

**Bear Creek Township Special Employee Meeting**  
**March 11, 2020**

- I. Time: 3:30 p.m.
- II. Purpose of the Meeting: To meet with each of the township employees
- III. Roll Call: Keiser, Golding, Hoffman, Nowland, Kendziorski
  - a. Others Present: Wayne Sundstrom, Lizzy Dufek, Michele Doucette, Sally Boughan, Bill Steffel
- IV. 3:30 p.m.- Wayne Sundstrom
  - a. Wayne has taken on an additional role assisting Emmet County with electrical inspections. He reported that the tablets have been working well and he is pleased with his job. The board is pleased with Wayne's services.
- V. 3:38 p.m.- Michele Doucette
  - a. Michele is pleased with her job and is happy to be with Bear Creek Township. The board is pleased with her work. Michele will get a 4% raise effective April 1, 2020.
- VI. 3:43 p.m.- Sally Boughan
  - a. Sally reported that she is happy to be here and has been working well with Emma and Lizzy. Her insurance cost went up this year. The board gave Sally positive feedback. Sally will get a 4% raise effective April 1, 2020. She is thinking of potentially retiring in December 2022.
- VII. 3:55 p.m.- Lizzy Dufek
  - a. The board is pleased to have Lizzy on board. She received lots of positive feedback. Lizzy will receive a 4% raise effective April 1, 2020.
- VIII. 4:05 p.m.- Bill Steffel
  - a. Bill reported that his tablet does not work well.
  - b. Hoffman asked if our fees are comparable to Emmet County. Golding reported that our electrical fees are well below the county and our building fees are comparable, but still below the county.
  - c. Nowland asked if Bill resolved issues with the KOA. Bill noted that he has a new contact there that he can work with in the future. Nowland offered to go with Bill in the future to KOA if needed.
  - d. Hoffman asked if the building department is slowing down with the economy going down. It seems to be steady right now. In the future, if things get busier, would Bill like an assistant?
    - i. Bill stated that he has a reciprocal agreement with the county if he needs assistance. Golding noted that they may not be able to help him because they are short staffed at the county as it is.
  - e. Bill noted he has been working on tent permits. Al will assist him.
  - f. Hoffman noted that whenever Bill plans to retire, he should let us know in advance, so we can start training someone. Bill noted that he does not have plans to retire soon.
- IX. Adjournment: 4:20 p.m.

Respectfully Submitted,

*Emma Kendziorski*

Emma Kendziorski, BCT Clerk