

**Minutes**  
**Special Meeting to Discuss Building Official/Zoning Administrator Employment Offer**  
**Wednesday, December 16, 2020 @ 9:30 am**  
**Zoom**  
**290 West Main Street, Mecosta MI 49332**

Call to Order at 9:36 am.

Pledge of Allegiance

Roll Call: Mark Klumpp, Yo Bellingar, Jeff Ratledge, Stephanie McNeal and Maureen Wolfe were all present.

Citizens in Attendance:

Allen Sutherby

Purpose of the meeting is to discuss an employment offer for a new Building Official/Zoning Administrator.

Discussion included:

- Committee interviewed Cory Zandstra. He is currently employed by Mecosta County as a Building Inspector. He has three years' experience as an inspector. He has agreed to take on the zoning job as well. He wants to utilize our BS&A software and enhance it with the field work capabilities of the software.
- Length of workweek. Four days vs. five days. Tuesday – Friday is preferred.
- Vacation policy.
- Salary
- Retirement plan.
- Summary: 4-day work week, \$45,000 for building and \$5000 for zoning. Pay increase of \$2500 when completes building official training. 5 days' vacation to start. Retirement plan benefits after one year of employment. Cell phone usage, mileage, professional development also included in cost for building department.

Meeting adjourned at 10:18 am.

Respectfully Submitted,

Stephanie McNeal, Clerk