

**KINROSS CHARTER TOWNSHIP
SPECIAL MEETING
REVIEW ASSESSOR/PLANNING BUDGET and
EMPLOYEE JOB DESCRIPTIONS**

March 28, 2005

4884 W. Curtis St.

MEMBERS PRESENT

Jason Oberle, Supervisor
Marvin Besteman, Clerk
Vicki Ulrich, Treasurer
Ed DeWitt, Trustee
Dan Mitchell, Trustee
Wayne Donaway, Trustee

MEMBERS ABSENT

Fred McClendon, Trustee

Also, present Sheila Gaines, Joe Paczkowski, and Woody VanVolkenburg.
Attendance: 7

Supervisor Oberle called the meeting to order at 5:30PM.

Board discussed concerns regarding the amounts budgeted for Planning and Assessing. The Assessing budget has only a six-month operating expense. The previous board had placed half of the Assessors budget in Planning.

Ulrich arrived at 5:40PM

Trustee Mitchell stated that the Assessor receives a salary of thirty-six thousand dollars per year and approximately seventeen thousand dollars in benefits. He feels that the Board should consider an alternative plan. The township has about 2,450 parcels according to the information he has received the Board could hire someone on a contracted basis for ten dollars per lot.

#1 MOVED: by Dan Mitchell, second by Ed DeWitt, to request the Board look into advertising for contracting assessing effective April 1, 2005, all information regarding assessing will stay in the township and hours for the position will be established. Motion carried. Donaway- yes, Mitchell- yes, Oberle – yes, Ulrich – no, DeWitt- yes and Besteman – no. Four yes two no vote's McClendon – absent motion declared carried.

#2 MOVED: by Jason Oberle, second by Vicki Ulrich, to take roll calls vote on motion #1. Motion carried.

Trustee Mitchell discussed advertising for a level 2 Assessor on a contract basis.

Clerk Besteman stated that the posting for the meeting may not comply with the opening meetings act and requested that the Board continue with the current Assessor for the 2005-2006 budget years.

#3 MOVED: by Dan Mitchell, second by Ed DeWitt, to advertise for a level two Assessor. Language of ad approved by township supervisor. Four yes two no votes by Ulrich and Besteman. Motion carried.

#4 MOVED: by Dan Mitchell, second by Wayne Donaway, to lay off Woody VanVolkenburg township Assessor effective March 31, 2005. Four yes two no votes by Ulrich and Besteman. Motion carried.

Treasurer Ulrich left the Boardroom at 6:05PM

#5 MOVED: by Dan Mitchell, second by Wayne Donaway, to post in house and advertise in the paper for a Zoning Administrator. Four yes one no vote by Besteman. Motion carried.

Treasurer Ulrich returned at 6:15PM.

PUBLIC COMMENTS

Residents expressed concerns regarding the lay off Woody VanVolkenburg.

Board members reviewed the Deputy Supervisors and Chief Deputy Treasurer job descriptions with minor changes. All job descriptions should say "Other duties as assigned by supervisor." Trustee Mitchell stated that employee job descriptions are needed and that they are only a guideline for employees and managers. Supervisor Oberle requested Board members to review all the job descriptions and submit them for changes. Job descriptions and budgets should be simplified so that anyone is able to understand them.

Meeting adjourned at 7:05PM.

Marvin Besteman Jr., Clerk

Jason Oberle, Supervisor