

**BREITUNG TOWNSHIP BOARD**  
**SPECIAL BOARD MEETING – CONTRACTED IT SERVICES**  
**SEPTEMBER 9, 2019**

The meeting was called to order by Clerk Neuens at 6:00 p.m.

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

Also present: Superintendent Steve Mulka.

Pledge was recited by all.

**Motion** by Trustee Soderbloom, **second** by Treasurer Taylor to appoint Trustee Johnson to chair the meeting in Supervisor Olson's absence. **Vote: Unanimous, motion carried.**

Public Comment: No comments.

Contracted IT Services: The IT Committee met on August 26, 2019 to review the Township's IT agreement with Jonathon Gregg [M-Tech] and his request that we pay his assistant directly rather than run it through M-Tech.

In talking with our insurance carrier, MML, the following information was gathered:

1. The Township has minimal coverage provided by MML Liability in reference to our IT needs. We can purchase more if needed. We also have errors and omission insurance for all employees.
2. MML recommends the Township should require contractors to have their own insurance, and at the minimum they should have general liability for product and services, evidence of workman's comp., personal auto liability listing the Township on the insurance in case of an accident between points of work, such as from the main office to the north fire department, and if no worker's comp., then the MML worker Comp Proprietor form should be filled out. When there is no worker's comp, the contractor is automatically covered under our policy.
3. Any other person being paid needs to either be an employee of the Township or M-Tech. The Township should not be paying an employee of any of our contractors directly.
4. Jonathon does not have any insurance.
5. Could Jonathon be covered through the minimal insurance we have for our IT services? No, the coverage is for the Township specifically. Could Jonathon be added to our policy? No.
6. In the opinion of the IT Committee, the last contract with Jonathon [M-Tech] was not sufficient to cover the Township for insurance needs, expectations of the contracted person, along with a few other sections, and should be re-written.

After discussion, a **motion** was made by Trustee Wales and **supported** by Trustee Soderbloom to put out RFP's [Request For Proposals] for IT services. RFP's are due no later than October 10, 2019 by 4:00 p.m.

**Vote: Unanimous, motion carried.**

The IT Committee will meet to flesh out the details of the RFP so it reflects what we expect for services, response times, insurance coverage, etc.

The meeting was declared adjourned by Trustee Johnson at 6:48 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor