

SPECIAL MEETING
CLERK/ TREASURER INTERVIEWS
Meeting Minutes

Attendees: Town Board members: Supervisor Pete Parris, Vice Chair Cathy Nielsen, Chair Mike Klingelhutz, Deputy/Treasurer Melissa Lano and Clerk/Treasurer Jean Moore.

Special Meeting was called to order at 2:00pm.

Jean Moore prepared a job posting and job description for the Clerk/Treasurer position. The position was published for two weeks in the Chaska Herald, Waconia Patriot, Minnesota League of Cities, Indeed, the township website and bulletin board. 16 resumes were received. 3 candidates were contacted for interviews.

The interviews began at 2:00pm and ended at 6:30pm. Board discussion followed.

A motion by Supervisor Nielsen was seconded by Vice Chair Klingelhutz to offer the position to Nancy Krocak with the following benefit package. Motion carried.

Tentative start date February 8, 2023. Works hours will be dependent on training, work load and deadlines. Overtime may be required from time to time depending on work-related needs or special projects. The starting wage will be \$25 per hour. A more definitive work schedule will be re-evaluated after training is complete. Benefits after 90 day probationary period include:


- Ten paid Flex days
- \$300 Health Stipen
- Paid Holidays: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- Cell phone reimbursement of \$20 per pay period. 50% township contribution toward phone replacement every 3 years


Immediate Benefit upon hire:

- Public Employees Retirement Association benefits consisting of a 6.5% employee contribution, a 6.5% employer match plus an additional 1% employer contribution.

Adjournment

A motion by Chair Parris was seconded by Supervisor Nielsen to adjourn the meeting at 6:30pm. Motion carried.

Submitted by: 
Jean Moore
Clerk, Carver County, Minnesota
Notarial Officer (ex-officio notary public)
My term is indeterminate.

Accepted by: 
Date: 2/13/2023