

**Charter Township of Breitung**  
**Board of Trustees Special Meeting**  
**Projects, Personnel and Appreciation Plaque**  
Main Board Room – Breitung Township Hall  
January 29, 2024

The meeting was called to order by Supervisor Olson at 6:00 p.m.

**Roll Call: Present:** Trustee Day, Trustee Rochon, Supervisor Olson, Clerk Larson, Trustee Taff, Trustee Peterson, Treasurer Taylor (6:08 p.m.).

Also present: Superintendent Mulka.

Pledge was recited by all.

Office Personnel:

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to create a Clerical III classification on the hourly pay schedule with a rate of \$26.30 per hour. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Rochon to award Helen Schaller the Clerical III tier, with retroactive pay beginning January 1, 2024. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Taff, **seconded** by Trustee Rochon to add sexton duties to the DPW Foreman job description and add three additional personal leave days to the DPW Foreman position until vacation leave is maxed out. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Taff, **seconded** by Trustee Rochon to add two additional personal leave days to the Township Superintendent position until vacation leave is maxed out. **Vote: Ayes:** Trustee Day, Trustee Rochon, Supervisor Olson, Clerk Larson, Trustee Taff, Trustee Peterson. **Nay:** Treasurer Taylor. **Motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to begin four weeks vacation and top tier pension contribution on January 15, 2024 for Accountant Christina Maki. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to hire Joe Clement as an Ice Rink attendant as needed. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to create a Clerical III classification on the hourly pay schedule with a rate of \$26.30 per hour. **Vote: Unanimous, motion carried.**

Staffing report/Part-time positions:

Average hours were discussed briefly for the Custodian, Office Clerk, and Deputy Treasurer.

**Motion** by Trustee Rochon, **seconded** by Trustee Taff to table the training request for Government Essentials Webinar Series. **Vote: Unanimous, motion carried.**

Community Promotions:

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to approve the community promotion quarter page ad for the 2024 Pine Mountain Ski Jumps for a total of \$150. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Rochon, **seconded** by Trustee Taff to table the Community Schools Summer Rec Program support. **Vote: Unanimous, motion carried.**

Treasurer Taylor left the meeting at 7:04 p.m.

Capital Improvements:

*Township Office Expansion:*

Superintendent Mulka presented some materials concerning the Township's office expansion, a mission statement, draft of the Request for Proposal (RFP) and handout on developing a facility plan. Different locations for the building expansion were discussed. Mulka was directed to reach out to local architects first for bids before expanding outreach to other areas to begin the conceptual design and give an update to the Board at the next regular meeting.

*Dry Storage Building Reconstruction:*

The Board decided it would be best to keep the existing dry storage building and make repairs instead of tearing down the building and replacing it with a new building.

*Walking Path:*

A meeting will be called by the Parks and Rec Committee to discuss this topic.

*Dog Park:*

The location of a local dog park created by a resident for the public was discussed.

**Motion** by Trustee Rochon, **seconded** by Trustee Taff to adjourn the special meeting. **Vote: Unanimous, motion carried.**

The meeting was declared adjourned by Supervisor Olson at 7:58 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Wendy Larson  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor