

**BREITUNG TOWNSHIP BOARD - SPECIAL BOARD MEETING
ASSESSING DEPARTMENT STAFFING & OTHER PERSONNEL ISSUES
APRIL 6, 2021**

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

Roll Call: Present: Trustee Wales, Rochon, Supervisor Olson, Clerk Neuens, Trustees Peterson, Taff, and Treasurer Taylor. All attended in person.

Also present: Superintendent Steve Mulka and Assessor Mike Gillett.

Pledge was recited by all.

Public Comment: No comments.

Assessing Department: Assessor Gillett provided the Board with a brief history of the assessing department staffing over the years. He feels the assessing office has been understaffed for quite some time which could prove to have an adverse effect. He is asking the Board to consider hiring a Deputy Assessor with experience and a part-time Assessing Clerk.

The Township Board members all received an employment inquiry in December of 2020 from an experienced MCAO. Seeing as Assessors of any level are hard to find, especially in the Upper Peninsula, the Board decided to speak with this gentleman rather than advertise at this time.

Motion by Trustee Wales, **second** by Trustee Rochon to schedule a special board meeting between the Township board, Township Assessor and Mr. Murawski regarding possible employment with the township as an Assistant Assessor. **Vote: Ayes:** Trustees Wales, Rochon, Supervisor Olson, Clerk Neuens, Trustees Peterson and Taff. **Nay:** Treasurer Taylor. **Motion carried.**

The suggested date and time of the meeting is Monday, April 12th at 5:30 p.m., with the regular board meeting to follow at 7:00 p.m.

The possible hiring of a part-time Assessing Clerk will be considered at a later time.

BS&A Training: **Motion** by Treasurer Taylor, **second** by Trustee Wales to offer the needed BS&A Software training to both the Administrative Assistant/Utility Clerk and the Deputy Clerk. **Vote: Unanimous, motion carried.**

Special Duty Pay: Page 10, Section 10 of the Personnel Policy and Procedures Manual addresses special duty pay. The previous Administrative Assistant/Utility Clerk's last day with the township was February 19th. The Deputy Clerk has been filling in for the past 7 weeks and will continue to help train in the new Administrative Assistant/Utility Clerk, over and above her Deputy Clerk duties. Superintendent Mulka proposed to the Board that she receive the Clerical II wage, retroactively and forward for all hours devoted to that position.

Motion by Supervisor Olson, **second** by Trustee Peterson to approve the Clerical II wage for the Deputy Clerk retroactively and forward for all hours worked as the interim Administrative Assistant/Utility Clerk and training of the new Administrative Assistant/Utility Clerk. **Vote: Unanimous, motion carried.**

Motion by Trustee Wales, **second** by Trustee Peterson to adjourn the special meeting. **Vote: Unanimous, motion carried.**

04/06/2021 Special Board Meeting – Hybrid, Page 2.

The meeting was declared adjourned by Supervisor Olson at 7:30 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor