



Special Session COUNCIL MEETING

Friday, September 9, 2022 – 7:00 p.m.

Join Zoom Meeting – Link listed on website

<https://us06web.zoom.us/j/6479705713?pwd=bGoxRjllTXNXeWRhQlcrVzljajUwdz09>

OR Join Via Phone: (646) 931-3860 Meeting ID: 647 970 5713 Passcode: Clear

AGENDA

- 1. Call to Order Council President
- 2. Pledge of Allegiance Council and Attendees
- 3. Zoom Instructions Council
- 4. New Business
 - a. Zoning Administrator Applicant Council
 - b. Amended Salary Ordinance Council
- 5. General Discussion..... Council & Attendees
- 6. Adjournment..... Council President

Next Council meeting:

Tuesday, September 20, 2022 @7:00 p.m.

Robert Hawley

Coldwater, MI 49036

hawleyrc122_krn@indeedemail.com

+1 517 462 5976

Seeking opportunities to continue my career as an Associate Planner.

Work Experience

Code Enforcement Officer

City of Coldwater - Coldwater, MI

July 2021 to Present

- Enforce and administer provisions of city ordinances.
- Conduct Rental Inspections in accordance with the City's Rental Ordinance.
- At times issue citations and appear on behalf of the city to court

Zoning Administrator / Planning Consultant

Fredonia Township - Marshall, MI

August 2019 to Present

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Zoning Administrator / Code Enforcement Officer

Bethel Township - Bronson, MI

February 2019 to Present

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Zoning Administrator & Code Enforcement Officer

Coldwater Township Coldwater - MI

February 2016 to Present

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Planning Commission Member

County of Branch, Michigan.

March 2019 to December 2022

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Zoning Administrator

Ovid Township - Coldwater, MI

January 2020 to July 2021

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Zoning Administrator / Code Enforcement Officer

Girard Township - Coldwater, MI

November 2018 to July 2021

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Zoning Administrator

Quincy Township - Quincy, MI

November 2018 to July 2021

Enforce and administer the provisions of the zoning ordinance. Investigate alleged violations of the ordinance and advises landowners/ applicants of necessary corrective measures.

Corrections Deputy

Calhoun County Sheriffs Dept. - Battle Creek, MI

June 2018 to December 2018

- Enforce Rules and Keep Order, Supervise the Activities of Inmates, Search for Contraband Items, Inspect Facilities to Ensure That They Meet Standards, Report on Inmate Conduct, Aid in Rehabilitation and Counseling of Offenders

Asset Protection Associate

Wal-Mart Stores, Inc. - Coldwater, MI

October 2013 to June 2018

- Identify (external and internal) incidents of theft fraud. Review CCTV; audit EAS, exception reports and other available company media to identify associates who may be engaging in dishonest activity on the property.

Education

General Education

Coldwater High School, Coldwater, MI MSU Extension - Coldwater, MI

August 2008 to December 2017

Skills

- Data Collection and Organization
- Excellent communication, interpersonal and verbal skills.
- Ability to interpret and enforce ordinances effectively
- Punctual
- hardworking
- reliable
- Knowledge of Building codes and ability to read building plans
- Research
- Computer Skills Microsoft Office programs, GIS Software
- Qgis (2 years)

Military Service

Branch: United States Navy

Service Country: United States

Rank: Seaman

February 2013 to September 2013

Honorable Discharged

Additional Information

Volunteer Deputy Diver

- Branch County Sheriff's Department
- 2022 - Currant

Plan Commission members as most of you know our Zoning Administrator Larry Lillmars has made the decision to retire but has offered to stay on until we hire a replacement. Larry has done an exceptional job for our community in his short tenure, and he will be missed. A posting was made on indeed several weeks ago and we have been working diligently through the strong response (43 matches and 12 candidates). The plan commission executive committee held a second interview of a candidate that concluded in making a hire recommendation to Town Council. The candidate's name is Robert Hawley from Coldwater Michigan. A summary of his qualifications is listed below along with his resume (see attached). If you have any questions, please feel free to reach out to any one of your executive committee members Jessica Swander, Bill Hanna, or Dan Rippe.

1. Personal traits

- a. Excellent time management – Robert managed up to 6 part time zoning positions in surrounding townships at one time
- b. Passion for continuous improvement- Robert is a certified diver and volunteers on the Branch County sheriff's dive team, Robert recently received formal certification on stormwater management and is currently pursuing a formal certificate in planning
- c. Demonstrated strong initiative skills- Robert read the UDO, Town Council, PC and BZA minutes for 2022 in preparation for his interviews
- d. Demonstrated insightfulness and strong retention skills- Robert was able to compare examples from his work with our UDO, recent variances, and comprehensive plan
- e. Good leadership skills and strong ethics- Robert described how his father's non argumentative approach with him and his 4 siblings followed by his Navy experience (Port Watchman) provides the basis for his ethics and leadership approach ("I follow the ordinances and do not bend or break the rules")
- f. Family oriented- Robert is centered on improving the life for his wife and children
- g. Good communicator- Robert expressed himself well during both one on one and group interviews and described a good level of detail in his staff reports
- h. Structured and disciplined – Robert expressed his comfort in working in an environment centered on established guidelines and compliance. This was supported by his fondness of his current work in Code Enforcement and Zoning Administration.

2. Skills/Experience

- a. GIS- Robert currently uses GIS in his current assignment and understands the value that it can bring to the ZA position
- b. Planning- Robert has led the development and release of Fredonia Township's recent comprehensive plan
- c. Works to avoid development & use variance requests- Robert prides himself on working with residents to find a compliant solution that still meets their project needs within the existing codes
- d. Very knowledgeable with Software and electronics- Robert is the informal IT person for Town personnel, has working/advanced knowledge of Acrobat, Microsoft excel and teams, runs zoom meetings
- e. Very good at multitasking- He has supported up to 6 townships at one time
- f. Looks for improvement opportunities- Robert described how he researches planning and zoning developments in other communities to identify opportunities to update and improve ordinances (ex. AirBnB/Vrbo effects on communities)
- g. Understands importance of process- Robert expressed his use of workflow and limited experience developing a few. Also creates Microsoft Excel and Adobe Acrobat forms for public use to improve permit application efficiency.

- h. Familiar with some of the local builders and challenges with lake communities- Robert works with Bob Buescher in Michigan and worked as zoning enforcement in small lake communities

Prepares meeting materials and participates up to 15 board/council meetings per month in support of the City of Coldwater and other township offices.

ORDINANCE NO 2022-11

**ORDINANCE SETTING SALARIES AND WAGES OF THE OFFICERS AND
EMPLOYEES FOR THE TOWN OF CLEAR LAKE, INDIANA
FOR THE YEAR 2022**

BE IT ORDAINED BY THE Town Council of the Town of Clear Lake, Indiana:

Section 1. The rates of pay for the elected officials and Employees of the Town of Clear Lake, Indiana for the calendar year shall be fixed as follows and will take effect with the first payroll check written beginning in January: All amendments will become effective on the amendment effective date.

Whereas, the Town Council now desires to add a full time Zoning Administrator and pay.

<u>OFFICERS AND EMPLOYEES</u>	<u>RATE OF PAY</u>
OFFICE OF THE TRUSTEE (Town Council) General Fund	\$4,543 annual
OFFICE OF THE TRUSTEE (Town Council President) General Fund	\$5,500.00 annual
OFFICE OF THE CLERK-TREASURER General Fund – 80%, Sanitation Fund – 10%, Sewer Fund – 10%	\$46,852.90 annual
BILLING- CLERK General Fund – 40% Sanitation Fund – 25%, Sewer Fund – 35%	Up to \$22.00 per hour
STREET & UTILITY SUPERINTENDENT MVH – 50%, Sewer Fund – 50%	Up to \$31.85 per hour
STREET & UTILITY WORKER (FT/PT) MVH – 50%, Sewer Fund – 50%	Up to \$19.65 per hour
P/T OFFICE ADMINISTRATOR General- 50% Sewer Fund-50%	Up to \$16.00 per hour
TOWN MARSHAL General Fund	Up to \$31.00 per hour
DEPUTY MARSHALS General Fund	Up to \$29.00 per hour
ZONING ADMINISTRATOR (PT) General Fund 90% Sewer 10%	Up to \$40.00 per hour
ZONING ADMINISTRATOR (FT)	\$58,000.02 annual

General Fund 90% Sewer 10% [\\$2230.76 bi-Weekly]

PLAN COMMISSION PRESIDENT & EXECUTIVE COMMITTEE MEMBERS \$125.00 per meeting
General Fund

PLAN COMMISSION MEMBERS \$75.00 per meeting
General Fund

BOARD OF ZONING APPEALS CHAIR \$125.00 per BZA meeting
General Fund

BOARD OF ZONING APPEALS MEMBER \$75.00 per BZA Meeting
General Fund

Section 2: **BE IT FURTHER ORDAINED** that the annual amounts for the Town Council members shall be paid quarterly with the second bi-weekly pay period of the last month of the quarter. All employees and the Clerk-Treasurer shall be paid bi-weekly on Thursday for the two weeks prior ending on a Sunday. Plan Commission members and Board of Zoning Appeals shall be paid quarterly in the last week of the last month of the quarter.

Section 3: **BE IT FURTHER ORDAINED** that the Town Council may alter the Rate of Pay for **Employees** listed by a vote of the Town Council during a public meeting.

Section 4: **BE IT FURTHER ORDAINED** that the Town Council shall hire temporary employees, part-time employees, full time employees, or contract employees by a vote of the Town Council during a public meeting. The rate of pay will be established at the time of approval.

Passed, Enacted and Adopted: by the Town Council of the Town of Clear Lake, Steuben County, Indiana this 9th of September 2022. This amendment will take effect on the first day of the current payroll period.

COUNCIL OF TOWN OF CLEAR LAKE

Darin Thorp, Member

Molly Weber, Member

Brent Schlosser, Member

Dan Rippe, Member

George Schenkel, Member

ATTEST: _____
Jessica Swander

September 1, 2022

The Herald Republican Newspaper
FAX 260-665-2322

WLKI Radio Angola
FAX 260-665-9064

NOTICE OF EXECUTIVE SESSION TOWN OF CLEAR LAKE, INDIANA

Re: Executive Session
Town of Clear Lake, Indiana
Pursuant to Indiana Code section 5-14-1.5-6.1

The Clear Lake Town Council will hold an **Executive Session at 6:00 p.m. on Friday September 9th, 2022**, at the Town Hall located at 111 Gecowets Drive, Fremont IN 46737.

The executive session is being held to discuss pending litigation, employee evaluation, and interview prospective employees in accordance with Indiana Code Section 5-14-1.5-6.1. The meeting will be held to discuss matters as permitted under I.C. 5-14-1.5-6.1(b)(2)(B)(5)(9) as defined by the Indiana Code.

This Notice shall be posted at the Town of Clear Lake Town Hall.

The meeting is closed to the public.

Thank you,

Darin Thorp
President, Town Council President

September 1st, 2022

The Herald Republican Newspaper
FAX 260-665-2322

WLKI Radio Angola
FAX 260-665-9064

NOTICE OF SPECIAL SESSION TOWN OF CLEAR LAKE, INDIANA

Re: Special Session
Town of Clear Lake, Indiana
Pursuant to Indiana Code section 5-14-1.5-5

The Clear Lake Town Council will hold a **Special Session on Friday, September 9th, 2022, 7:00 p.m.** at the Town Hall located at 111 Gecowets Drive, Fremont IN 46737.

Zoom link listed at www.townofclearlake.org

This Notice shall be posted at the Town of Clear Lake Town Hall.

Thank you,

Darin Thorp
Town Council Vice President