

**SAUBLE TOWNSHIP BOARD
SPECIAL MEETING MINUTES
OCTOBER 26, 2022
LOCATION: SAUBLE TOWNSHIP HALL**

CALL TO ORDER: 6:00 P.M.

ROLL CALL: Present: MaryAnn Nugent, Gail Raad, Beth Acker, Tracy Baker Absent: Hamid Mir

AGENDA REVISIONS: NONE

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

- **Update on New roof, siding project**
 - Roof was \$17,600, however, total cost was \$18,650
 - Had to purchase plywood to fix roof damage
 - Will use ARPA funds (\$898.89) as CD#1 total was \$17,751.11

NEW BUSINESS:

- **LAKE COUNTY ROAD COMMISSION – Determine Rental Space Apportionment Amount for Storage Of 2 pieces of equipment at Sauble Township (former fire station #1)**
 - Discussed equitable amount to charge LCRC monthly.
 - Will not be in cash but can negotiate road work from LCRC

Motion by Nugent to offer LCRC rental space for 2 pieces of equipment at \$150/per month plus cost of building electric. This can be a negotiable amount with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Baker, yes. All in favor. Motion carried.

- Nugent will contact Leroy Williams of LCRC so he can present to the Lake County Board of Commissioners at their meeting to be held on Thursday, October 27, 2022.

- **KCI TAX MAILINGS**

Motion by Raad to contract with KCI to print and mail Sauble Township's summer and winter taxes until another motion is made discontinuing their services with a second by Nugent. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Baker, yes. All in favor. Motion carried.

- **TRUNK N TREAT**

- Assigned stations, Paul & Gail -popcorn, Beth -cider, JoAnn – hot chocolate, Tracy – hand out treat bags.
- Be at township at 3 PM on Saturday, 10/29/22.

- **LAND USE/ZONING ADMINISTRATOR JOB DESCRIPTION – To Align with New Zoning**

- Discussed the description of the job
- Acker suggested amending section J (found under Essential functions and responsibilities) to state that phone calls and emails to be returned within 48 hours.
- Add signature line stating that applicant has read and agrees to the job description.
- Completion of the MSU Extension Zoning Administrator Certificate Program by Bill Rodgers to be done at the next session which will be in 2024. Has been delayed three (3) years although minutes from December 2020 state it was an expectation.
- Nugent will give a copy of the job description to Bill Rodgers for his signature.

Motion by Acker to accept the land use/zoning administrator job description as amended in Essential Functions and Responsibilities # J with a second by Raad. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Baker, yes. All in favor. Motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT: Motion to adjourn by Nugent. Second by Raad. Motion carried. 6:54 P.M.

Respectfully Submitted,

Gail Raad, Sauble Township Clerk