

Negaunee Township Special Board Meeting – September 23, 2019

Call to Order

Supervisor Wommer called the meeting to order at 5:30 p.m with the Pledge of Allegiance. Other Board members present included Kathleen Carlson and Rachel Sertich.

Absent

Jeremy Hosking and Patrick Moyle

Purpose of Meeting – Topics of Discussion

- Office Staffing

Public Comment

None

Office Staffing

Board members discussed the status of current office staffing. Information addressed included:

- Completion of job responsibilities needs to be fair to all employees.
- Job descriptions need to match duties being performed
- During certain times of the year (ie. last day to pay property taxes) requested time off may be restricted in order to maintain office coverage.
- With there now being a Township Manager position, the Job Descriptions for Office Manager and even the Water Clerk will need to be revised as responsibilities have changed.

Office Manager and Water Clerk Job Descriptions

Upon motion of Kathy Carlson, seconded by Rachel Sertich, approval was given for the Office Manager and Water Clerk job descriptions to be updated to more accurately reflect current duties and responsibilities, along with an evaluation of wages, with the updated information to be reviewed by the Personnel Committee and ultimately the Township Board. Motion Carried.

Addressing Personnel Issues

Board members discussed the need to sometimes elevate personnel issues. Upon motion of Kathy Carlson, seconded by Rachel Sertich, the Township Manager was directed to prepare correspondence relating to any personnel issues which require written documentation (per Personnel Policy guidelines), with the Township Supervisor to review any such correspondence prior to distribution. Motion Carried.

Adjournment

With no further business appearing and upon motion of Patrick Moyle, seconded by Kathy Carlson, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk