

Morton Township Board of Trustees
Minutes of Meeting with Building/Zoning Department
Friday, October 25, 2019 @ 10:00 am
290 West Main Street, Mecosta MI 49332

Call to Order 10:00 am

Pledge of Allegiance

Roll Call: Dick Wheeler, Maureen Wolfe, Stephanie McNeal, Jeff Ratledge, Yo Bellinger were all present.

Also present were Fritz Pins, Morton Township Building Inspector and Zoning Administrator, and Linda Howard, Mecosta County Commissioner

Public Comment: None.

Purpose of the meeting is to discuss Morton Township Building and Zoning Department.

Items for discussion:

1. Splitting time spent on building and zoning: Fritz Pins was asked how his 39-hour work week is spent on building and how much is spent on zoning. His response was that he is spending 80% on zoning and 20% on building matters. Pins indicated that he is learning about zoning and so it requires more time from him to make sure he understands the ordinance when dealing with zoning requests.
2. Budget amounts with emphasis on mileage and professional development: The budget for fiscal year 2019-2020 was set in July and Pins was questioned about his mileage costs moving forward. He was asked if there was any way he could consolidate building and zoning trips he is making now. He said that there is not. He was also asked what additional professional development conferences he wants to attend in the remainder of this fiscal year. He said there is only one in February in Bay Harbor. It is a zoning conference and will be very beneficial to the zoning portion of his work.
3. received the personnel manual and signed the acknowledgement page after reading the manual. She noted that all signed acknowledgement pages are put in the employee's file. Pins said he would sign when he finished reading the manual. McNeal also noted the procedure for approval for time off and that time off sheets need to be turned in to the immediate supervisor for approval and then submitted to the clerk. He has one to turn in that his immediate supervisor has approved.
4. Policy manual items: McNeal noted section 4.41 Expenditure Authorization in the township's policy manual to make sure that everyone is aware of the policy for spending.
5. Office hours: Fritz was asked about the amount of time he is spending in the office and how much time he is spending outside of the office doing inspections and addressing

zoning issues. He says he is spending 75% of his time outside the office and that is an industry standard for building officials.

Other Business: Linda Howard commented that the Village of Mecosta Council requested Fritz's assistance with cleaning up junk in the village. Fritz said he will be attending the next council meeting to discuss a plan for addressing the violations of the junk ordinance.

Announcements

Correspondence

Adjournment 11:30 am.

Respectfully submitted,

Stephanie McNeal, Clerk