

BREITUNG TOWNSHIP BOARD - SPECIAL BOARD MEETING
ASSESSING DEPARTMENT STAFFING
APRIL 12, 2021

The meeting was called to order by Supervisor Olson at 5:30 p.m.

Roll Call: Present: Trustees Wales, Rochon, Supervisor Olson, Clerk Neuens, Trustee Taff, and Treasurer Taylor [entered meeting telephonically at 5:42 p.m.]. All attended in person except for Treasurer Taylor via telephone.

Absent: Trustee Peterson, excused.

Also present: Superintendent Steve Mulka, Assessor Mike Gillett, and Justin Murawski - all attended in person.

Pledge was recited by all.

Public Comment: No Comments.

Motion by Trustee Wales, **second** by Trustee Rochon to approve the April 12, 2021 agenda as presented.

Vote: Unanimous, motion carried.

Staffing of Assessing Office: Assessor Gillett introduced Justin Murawski to the Board. At the completion of introductions, Assessor Gillett asked Justin several questions to ascertain his assessing experience.

- MCAO certified.
- 13 years of assessing experience with the Marquette County Equalization. Extensive assessing fieldwork with residential, commercial, timber cutover and commercial forest properties.
- 17 years of GIS experience. Development of GIS projects, data acquisition, conversion, and integration, database design and development, geographic analysis, and creation of custom maps. Created GIS maps for emergency planning, infrastructure locations and natural resource management. Located and mapped pre-existing and new infrastructures with the use of GPS technology. Converted electrical lines, water lines, transformers, propane, and water shutoffs into GIS to create multiple data layers.
- Completed two editions of the Marquette County Plat Book.
- Extensive use of Apex Software.
- Highly proficient in BS&A Tax, BS&A Assessing, Building Department and BS&A Delinquent software.
- Trained in the use of ArcGIS products, RoadSoft, MapInfo, GeoLink, MapLogic and AutoCAD.
- Proficient in database management, word processing, spreadsheets, and statistical analysis software.
- 3 years as lead appraiser for Marquette County.
- Has worked extensively with the State of Michigan in conducting fieldwork and submitting required study work for 19 townships and 3 cities within Marquette County.
- Served as Sands Township Treasurer for 3 years.
- Served on the Sands Township Volunteer Fire Department for 7 years; Michigan Certified Firefighter I & II.

Superintendent Mulka inquired about Justin's familiarity with zoning. He is familiar with zoning and could do layering in GIS for zoning.

If Justin were to be offered the position of Deputy Assessor/Deputy Zoning Administrator, he would need to give his current employer a two-week notice.

Once Justin left the meeting, the board talked about his qualification, experience, and how the interview went. The Board's consensus was that Justin would be an asset not only to the Assessing/Zoning Department, but to Breitung Township as a whole.

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Motion by Trustee Wales, **second** by Trustee Rochon to offer Justin Murawski the Deputy Assessor/Deputy Zoning Administrator position starting at \$57,500 per year. **Vote: Unanimous, motion carried.**

Assessor Gillett will reach out to Justin immediately to inform him of the Board's offer.

If the Board's offer is accepted by Justin, the Personnel Committee will meet to finalize a work agreement spelling out the start date, salary, benefits, etc. Once completed, the agreement will be submitted to the Board for final approval.

With both an Assessor and Deputy Assessor, the Board feels it would be prudent to hold off on hiring a Part-time Assessing clerk.

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

The meeting was declared adjourned by Supervisor Olson at 6:34 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor