

Bearinger Township Special Board Meeting  
17034 Town Hall Highway  
Millersburg, Michigan

May 9, 2016

The purpose of this special meeting is to interview applicants for the position of Bearinger Township Assessor for the purpose of providing the comprehensive assessing responsibilities required by the State of Michigan and Bearinger Township, Presque Isle County.

Supervisor Patterson called the meeting to order at 6:30 pm, followed by the pledge of allegiance. Present for the meeting were board members, Archie J. Patterson, Emilie Stawiarski, Beverly Rossetto, Kay Dowker and Duane Walker. Others in attendance were Byron DeLong and Irv Dedow.

Agenda – Emilie Stawiarski made a motion to approve the agenda for this meeting, Kay Dowker supported the motion. Five yes votes, motion carried.

Supervisor Patterson explained that two resumes have been received and that a series of questions will be asked of each applicant, Elizabeth Zabik and Michael Larson. The questions were: What is your degree of education and will you be pursuing further education? What software programs have you used and at what level – entry, intermediate or higher? Will you continue working at your present job while working as the Bearinger Township Assessor? Describe what you will do in the first several weeks on the job. What field work have you done and what does field work consist of? Are you familiar with the Bearinger Township area? How will you handle lot splits? Do you intend to visit a percentage of properties annually and how will you verify these visits? If salary is based upon a set amount then does the size or type of property impact the amount?

Elizabeth J. Zabik's interview began at 6:30 pm, she stated that she has a MCAO and has enrolled for classes to further her education. Her software experience is with BS&A. She will continue to work at the Cheboygan County Equalization Department. Elizabeth has looked at the Bearinger Township area and will work with the present Assessor to improve record cards. The state requires that an assessor visit 20% of the area per year and includes sales and appraisals, she will concentrate on properties that don't have record cards. A question regarding the Abitibi land and how entry to these gated properties would be obtained, Elizabeth would contact the owners and set up an appointment to meet with them. She stated that she would work with the Treasurer, and that with assistance from her husband will make this a long-term commitment. Supervisor Patterson thanked Mrs. Zabik and stated that the board decision would be made at the regular board meeting, May 10, 2016.

Michael A. Larson arrived at 7:30 pm for the interview, he has a Bachelor of Science from Michigan State University, major in Building Construction Management and Business Management. He is a Michigan Certified Assessing Officer (Level II). He is not enrolled in any educational classes at this time. Michael knows and uses BS&A software. He is not familiar with the areas of Bearinger Township. Responding to the question about lot splits, he stated that each county has ordinances regarding the size of lots and he would follow the law. He will visit the required amount of parcels each year and concentrate on up-dating the record cards. When assessing the Abitibi properties, he would contact the property owners and if that failed, an aerial

assessment could be made. Supervisor Patterson thanked Mr. Larson and informed him that the board would be making a decision at the regular board meeting, May 10, 2016.

Byron DeLong asked about the Neighborhood sections and how they are assessed.

The Board had a brief discussion and agreed that both applicants are very well qualified.

Being no further business Emilie Stawiarski made a motion to adjourn this meeting, supported by Duane Walker. Five yes votes, motion carried.

Meeting adjourned at 8:28 p.m.

Minutes taken and respectfully submitted by,

Beverly Rossetto, Township Clerk