



# AGENDA ITEM REPORT

**Meeting Date:** June 14, 2021

**Staff Contact:** Jim Budny, Trustee

**Department:** Township Board of Trustees

---

**Subject: Appointment of Township Manager**

---

## **Recommendation(s):**

To appoint Derek Thiel to the position of Township Manager, effective September 1, 2021 at the annual salary rate of \$115,000 subject to a \$5,000 wage improvement after year 1 and a \$5,000 wage improvement after year two and furthermore assign the responsibilities of DPS Director to the position of Township Manager.

## **History, Purpose & Explanation:**

The current Township Manager has announced his retirement beginning September 1, 2021. The appointment of Mr. Thiel will allow for a smooth transition and allow time to evaluate the assignment of Community Development responsibilities. The assignment of the DPS Director responsibilities to the Township Manager position will allow continuity with several major projects and will allow for cost savings at the staffing level. Mr. Thiel is a highly successful member of the staff who has demonstrated tremendous leadership. His experience and success as a Township employee and his experience and success as the City Administrator for the City of Gibraltar demonstrate his qualifications for the position of Township Manager. Mr. Thiel's resume is attached for historical purposes.

## **Implementation Schedule:**

Immediate training and full implementation beginning September 1, 2021

## **Financial Impact:**

The proposed financial package is less than the current Township Manager. The assignment of DPS responsibilities and the future reassignment of Community Development responsibilities will result and further cost savings measures yet to be determined.

## **Policy Implications:**

Section 3.6 of the Policy and Procedures Manual outlines the employee selection process. This section does not address promotion of employees from within. However, internal promotions have occurred in the past with the approval of the Township Board. The Township Board has the authority (Section 2.1) to make adjustments and take actions as it deems appropriate.