

# CHARTER TOWNSHIP OF BREITUNG

## Office of the Superintendent

3851 Menominee Street  
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Quinnesec, Michigan 49876

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August 7, 2020

I will be on vacation next week though I will be attending meetings electronically (The August 10<sup>th</sup> Board meeting and the others listed below). I had put in for the 10<sup>th</sup> through the 14<sup>th</sup> vacation, though it is looking like I will be back in town the 12<sup>th</sup> and may be in the 13<sup>th</sup> and 14<sup>th</sup>, to use within the following two weeks to spend some time with my son who is leaving for Basic Training on September 2<sup>nd</sup>.

The Draft policy and ordinance in your packet are subject to your review and after any revisions directed by the Board can be scheduled for adoption (the policy) and “first reading” (the ordinance) at our next meeting.

- Meetings that I have and will be attending:
  - AUGUST 11<sup>th</sup>: Central Landfill Authority Meeting 1:00pm.
  - AUGUST 10<sup>th</sup>. Local COVID-19 Administrators meetings (held 10am Mondays)
  - AUGUST 7<sup>th</sup> Zoning Board of Appeals: Five (5) public hearings for variances, with two more that will be scheduled for the end of August. Most deal with accessory buildings, and most are very reasonable for the parcels they apply to. The Planning Commission will be reviewing some items in our zoning ordinance to allow for some flexibility and administrative review on a case by case basis to (when appropriate) alleviate delay in construction.
- Budget / Revenues
  - The Assessor has come to a stipulation on the Pine Mountain Resort Tax Tribunal appeal that is a reasonable compromise from what they were requesting. When the number is on paper, I will forward it to the Board.
  - We still have another appeal pending on the Mini mall between Home Depot and Walmart. I will have Mike update the board as this progresses.
- Barriers and Protection in the office:
  - Still waiting on the divider panels ordered in April.
- Drop Box
  - Is labeled and installed. People have been using it regularly. We did an announcement on the Township Facebook page and word is getting out. We will install a sign out front and on College street at the West entrance to our South parking lot.

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- Office Opening Plan:
  - With the uptick in cases, I would ask that we continue to keep the status quo. I have set up appointments when necessary, and have found that the many face to face meetings I have had in the past for zoning permits are most often more convenient to the applicant to fill it out, email or put in our drop box, and email the approved form back and to them and the construction code commission. I have processed numerous permits remotely saving the applicant calls and trips between here and construction codes, and with my cell number on my office voice message, my messages don't stack up.
- Scrap Tire Grant:
  - We are currently paying only the transportation fees; \$57 per dumpster load, which is approximately 150 tires. I will be requesting reimbursement at the end of the grant cycle for these charges.
- Parks
  - The new Score Board has been installed at the EK ballfield. **Thank You to MBM for using their crane to help install (at no charge to the Township)**, and the parks are looking in very good condition.
- Personnel
  - The Committee had met with our assessor on structured hours in the office either by himself or his assistant. The Committee directed me to meet with them to see what hours they could commit to and what schedule they would be available for. They will be submitting a written schedule next week that we can post on our Web page, and schedule appointments by phone, GoTo meetings online, or in person.
  - They are also working on a timeline and schedule for field inspections (with an Oct 31 goal)
    - We have a resource from our last round of inspections that is available when needed.
    - To assist with complying with the State Treasures office on the goal of 20% of the tax roll inspected annually (and file updates) I will be ordering a laptop for the Assessing assistant to input data remotely, and better maintain contact with the Assessor. There are funds available under LEGAL/AUDIT/COMPUTER in the general OFFICE SUPPLIES and COMMUNICATIONS line items approved by the Board.
    - Also attached is the section of our Personnel Manual pertaining to promotions and filling vacancies. I will be posting internally for Guy's position to verify interest in the position and evaluate per Section 12. I hope to revisit this and other personnel positions with the Board soon.

Respectfully Submitted,

Steve Mulka  
Superintendent

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