

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2024-23**

TO TEMPORARILY ASSIGN ADDITIONAL DUTIES to OFFICE COORDINATOR

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on September 10, 2024 at 7:00pm.

Members Present: Hathaway, Flintoft, Kerry, Knol, Reiser

Members Absent: Palmer, Brazeau

The following preamble and resolution were offered by Kerry and supported by Flintoft.

WHEREAS, under MCL41.75a, the township board may employ a township manager and other employees as are necessary. They shall serve at the pleasure of the township board and shall perform duties lawfully directed by the township board, except those duties that are delegated by law to another township official, unless consent has been granted; and,

WHEREAS, the Board of Trustees has delegated certain responsibilities to the Township Manager via Scio Township Code of Ordinances Chapter 2-40, Motion of July 25, 2021, Resolutions 2021- 31 (August 17, 2021), 2022-05 (February 10, 2022), 2023-05 (January 10, 2023) and 2023-06 (January 10, 2023); and,

WHEREAS, the current Township Manager is resigning effective September 15, 2024, and the Board's Ad Hoc Interim Manager Committee has recommended that certain responsibilities of the Manager be distributed to certain officers and staff; and,

WHEREAS, with the exception of any duties that are delegated by law to another township official, unless consent has been granted, the township board may revise this assignment of responsibilities at any time; and,

WHEREAS, the Board of Trustees anticipates that this assignment will be temporary until the Board recruits a candidate; and,

NOW, THEREFORE, BE IT RESOLVED that effective September 16, 2024, the Office Coordinator will report directly to the Board of Trustees, and the Board delegates to Office Coordinator the additional duties to:

- Attend Board of Trustees meetings;
- Participate in a leadership role in meetings of various types, including but not limited to regular Township Attorney and Planning Team meetings;
- Facilitate regular Management Meetings;
- Ensure Township policies and procedures are followed by providing day to day guidance to other staff and officers on applicable policies and procedures to work being carried out;
- Deliver regular reports to the Board of Trustees, both written and oral, regarding projects and issues;

- Serve as second purchasing agent, if so designated by Supervisor, per Procurement Policy;
- Work with Supervisor to prepare proposed agenda for Board meetings, per Rules of Order.

BE IT FURTHER RESOLVED that effective September 16, 2024, the Office Coordinator will receive a increase of 20% per hour (from \$34.159/hour to \$40.990/hour) for the performance of these additional duties, increasing the current rate of pay from \$71,050.91 to \$85,261.09 annually; and,

BE IT FINALLY RESOLVED that any resolution in conflict with this resolution is repealed, but only to the extent to give this Resolution full force and effect.

ROLL CALL VOTE:

YES: Flintoft, Kerry, Knol, Reiser, Hathaway

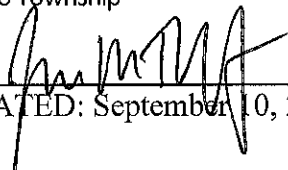
NO: None

ABSENT : Palmer, Brazeau

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

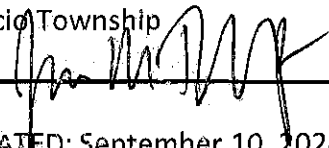
Jessica M. Flintoft, Clerk
Scio Township


DATED: September 10, 2024

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on September 10, 2024 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jessica M. Flintoft, Clerk
Scio Township


DATED: September 10, 2024