

October 21, 2014

Special Meeting of the Essex
Township Board

Essex Township Clinton County, Michigan

Carla Wardin, Supervisor
Angela Bunn, Clerk
Kathy George, Treasurer
Rex Ferguson, Trustee
Aurelio (Hank) Zamarron, Trustee

10/21/2014 SPECIAL MEETING

Township Supervisor Carla Wardin called the meeting to order at 8:00 pm in the Maple Rapids Community Center. She began the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Supervisor Carla Wardin, Trustee Rex Ferguson, Treasurer Kathleen George and Clerk Angi Bunn
Absent: Trustee Hank Zamarron

VISITORS

Linda Gavenda, Beth Boetke

VISITOR CONCERNS AND STATEMENTS

Beth Boetke

Boetke introduced herself to the Board, and highlighted some of her professional experience, including:
Assessor for Bath Charter Township and Greenbush Township, Financial Administrative Assistant (Deputy Treasurer) for Bath Charter Township. Boetke is a Michigan Certified Personal Property Examiner and is certified as a Michigan Advanced Assessing Officer (3). She is familiar with both Assessing and treasury, and with many types of software utilized by both offices. She stated landowner education and communication is very important to her, and she prides herself in promptly returning phone calls.

NEW BUSINESS

Assessor bids

Supervisor Wardin invited four assessors to submit bids to the Township; two declined. The Township received bids from Beth Boetke and CSZ Reappraisal and Assessing, LLC. As Boetke provided references, Wardin spoke with Kathleen McQueen, the Bath Charter Township Clerk, who highly recommended Boetke's services, and Gail Watkins, Contract Assessor in Clinton County, who also highly recommended Boetke.

After further discussion of the bids, Bunn motioned to accept a two-year contract with Beth Boetke, to complete the duties of assessor as follows:

- 1.) Inspect and value all new construction and any other permits.

- 2.) Prepare all the necessary reports required by the state and county.
 - 3.) Enter all PRE (Principal Residence Exemption) affidavits.
 - 4.) Enter all sales data and uncap the affected taxable value.
 - 5.) Complete land value studies.
 - 6.) Complete ECF (Economic Condition Factor) Studies.
 - 7.) Prepare an annual assessment roll.
 - 8.) Prepare property splits.
 - 9.) Prepare July and December Board of Review meetings.
 - 10.) Schedule and attend all Board of Review meetings.
 - 11.) Shall be available for Board of Trustee meetings.
 - 12.) Respond promptly to all inquiries within 24-48 hours.
 - 13.) Assessor shall be responsible for all timely preparation of responses to the small claims division of the MTT (Michigan Tax tribunal). Assessor shall be available to attend and defend assessments to the MTT as needed during the term of the contract.
 - 14.) Complete all other tasks that are considered to be part of the normal assessment process.
- For a bid cost of \$10 per parcel.

Motion supported by Ferguson. MPC.

ADJOURNMENT

There being no further business before the Board, Wardin adjourned the meeting at 8:20 pm.

The next regular meeting of the Essex Township Board will be December 17, 2014 at 7:00 pm at the Maple Rapids Community Center.

Respectfully submitted,
Angela Bunn
Essex Township Clerk