapping system.
- He is familiar with BS&A and knows how to use it.
- He would like to have remote access to the voicemail.
- He has taken the time to learn more about Whitewater Township. He is concerned about the township seeking a zoning administrator again since he interviewed for the position last November.
- Regarding employee versus consultant, he likes being a consultant. He stated he is a consistent enforcement type guy and consistent when it comes to administrating the ordinance. He knows his job and wants to help board members and the planning commission understand his job and how the three work together in a separation of powers. He has gone through the zoning ordinance and noted a few areas of concern.
- To address Benak's problem with 1 day not being enough, he wants to do whatever it takes to try to mitigate that, whether it is through e-mail, phone, or being here another half day every now and then.
- He urged that the township should consider having an outside planning consultant.
- He plans to work for the next 4 to 6 years.

Popp asked if it is still on the board's table to ask Hall if he would be interested in helping out with the Reese ZBA matter.

Goss said we should stick with the game plan that has already been approved.

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- Hall said, if he is considered for the position, he likes to go for a ride around the township with somebody. One of his first goals is to get to know the township board, the planning commission members, ZBA, and likes to get to know any consultants the township has.
- He goes by Bob 90% of the time.

Popp said we are probably going to make a decision within a week.

Hall said he would appreciate a phone call either way.

At 7:52 p.m., Hall exited the building.

Discussion followed.

Motion by Popp to forward Certified Zoning Services agreement as presented to Chris Patterson for review; pending a positive review, we bring on Robert Hall as Whitewater Township Zoning Administrator; second by Lawson. Popp provided his reasoning for sending it to the attorney. **Roll call vote: Benak, yes; Goss, yes; Hubbell, absent; Lawson, yes; Popp, yes. Motion carried.**

Popp said we should not notify either candidate until Patterson's review of the agreement.

Discussion followed.

Lawson, Benak, and Goss agreed.

Popp will send the agreement to Patterson in the morning.

Board Comments/Discussion (5:02:48)

None

Public Comment (5:02:52)

None

Adjournment (5:02:54)

Motion by Lawson to adjourn; second by Benak. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk