

February 23, 2010

A Special meeting of the Chocolay Township Board was held on Tuesday, February 23, 2010 at the Chocolay Township Office, 5010 U. S. 41 South, Marquette, MI. The Special meeting was held to discuss the Township Manager position. Supervisor Seppanen called the Township Board meeting to order at 6:00 p. m.

TOWNSHIP BOARD.

PRESENT: Greg Seppanen, Arlene Hill, Sue Carlson, John Trudeau, Mark Maki, Ken Tabor.

ABSENT: John Greenberg.

AGENDA.

Trudeau moved, Tabor second to approve the agenda.

AYES: 6 NAYS: 0 MOTION CARRIED.

PUBLIC COMMENT.

None.

CONSIDERATION TOWNSHIP MANAGER.

The Board reviewed and made changes to 5 documents dealing with the hiring of a manager. The documents are the proposed posting, hiring time line, organizational chart, employment agreement and job description with Personnel Committee recommendations. The following items were discussed and changed:

- Organizational Chart – delete Planning Commission and Zoning Board of Appeals boxes, add a box for D.P.W. Supervisor under manager and above D.P.W. foreman and change wording road patrol officer to police officer.
- Proposed Posting - add the word *background* after - At a minimum, the applicant must possess a Bachelors degree in public administration, engineering or equivalent. Change for to *with* 3 references.
- Hiring Time Line - MAY 1. delete *Committee and or*.
- Employment Agreement – 1. Position: Employment Period add *by the Board* after and shall be subject to annual review. Change they to *he/she* and Supervisor to *Board*. 3. Compensation change his to *he/she*.
- Job Description – Other Skills: add *Ability to gain* knowledge of the laws, ordinances and policies governing Charter Township services and operations. Physical requirements – delete *ability of operate equipment related to confined spaces*.

Maki moved Tabor second to accept the proposed posting, hiring time line, organizational chart, employment agreement and job description Township Manager documents with the above changes.

AYES: 6 NAYS: 0 MOTION CARRIED.

PUBLIC COMMENT.

None.

Supervisor Seppanen adjourned the meeting at 6:45 pm.

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Arlene E. Hill, CMC  
Clerk

*Mary L. Sanders*  
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Mary L. Sanders, CMC  
Deputy Clerk