

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Kelly Derfler 244-1811
harristownshipclerk@gmail.com

Mission Statement:

The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

Closed Work Session re: Employee Performance Appraisals January 4, 2024 3:00 pm Harris Town Hall

Present: Madam Chair Clayton, Vice-Chair Schack, Supervisor Gilbert and Supervisor Kelley

Absent: Supervisor Davies

The closed work session was called to order at 3:00 pm by Madam Chair Clayton.

The pledge to the flag was conducted.

The purpose of the closed session was to conduct the employee performance appraisals.

Maintenance Employee

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the maintenance duties.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Chair Clayton and seconded by Supervisor Kelley to approve a \$1.00/hour increase, from \$19.00/hour to \$20.00/hour (effective for the February 14, 2024 check run); paid holidays - if the holiday falls during the work week (Monday – Thursday), and “two hours call in time” if the employee is called into work on his day off; if the employee works longer than two hours, he will be paid for all hours worked. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Caretaker/Sexton

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the Caretaker/Sexton duties.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Treasurer

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the treasurer duties.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve a monthly stipend increase from \$875.00 to \$925.00, effective for the February 14, 2024 check run. Ayes – 4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

Clerk

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to move into closed session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

Discussions were held on the Clerk duties.

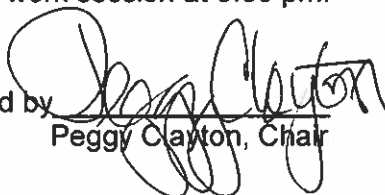
A motion was made by Supervisor Schack and seconded by Supervisor Kelley to move into open session. Ayes-4; Nays-0. Absent Supervisor Davies. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the successful six-month probation of the Clerk, and approve a monthly stipend of \$400.00, a \$60.00 per diem for the Regular Board Meeting, and the P and D Board Meeting, and \$19.00/hour for work sessions, effective for the February 14, 2024 check run. Ayes – 4; Nays-0. Absent Supervisor Davies. Motion carried.

The employee is also eligible for paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year, and can carry over earned sick and safe time, annually, with a cap of 80 hours (as she works at least 80 hours in a year).

There being no further business to come before the closed work session, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the closed work session at 5:00 pm.

Submitted by _____
Peggy Clayton, Chair

Signed by 
Peggy Clayton, Chair