

**BREITUNG TOWNSHIP BOARD  
SPECIAL BOARD MEETING  
2018 ASSESSOR POSITION AND PERSONNEL POLICY  
AUGUST 13, 2018**

The meeting was called to order by Supervisor Olson at 5:00 p.m.

**Roll Call: Present:** Trustees Wales, Rochon, Johnson, Soderbloom, Treasurer Taylor, Clerk Neuens and Supervisor Olson.

Also Present: Superintendent John Gaudette

Pledge was recited by all.

Public Comment: No comments.

Assessor Position: The Township Board was informed via email that Assessor Nelson plans to retire August 27, 2018. Since that time there has been rumor that she will be staying until mid-October, however some Board Members were privy to this information and some were not.

The Township Board will need an official Letter of Resignation from Assessor Nelson with a specific date of resignation.

In the meantime, the search will continue for a replacement.

**Motion** by Trustee Wales, **second** by Trustee Soderbloom to re-advertise the Assessor position with interested candidates submitting their Letter of Interest and Resume by 4:00 p.m. of September 6, 2018.

**Vote: Unanimous, motion carried.**

Superintendent Gaudette will send a revised letter to the Assessing Community.

Personnel Policy: Supervisor Olson would like each Board Member to read through the Personnel Policies and Procedures Manual and be prepared to give suggestions as to where it needs to be clarified, tightened up, etc.

The Board will meet on Monday, August 20<sup>th</sup> at 5:30 p.m. to further review the Personnel Policy.

Please contact Clerk Neuens prior to that meeting with any questions.

Following the 5:30 Special Meeting on August 20<sup>th</sup>, the Township Board will then attend a joint meeting with the Fire Chief and Assistant Chiefs at 7:00 p.m.

Adjournment: **Motion** by Trustee Johnson, **second** by Trustee Rochon to adjourn the special meeting.

**Vote: Unanimous, motion carried.**

The meeting was declared adjourned by Supervisor Olson at 6:31 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor