

Silver Creek Township
Special Supervisor Board Meeting Minutes
October 25, 2022

Silver Creek Township

Silver Creek Board of Supervisors met on Tuesday October 25, 2022 at the Silver Creek Town Hall located at 3827 134th Street NW, Monticello, Minnesota 55362, Wright County, and State of Minnesota. The meeting was tape recorded for transcribing purposes only. Chairman Newman called the Supervisor meeting to order at 7:00 pm. Fourteen people were in attendance and one person was on Zoom at the start of the meeting.

Board Members Present:

Chris Newman, Chairman
Sandy Forsman, Vice Chair
Dan Ness, Supervisor

Barry Heikkinen, Supervisor
Mike Helman, Supervisor
Julie Urbatch, Clerk

All present stood and recited the Pledge of Allegiance to the Flag.

REVIEW AND APPROVAL OF THE AGENDA:

Motion made by Supervisor Heikkinen to approve the agenda. Seconded by Supervisor Helman. Motion carried 5-0.

TOPIC: To discuss the findings from the interviews for the Maintenance position and how the Board wants to handle an offer in regards to compensation.

Maintenance interviews were conducted on four candidates by Chair Newman, Road Boss/Supervisor Forsman and maintenance employee Chris Klein. A spreadsheet was given to each of the Board members and displayed on the screen to show the comparison of the four candidates. The interview questions were based on the series of questions that were asked at the previous interviews for maintenance, which was pretty comprehensive and covered the equipment, experience and understood safety for that equipment. One of the candidates (1:00 p.m.) recently notified the Chairman and withdrew his application because of a personal injury and the recovery time.

Chair Newman wanted clarification on two items:

Probationary Period – in handbook it mentions a probationary period, this will be reviewed at a later date.

Town Contribution to benefits – currently \$1,000 per FT employee per month (updated 3 years ago). Chair Newman made a motion to raise the dollar amount to \$1500 per FT employee per month, based on current year premiums. Seconded by Supervisor Helman. Discussion on the rates of health insurance. Supervisor Ness suggested it to say we will pay the cost of the single premium and up to \$1500 a month towards family premium. Chair Newman amended the motion for the amount which the Township will pay the cost of the single premium and up to \$1500 for the Family option. Seconded by Supervisor Helman. Motion carried 4-1 with Supervisor Heikkinen voting no.

The candidate of choice is the 7:00 a.m. candidate. Chair Newman made a motion to extend an offer to this candidate with a pay rate of \$33.00 per hour for the first 90 days. After a 90-day evaluation, increase to \$34.00 per hour, based on performance and proving his experience that he has with the Township. Seconded by Supervisor Forsman. Discussion: There was a concern was if we have it in our budget to pay this

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amount and about PTO. Leave the PTO at 2 weeks. Motion carried 3-2 with Supervisor Ness and Supervisor Heikkinen voting no.

The interview committee has an alternate (3:00 p.m. candidate) if the first choice does not take the job. Chair Newman recommends that with the already approved medical benefit change, Chair Newman requests a motion to pay \$30.00 an hour for Candidate 3:00 p.m. Supervisor Helman seconded it. Discussion on how experienced this candidate is. He is very experienced in heavy truck machinery and is very knowledgeable in how to do the work, but hasn't done it much. Chair Newman amended his motion to \$29.00 per hour for Candidate 3:00 p.m. Seconded it by Supervisor Helman. Discussion: with either of these two candidates is there any discretion with any counter offers requesting more PTO. Motion amended again to pay \$29.00 per hour for Candidate 3:00 p.m. with the leeway to go up to three weeks of PTO and up to three weeks of PTO with Candidate 7:00 a.m., if it comes to that. Seconded by Supervisor Helman. Motion carried 5-0.

Items to look at in the future:

- Update job descriptions
- Update handbook for probationary period to specifically state six months
- Look at email addresses for employees/Board members

ADJOURNMENT: Supervisor Heikkinen made a motion to adjourn. Seconded by Supervisor Forsman. Carried 5-0. Time: 8:18 p.m.

Respectfully Submitted,

Julie Urbatch
Silver Creek Township Clerk
October 25, 2022 Minutes
Approved by Board of Supervisors
November 1, 2022
