

BREITUNG TOWNSHIP BOARD
SPECIAL BOARD MEETING – DPW SUPERINTENDENT POSITION
SEPTEMBER 21, 2020

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

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

Also present: Superintendent Mulka & Deputy Clerk Taff.

Attending by phone: None.

Pledge was recited by all.

Public Comment: No comments.

Discussion on DPW Superintendent posting & applications received: If the entire Board is interested in interviewing the DPW Superintendent candidates, Superintendent Mulka suggests editing the policy manual, Page 5, Section 11.B which states “The Township Superintendent and Personnel Committee are responsible for reviewing applications for employment for all Township personnel, except the Deputy Clerk and Deputy Treasurer, who are selected and appointed by the Clerk and Treasurer. The Township Board is responsible for hiring Township personnel”. It was decided to proceed and consider editing the policy another time.

Internal applicants: Bill Bailey, Jason Davis, and Chris Wilcox. External applicants: Jim Lieburn and Ben Peterson.

It was decided to interview all 5 applicants.

The Clerk’s office will gather a 3-year wage average and current hourly salary for the internal candidates and the current DPW Superintendent salary for the Personnel Committee. Superintendent Mulka will look up other benefits such as vacation, PL, and pension.

Superintendent Mulka is to send letters to all applicants to set up interview and make them aware of the salary range.

The Personnel Committee, DPW Superintendent Guy Forstrom and Township Superintendent Mulka will meet on September 22, 2020 at 6:30 p.m. to develop a wage range, interview tool, and interview questions. Desirable qualities to include: Water experience, leadership skills, supervisory skills, team player, and interpersonal skills. Their suggestions will be submitted to the Board for review.

The Board will meet September 28, 2020 at 6:00 before the regular board meeting to review the interview materials compiled by the Personnel Committee.

Interviews will be scheduled the week of October 5, 2020.

The new hire will start during the month of November; November 30th at the latest.

Motion by Trustee Soderbloom, **second** by Trustee Rochon to adjourn the special meeting.
Vote: Unanimous, motion carried.

September 21, 2020 Special Board Meeting, DPW Superintendent Position, Page 2.

The meeting was declared adjourned by Supervisor Olson at 7:40 p.m.

Hand notes taken by Deputy Clerk Karie Taff in Clerk Neuens' absence.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor