

**Town Board Meeting
May 9, 2018, 7:30 am
Special Town Board Meeting
Minutes**

1. **Call to Order** by Manigold at 7:30 a.m.
2. **Pledge**
3. **Roll Call** Present: Manigold, Westphal, Bickle, Achorn, Wunsch, Sanger
Wahl present by phone
*Also present: Christina Deeren, Director of Zoning; Gordon Hayward, Assistant
Planner, Laura Reagan, Jenney Coulter, Dennis Arouca and Nancy Heller*
4. **Approve Agenda** Bickle moved to approve the agenda; Westphal seconded. Passed unam
5. **Conflict of Interest** None
6. **Business:**

A. Discuss Contractual Agreement Possibilities with Networks North Planning Group

Manigold: Requested that the Town Board authorize signing a contract for \$1,000.00 for Networks Northwest to conduct interviews with staff so each department helps the Board with the selection of the Senior Planner and Assistant Planner.

Motion by **Bickle** to approve a \$1,000.00 contract with Networks Northwest to assist the Township in defining the role of the Planner and Assistant Planner; seconded by Wunsch.

Roll Call; Manigold – Yes, Wunsch – Yes, Bickle – Yes, Achorn – Yes, Sanger – Yes, Westphal – Yes,
Wahl – Yes. **Passed Unam**

B. Discuss Current Purchase of Development Process in Property Selection and Valuation

Manigold: This chart highlights major steps in the application and approval process that we will be going through for the PDR properties. Weatherholt's property will be first. Rob requested Gordon outline the process of the PDR purchases for the Board.

Hayward: I prepared a list of procedures outlining the steps that are taken when dealing with a PDR purchase. Weatherholt's property is next in rank to be purchased under the PDR program. Hayward explained the process that the Selection Committee goes through.

Rigan: This application round was open in 2008. The last completed project was in 2010.

Manigold: This is Round Four; monies come from the second millage request was in 2002. Millage that was coming in was covering the principle and interest on the monies spent. We are still working off the 2008 Round Four list. This is done by ranking each property in terms of points tied to certain features (i.e., viewsheds, soil productivity, contiguous property lines with other PDR properties, etc.) of the property by the Citizen Selection Committee. We have enough money for one or two more purchases.

Bickle: Matching grants or matching monies?

Rigan: The program is sponsored locally but can apply for matching funds from a Federal program. It is a voluntary program.

[Open discussion regarding the program and the possibilities of future growth. There was a request for the review of the ordinance. There was general agreement among Board Members that the Township should move forward with the citizen committee, in updating social media, pamphlets, & maps, and to seek out partnerships with the Trust for Public Lands, in support of conservation ballots, buying scenic views and valley protections, etc.]

C. Approve Public Notice Language for the Escrow Ordinance

Deeren: Gave report on the changes that were made to the Escrow Ordinance. This was approved by the PC; the PC held a public hearing on this ordinance change on March 19, 2018. She requested that this be scheduled for a Township Board meeting to hold a Public Hearing on June 12, 2018, to approve this ordinance change.

[There was an open discussion regarding this date; if this was ready to be adopted by the Township Board the consensus is for this to move forward to public hearing.]

D. Approve Staff Merit Raises and Market Salary Adjustments

Manigold: reported that the general staff received a three percent merit raise increase. Christina and Susan received a market adjustment increase in pay because Christina has moved in her position up to Director of Zoning, and Susan has taken on additional responsibilities as the Office Manager. For example, Susan as Office Manager responds to all FIOA request. She understands the legalities with FIOA and knows it better than anyone else. Susan also answers calls and does a great job; she is always willing to take on additional tasks.

Westphal: The staff job descriptions were reviewed in May, and each employee was asked to complete a survey on their job responsibilities. Every staff member met with their respective immediate supervisors, with the interview serving as a sounding board for changes that could improve working conditions. This information was discussed in a meeting of the Personnel Committee (Manigold, Westphal, Bickle) when merit increases were discussed.

Bickle: The Personnel Committee took a deep dive into each employee work conditions, and the functions they are currently doing. We went out into the market place to look at comparable salaries of staff in similar departments across the County.

Manigold: We are looking at three percent for general staff; Christina with a salary adjustment to \$53,000.00; and Susan's salary adjustment to \$41,000.00 from \$37,000.00.

Sanger: He looked across the board at what other comparable positions in the market place are paying and felt these were comparable increases.

Motion by **Wunsch** to approve the recommended salary increases and three percent increases for the general staff, seconded by **Sanger**.

Roll Call; Manigold – Yes, Wunsch – Yes, Bickle – Yes, Marge – Deferred as a part of staff, Sanger – Yes, Westphal – Yes. **Passed Unam**

7. Citizen Comments

Nancy Heller, 3091 Blue Water Rd., Traverse City, MI 49686. Asked how to move ordinances ahead. Stated that she is on the re-write committee and spends a lot of time with the PC and sees their frustration when the Board gets ordinance amendments and cannot pass them. Not clear on what direction is given in moving forward. Minutes will reflect the issues. It is difficult to discern a clear expectation from the Board.

Manigold: The move forward with Networks Northwest may help. He used the Library as an example, and the issues that were addressed and raised by the Township Board during the approval process of the SUP. The Township Attorney and Engineer are currently working to bring back language that can be passed on the Floodplain Ordinance Amendment.

Heller: The reaction from the PC is that it is not being approved. She suggests that simple emails of open communication could help resolve some of the issues. She questions the Fire Chief's salary, and she would like some justification for the salaries. If they are doing a good job, then they should earn a higher wage not start at the top.

Jenny Colter: Asked what to do regarding an individual that never attends the PDR Committee meetings but is part of the Board. She requested that the Township Board have this person removed and replaced. She is looking for someone with writing skills and educational background.

Manigold: Asked Gordon to contact the person and request a letter of resignation from their position on the Board.

Hayward: I will do that.

Westphal: Wanted to know the timing that would be involved if the Floodplain and Wetland Ordinance were created as separate ordinances. She did not see problems with the ordinance, except for some language changes. She recommended sending it to the Engineer for review.

Manigold: After we lost the lawsuit with the Schofield's, we were advised to add some language. This has taken a new life of its own since. We will address these issues at the Regular Township Board Meeting.

Wunsch: He observed that the Staff mechanism in place, but the on-going problem is to get legal counsel or an engineer to draft language.

Bickle: The Township Attorney serves at the pleasure of the Board. There are too many people reaching out and contacting the Township Attorney without approval. We are all over the board with these projects at the moment.

[Open discussion on the Township Attorney and how to handle issues. Noted that everything that needs to go to the Township Attorney should be done so through Supervisor Manigold. Attorney is absorbed in two separate lawsuits at the current time.]

Wunsch: Lost confidence in the Library SUP; nothing that is presented to the PC has a legal review before being presented to the PC.

[Open discussion on how to handle the list of issues with respect to the Ordinances. Authorize Meihn and Hodges to go through things first prior to being presented to the PC and Township Board. Spoke of the Floodplain and why it was turned down at the Township Board level. Attorney is trying not to change language to the point where it would trigger an additional notice and hearing at the PC level.]

Sanger: The PC is an advisory board. There needs to be organization in the chain of command. There should not be a loop back to the PC for an additional meeting and public hearing. Suggested that the PC needs objective directions.

8. **Board Comments** - None

9. **Adjournment:** 8:57 am

Special Town Board Meeting
Christina Deeren, Recording Secretary
Joanne Westphal, Editor