

POTTERVILLE PLANNING COMMISSION MINUTES

Tuesday, March 12, 2019 at 7:00 p.m.
Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by Member Swanson at 7:00 pm

Pledge of Allegiance was recited by all

Roll Call: Present: Member Swanson, Member Maynard, Member Bruggink
Absent: Member Kepler, Member Bussard

Agenda Approval: Motion by Member Maynard to approve the agenda. Supported by Member Bruggink. Motion carried (3-0-2).

Approval of Minutes: Motion by Member Bruggink to approve the January 8, 2019 minutes. Supported by Member Maynard. Motion carried (3-0-2).

Public Comment: None

Old Business:

- a) Medical Marijuana – Motion by Member Maynard to table until a full Committee is available for discussion. Medical Marijuana will be added to the April 2, 2019 agenda. Supported by Member Bruggink. Motion carried (3-0-2).

New Business:

- a) Welcome Commissioner Jeff Bussard – Member Bussard was unable to attend the March 12, 2019 meeting. This item will be placed on the April 2, 2019 agenda.
- b) Terms of Commissioners – Motion by Member Maynard to approve the following proposed terms for Commissioners. Supported by Member Bruggink. Motion carried (3-0-2).
Mark Swanson term ending 1/1/2022
Tim Maynard term ending 1/1/2021
George Kepler term ending 1/1/2020
Jeff Bussard term ending 1/1/2022
Brent Bruggink term ending 1/1/2022
- c) Officer (s) Elections – Motion by Member Bruggink to nominate Member Swanson for Chair position and Member Tim Maynard for Secretary. Member Swanson and Member Maynard excepted their nominations. Motion supported by Member Maynard. Motion carried (3-0-2).
- d) Proposal for Services of Zoning and Planning Administrator –
Two proposals were presented to the Commissioners. Ms. Brandy Hatt and Williams&Works. Williams&Works were not present for the Planning Commission meeting. Commissioners proceeded to interview Ms. Hatt.
Ms. Hatt has worked for Eaton County as the Zoning Administrator for 15 years, and has volunteered on the City of Potterville Zoning Board Administration since September 2018. Ms. Hatt is unable to dedicate a specific day to the office of the City of Potterville, however she has a vary flexible schedule, where she can take

time off and is available early mornings and evenings. Ms. Hatt would prefer to be hired as a part time employee of the City of Potterville at a pay rate of \$35.00 per hour. She has also offered the option of being contracted by the City of Potterville on an as needed basis at a pay rate of \$75.00 per hour (billable in monthly increments). If chosen for the position of Zoning and Planning Administrator she will initially work several hours to bring all documents to date, after, Ms. Hatt believes a maximum of 15 hours per week would become her normal schedule. Ms. Hatt also stated that she will not be available the first Tuesday of each month for the Planning Commission meetings due to a conflict with an additional meeting she has the same evening, and has asked the Commissioners if there is a possibility of changing the meeting date.

After discussion among Commissioners, a Motion by Member Bruggink was made to recommend to the City Council the hiring of Ms. Hatt as the new Zoning and Planning Administrator and as a part-time employee of the City of Potterville. Supported by Member Maynard. Motion carried (3-0-2).

Discussion of changing the meeting date took place and will be placed on the April 2, 2019 agenda if Council hires Ms. Hatt as the new Zoning and Planning Administrator.

Commission/Administrator Report: None

Next Meeting: Tuesday, April 2, 2019 at 7:00 p.m.

Excuse absent Members: Motion by Member Bruggink to excuse Member Kepler and Member Bussard. Supported by Member Maynard. Motion carried (3-0-2).

Adjourn: Motion by Member Maynard to adjourn meeting. Supported by Member Bruggink. Motion carried (3-0-2)

Meeting adjourned at 8:07 pm

Respectfully submitted,

Stephanie Wilson, City Clerk