

**Whitewater Township Board  
Minutes of Special Meeting held March 2, 2015**

**Call to Order**

Supervisor Popp called the meeting to order at 5:01 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board Members present: Benak, Goss, Hubbell, Lawson, Popp

Board Members absent: None

Others present: None

**Set/Adjust Meeting Agenda**

No adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****Zoning Administrator Interview – Josh Vey**

Popp welcomed Mr. Vey and thanked him for coming. The Board posed many questions to Mr. Vey. Following is some of the information he provided.

Mr. Vey has been zoning administrator at Torch Lake Township for about 9 months. His predecessor passed away before training could be accomplished. He has been teaching himself a lot. He has taken a week-long zoning administrator course through MSU Extension. He is also taking a planning and zoning class through MSU Extension.

He works 18 hours per week for Torch Lake Township. He is interested in the Whitewater Township position as he would like to work full-time. He is also a firefighter. He has taken the EMT class but has not taken the National Registry test.

He attends all PC meetings in Torch Lake Township, gathers paperwork for the agenda, does the public hearing notices. He does research on ordinance issues. He stated he works very closely with the Planning Commission and the ZBA. The job description is 18-27 office hours per week, including meetings. It is a salaried position. This is his first position as a zoning administrator.

He currently works Tuesday and Thursday from 8 am to 3 pm and by appointment other days. He prepares the meeting packets for the Planning Commission and the ZBA. The chair sends him the agenda a week in advance.

He has experience with BS&A software. He has taken a college class on Arc GIS.

Various zoning circumstances existing in Whitewater Township and Torch Lake Township were discussed, as well as permit procedures in both townships.

Mr. Vey stated that if something is in the ordinance, it has to be followed. He may have his opinion on a particular ordinance and not agree with parts of it, but it still has to be administered the way it is written.

He stated he replies promptly to communications but feels that replying accurately is more important than replying quickly.

He stated his salary in Torch Lake Township is \$18,000 per year. There is no health insurance available, but there is a retirement plan which he and the township contribute to.

Mr. Vey inquired as to who handles land divisions in Whitewater Township and how many hours are required for the Whitewater zoning administrator position. He is hoping to find a class on land division.

He has taken classes at NMC in freshwater science and would like to finish his degree in that field of study.

If selected for the position, he stated he could start in two weeks. He plans to take his National Registry exam in the next month.

#### **Board Comments/Discussion**

There was brief discussion of the proposed timetable for other zoning administrator interviews.

#### **Public Comment**

None

#### **Adjournment**

**Motion by Lawson, seconded by Goss, to adjourn.** Meeting adjourned at 5:59 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk