

**SAUBLE TOWNSHIP BOARD  
SPECIAL MEETING MINUTES  
JUNE 23, 2023  
LOCATION: SAUBLE TOWNSHIP HALL**

CALL TO ORDER: 10:30 A.M.

Moment of Silence/Prayer:

Pledge of Allegiance:

ROLL CALL: Present: Mary Ann Nugent, Gail Raad, Beth Acker, Linda Snow, Tracy Baker

AGENDA: Raad motion to approve the agenda as presented with a second by Acker. All in favor. Motion carried.

No previous meeting minutes to approve.

No Board reports:

No Dignitary or Commission/Board Reports.

New Business:

- **Land Use/Zoning Administrator – Resignation**
  - Letter dated 6/21/23; however, officially resigned on 6/14/23.
  - Seven days from 6/14/23 to return laptop, files, keys, etc. All returned on 6/21/23.
- **Review current job description – change/modify.**
  - Read job description.
    - **Duties 2. *Emphasize that files should be kept in the township. Originals to the Clerk***
    - **Duties 6. *Add shall provide written reports.***
    - **Essential Functions. J *Add within one week (1).***
    - **Essential Functions L *Removes illegal signage (has never been done).***
    - **Essential Functions M *Stress necessary to attend, testify, as necessary, at Public and Judicial hearings (has never been done).***
    - **Essential Functions N *Stress necessary to perform period inspections.***
    - **Office Administration B. *Email to the Sauble Tax Assessor.***
    - **Public Relations D. *Utilize MTA Premium Pass subscription.***
    - **Employment Qualifications A. *Add completion of the MSU Extension Citizen Planner.***
    - **Necessary Knowledge B. *Computer skills are important.***
    - **Working Conditions *Add land use administrator will determine one day per month for office hours (at least 3 hours).***
    - **Selections C. *Add review salary annually at the budget meeting.***
    - **Selections E. *Add office keys.***
    - **Job Description Acknowledgement Form. *Add register and complete the MSU Extension Citizen Planner***

Acker motion to amend the land use/zoning administrator job description and job description acknowledgement form with a second by Baker. Roll call vote: Nugent; yes, Raad; yes, Acker; yes, Snow; yes, Baker; yes. All in favor. Motion carried.

- **Plan to Recruitment – Publish ad for open Position.**
  - Publish in Lake County Star and Bulletin Board News. Run for two weeks.
  - Acker will contact Kurt Schindler regarding zoning administrators who will be willing to work as Sauble’s Land Use Administrator. Also wording to be used for the ad.
  - Nugent will contact Jeff Mather (Elk Twp) and Marty Walker (Peacock Twp).
  - Nugent has added to Sauble’s website and vacancy on the summer newsletter.
- **Hire Short Term Replacement**
  - No interest shown by planning commission members.
- **Interview Applicants**
  - Entire board should be present.

Nugent motion to recess meeting to contact Sauble attorney with a second from Baker. Roll call vote: Nugent; yes, Raad; yes, Acker; yes, Snow; yes, Baker; yes. All in favor. Motion carried.

The meeting recessed at 11:43 am. Nugent motion to reconvene meeting with a second from Raad. Meeting reconvened at 12:02 pm. Sauble’s attorney stated that the township can allow Bill Rodgers to finalize the last three land use permit applications.

**Raad motion that the Sauble Township Board of Trustees approve Bill Rodgers to complete the last three (3) land use permits issued to Bill Mead, Jim & Stacy Powles, and Duane Ponstein. Permits are to be issued according to the zoning ordinance book and completion of the forms and checklists associated with the permits.**

**Bill Rodgers will be compensated one (1) prorated salary of \$75 and will receive 50% of the cost of the permits issued to Mead, Powles, and Ponstein. Second by Acker. Roll call vote: Nugent; yes, Raad; yes, Acker; yes, Snow; yes, Baker; yes. All in favor. Motion carried.**


Nugent will contact Bill Rodgers approving him to only complete the three (3) land use permits mentioned above and his prorated compensation will be \$75.00.

- **Petition to State Tax Tribunal Status**
  - Pleasant Acres Trailer Park protested their assessment at Board of Review; was denied.
  - Assessor added patios, sheds, garage, additions to tax bill.
  - Pleasant Acres claiming personal property.
  - Nugent and Greg Barnett, assessor met with attorneys at Mika Meyers LLC office.
  - Nugent and Barnett provided files, pictures, BS&A file to attorneys.
  - Joshua Beard, tax specialist attorney, of Mika Meyers drafted a reply to Pleasant Acres.
  - Tax tribunal decision may take up to one year and could result in a 154 (assessment going back 2 years)
  - Petition will result in high attorney fees to township.

**Public Comment:** Paul Raad and Bob Woolever voiced their concerns regarding the zoning ordinance. That it was not being followed. Board of Trustees will ensure that the new land use administrator will follow the zoning ordinance. 12:22 pm to 12:32 pm.

Raad motion to adjourn at 12:33 pm with a second from Acker.

Respectfully submitted,



Paul Raad, Sauble Township Clerk