

CASCO TOWNSHIP BOARD OF TRUSTEES  
MINUTES SPECIAL MEETING  
NOVEMBER 1, 2018 @ 1:00 P.M.

Approved 11/19/18

CALL TO ORDER: Allan called meeting to order at 1:00pm and led in the Pledge of Allegiance.

Present: Overhiser, Brenner, Graff, Macyauski, Winfrey and 6 other interested people.

Absent: None

RE: Reason for meeting:

1. Discuss & approve Job Description for Zoning Administrator.
2. To reaffirm the decision made to omit 2 ½ stories from nonconforming lots of record at the September 17, 2018, Regular Meeting.
3. Snowplowing contract.

**PUBLIC COMMENT:**

Norm Fouts asked, "Does this say you can't have 2 ½ stories in existing lots of record?"

Allan responded no, it is to remove the language that says reference to 2 ½ stories, the height will not change.

**JOB DESCRIPTION-ZONING ADMINISTRATOR**

Allan said that we have asked Alfred Ellingsen to come in and sit with us. First of all we have the Job Description that Alfred has presented and then we also have a Job Description that Cheri got from MTA. They are basically the same, Allan prefers the one from MTA, it is a little cleaner looking. Allan asked Alfred why you are here and in the interest of your time, you probably know the job better than anybody else that has been in Casco. Allan asked Alfred kind of a brief overview of your job.

Alfred said that he wants to retain the Building Inspector Job and the Deputy Zoning Administrator position. After Don Maxwell, Norm Fouts took over and then after that Tom Jessup took the position. Alfred said basically his job is the liaison between the Board and the Public, most of that is telling people what to do, how to use their land, within the confines of the Zoning Ordinance my job is to be the liaison with the Planning Commission their needs and the same with the ZBA. He puts the notices in the paper, he does all the writing of the finals after the board has passed them. The big thing is dealing with the public with complaints, he goes out and inspects at the same time he checks on set-backs when he goes out and does an inspection on a foundation of a new house, he also does a zoning admin job to make sure everything is in the right place. Biggest job is talking on the phone with people and having people coming in the office and talk to him, also, from 8:00am to 10:00am I'm available in my home office doing the same thing.

Allan asked him what average weekly hours do you spend? Alfred said at least 30hrs. per week. At least ½ of the hours are for zoning. The Saugatuck Township Zoning Admin works 3 days per week and his hourly salary is about \$43,000.00.

Judy asked Alfred what is required for this job? Alfred responded with you don't need a degree, you need to have some social skills, people skills, interpret the Ordinance, the ability to write a letter, the biggest thing with the job is communication. Someone with Township experience, someone with zoning administration experience would be at the top of the list.

John Barkley asked who would be responsible for any changes with the Municode? Alfred said he would put amendments on the website for certain period of times, so we wouldn't spend too much money doing one thing at a time we would hold back and put several things on the website. John asked again who would do the actual change? Alfred said he did it in Saugatuck and that was with the aid of the

clerk, the clerk is responsible for all the documents, the ordinances were passed on to municode and then the clerk and himself would proof everything to make sure everything is there. Then they put a notice in the paper saying there was a hearing on it, after the hearing we took the information and put a final code of ordinances. John Barkley asked what would you recommend, should the responsibility be the job of the Zoning administrator or assistant? Alfred said that is up to the board to decide that. Allan said it is to be determined yet as to whom does what with the Municode information. Dave Campbell said that any amendments are signed by Allan or Cheri, and he feels it should be an elected official. Alfred said the lawyer has to get involved also. Allan said that the only person that can certify anything is actually Cheri, of the Township board, she is the only one that has the power to certify. That would be a certified copy of the ordinance which would have to go to Municode.

Allan thanked Alfred for all that he has done, all the years you have worked for us and how you have served the people of Casco with respect. Allan also mentioned how he has appreciated how he has turned things around quickly.

Allan recommended a sub-committee to finalize the Job Description, go thru a selection process for a replacement for Alfred's position. We would keep you updated along the way, a small committee to finalize the description, help interview, and if you feel the need to get us back together again. The committee would be Judy Graff, because she has been on the Planning Commission for quite some time now, and Allan thought that Dian Liepe would be good, but she declined because of a family member that has some severe health problems, so Dian declined, but she recommended Dave Campbell. Allan said he would like to add to the Job Description rental issues. Allan said he would like to wrap this up in December. Paul recommended someone from the ZBA.

Allan made motion to organize a sub-committee to finalize the Job Description, post the job, and go thru a process to come back to the board with a recommendation. Lu supported. All votes in favor. Motion Carried.

**TO REAFFIRM THE DECISION MADE TO OMIT 2 ½ STORIES FROM NONCONFORMING LOTS OF RECORD AT THE SEPTEMBER 17, 2018 REGULAR MEETING.**

Lu made motion to reaffirm the decision made to omit 2 ½ stories from nonconforming lots of record at the September 17, 2018 Regular Meeting. Judy supported. Discussion. Paul said that in historically platted lots of record or 3.28 the word 2 ½ stories doesn't even show up. So if I was to ask a Planner how are you rewriting the text of bringing the Ordinance up to date to this decision that the board has made about 2 ½ stories as it references nonconforming lots of record. I don't know how that's done. Judy said in the other parts of the ZO where it defines every one of the districts that's where 2 ½ stories ends up referenced to 3.28. Paul asked are you removing the 2 ½ stories from districts? Judy replied no, just from nonconforming lots. So Paul asked your adding something to the 3.28 that says the 2 ½ stories. It was agreed by the board that they have not seen the language, so we are going to get the actual reprint before we make anymore decisions.

**SNOWPLOWING CONTRACT**

Horizon Landscaping for the estimate amount of \$565.00

Casco Twp Hall, parking lot, shovel&salt sidewalk	\$ 80.00
Nature Preserve Park parking lot	\$ 35.00
Recycle Station Plow road and parking lot	\$150.00
Stephenson Cemetery	\$150.00
McDowell Cemetery	\$150.00

Lu made motion to accept the snowplowing contract with Horizon Landscaping. Paul supported.  
All votes in favor. Motion carried.

**PUBLIC COMMENT**

John Barkley suggested that we add to the motion for the ZA with a target date as December. Judy said that December is in the motion. He also suggests adding the STR to the ZA, he also thought that this is a good opportunity to focus on someone with lakeshore experience. A lot of lakeshore people feel that they are not represented. Someone that lives there or has experience , he feels that the lakeshore is under represented.

Lu made motion to adjourn. Judy supported.

Meeting adjourned at 2:26pm

Minutes Respectively submitted by  
Cheryl Brenner  
Township Clerk