

## Statutory Administrative Functions

The Township Board differs from the County Board of Commissioners. Three of the township board members have secondary responsibilities. The Township Supervisor, Clerk and Treasurer have several administrative statutory functions to perform, which is like having a second independent job for the state when not acting on the Township Board of Trustees. The Supervisor's primary additional responsibility is the state's agent for the Assessment process working with a contracted state certified Assessor. The Supervisor also oversees the Planning Commission and Board of Review functions. The Township Clerk's primary additional responsibility is the state's agent for the election process. The Township Treasurer is the state's agent for tax collection for all taxing entities (state, county, and schools) twice annually. Each is compensated for their respective administrative statutory responsibilities. Also each of the three township officials has a deputy position that helps perform that state administrative functions who are not part of the Township Board of Trustees. A deputy may be assigned to assist in the board of trustee function, but they work directly for their respective official and not for the board.

## Non-Statutory Administrative Functions

Maintaining the website and many other administrative housekeeping responsibilities are non-statutory or work not required to be performed by board members. Many non-statutory functions are essential for order, to perform smoothly and/or to save money. Website communication is one of those essential duties; therefore the board has asked for volunteers to help maintain the site. Without a full-time staff, it is not always up-to-date. Once annually the site may be looked at and updated. One web page is left in control of the Deputy Supervisor to provide news updates. Minutes are updated on the web after a board meeting if the information is provided by the clerk or PC secretary to that deputy.

The Township Board of Trustees must convene in public to produce a complete agenda since there is no manager; The agenda is another necessary non-statutory function not specific to any one board member. The agenda is formulated and approved at the beginning of each meeting in order to have the full board's input for the agenda. Monthly action items and discussion of any township business must be done during session. The board follows the same format most meetings:

### Menominee Township Agenda

- Pledge of Allegiance**
- Approve Agenda (Board Input/Changes)**
- Approve Previous Minutes**
- Special Appearances/Guest Speakers**
  - Reports**
  - Assessor**
  - Custodian**
  - Sexton**
  - Supervisor**
  - Clerk**
  - Treasurer**
  - Trustees**
- Old Business (Previous Items Discussed)**
- New Business (Most potential for added new items)**
- Pay Bills (Board Approval of Expenses)**
- Public Comment**
- Adjourn**