

**BREITUNG TOWNSHIP BOARD
SPECIAL BOARD MEETING
TOWNSHIP SUPERINTENDENT ANNUAL REVIEW
AUGUST 17, 2020**

The meeting was called to order by Supervisor Olson at 6:00 p.m.

Roll Call: Present: Trustees Wales, Rochon, Supervisor Olson, Treasurer Taylor, Clerk Neuens and Trustee Soderbloom. **Absent:** Trustee Johnson, excused.

Also Present: Superintendent Steve Mulka.

Pledge was recited by all.

Public Comment: No comments.

Township Superintendent Annual Review: Superintendent Mulka requested to go into closed session for his performance evaluation.

Closed Session: **Motion** by Trustee Wales, **second** by Trustee Rochon to close the regular board meeting and enter a closed session to conduct Superintendent Mulka's annual review. **Roll Call Vote:** Trustees Wales, Rochon, Supervisor Olson, Treasurer Taylor, Clerk Neuens and Trustee Soderbloom. **Motion carried.**

Regular meeting closed and executive session entered at 6:08 p.m.

Regular meeting entered back into at 7:50 p.m.

Township Board's Expectations:

- Office hours of 8 a.m. to 4 p.m.; greeting office staff on arrival.
- When leaving the office, inform Superintendent's assistant of departure and expected time of return. Adhere to return time as closely as possible.
- It is important to be present in the office from 11 a.m. to 2 p.m.
- All phone calls and emails must be returned in a timely manner.
- Board packet information must be available to the Superintendent's assistant by 1:00 p.m. on the Thursday before the regular board meetings.
- Planning Commission and Water/Sewer Board packets must be provided to the Superintendent's assistant two days in advance of expected meetings.
- ZBA packets must be provided to the ZBA members two weeks in advance of expected meeting.
- Delegation of work to Superintendent's assistant must start immediately.
- Minimal involvement in code enforcement issues.
- Expense sheets for travel to be submitted monthly.

Roll Call: Present: Trustees Wales, Rochon, Supervisor Olson, Treasurer Taylor, Clerk Neuens and Trustee Soderbloom. **Absent:** Trustee Johnson, excused. Also present: Superintendent Mulka.

The Township Board members are very pleased having Steve Mulka as the Breitung Township Superintendent and look forward to a long employment relationship.

The following special meetings will be taking place:

August 24, 2020 at 5:30 p.m. – We will be meeting before the regular board meeting to discuss the assessing department.

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August 31, 2020 at 6:00 p.m. – We will be meeting with DPW Superintendent Guy Forstrom to discuss the working of DPW and his impending retirement.

Public Comment: No comments.

Adjournment: **Motion** by Clerk Neuens, **second** by Trustee Soderbloom to adjourn the meeting.

Vote: Unanimous, motion carried.

The meeting was declared adjourned by Supervisor Olson at 8:15 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor