

SPECIAL MEETING  
CLERK/TREASURER POSITION  
Meeting Minutes

**Attendees:** Town Board members: Chairman Pete Parris, Supervisor Cathy Nielsen, Supervisor Klingelhutz and Clerk/Treasurer Jean Moore

**Special Meeting was called to order at 12:58pm**

The job description for the position of the new Clerk/Treasurer was review. The position will be published for two weeks in the Chaska Herald, Waconia Patriot, Minnesota League of Cities, the Township website and bulletin board.

It was agreed upon that the position will be an estimate of 30 hours per week and salary range from \$25-\$29 per hour depending on experience. Benefits after 90 day probationary period include:

- Ten paid Flex days
- 10 Paid Holidays
- Cell phone reimbursement of \$20 per pay period. 50% township contribution toward phone replacement every 3 years after 3 years of employment with the Township.

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 2:10 pm. Motion carried.

Submitted by: \_\_\_\_\_

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

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

11-28-22