

# Resolution 2021-010

## ADMINISTRATIVE POLICY for Board Meetings and Access to Public Information

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: The Town is *rural in nature, has a limited budget which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2020-005, regarding board meetings and access to public information:

### 1. Scope:

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

#### 1.1 Data Practices Act.

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

### 2. Meeting times and location:

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

#### a. Exceptions:

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

**3. Holidays**

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat.44 subd.5.

**4. Calling a special board meeting, emergency meeting, or work session:**

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

- A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statue 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

**5. Presiding officer:**

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

**a. Appeal of presiding officer's ruling:**

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

**b. Rights of presiding officer:**

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

**6. Order of business:**

**6.1. The Regular Meetings:**

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair by the Clerk, via e-mail no later than Saturday morning prior to printing. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections

to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda at the next regular meeting. The Clerk will provide by the close of Sunday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
  - \* Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
  - \* Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

#### 6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 12 Noon the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail no later than Saturday morning prior to the printing of the agenda . The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda for the next regular meeting. The Clerk will provide by the close of Sunday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
  - \* Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Approve payment of the bills for the month
14. Public input (limit of 5 minutes)
  - \* Please come up to the podium and state you name and address for the record
15. Upcoming meetings listed
16. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

**a. Varying order of business:**

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

**b. Consent agenda:**

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

**7. Rules of parliamentary procedure:**

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

**8. Public participation:**

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the

Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

**a. Spokesman**

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

**b. Recording by the public**

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

**c. Written materials**

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

**9. Record of meetings:**

Minutes of all public board meetings shall be kept in a file in the town hall office. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. All minutes of meetings the board members shall be kept in a file in the town hall office.

**10. Audio Recordings:**

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

**11. Continue Meetings:**

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

**12. Access to public information:**

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

**A. Request for Information.**

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

**a. Fees for Photocopies.**

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

**b. Prepayment of Fees**

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

**13. Amending or updating the policy:**

The Board may amend this policy by resolution.

**14. Severability:**

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

**15. Office Supplies:**

There may be times when a Supervisor, Clerk or Treasurer may need to pick up supplies for the office or for their position. To alleviate coming before the Board for approval to purchase supplies, up to \$50.00 annually shall be allotted to Supervisors, Clerk and Treasurer at any time. Receipts shall given to the Treasurer, and reimbursement requests shall be placed on the applicable pay requests.

**16. Rules of Parliamentary Procedure For Town Board Meetings- Appendix A  
Harris Township Information Request Form- Appendix B**

**17. Description of Job Duties:**

- a. Board Members/ Supervisors - Appendix C
- b. Appointed Treasurer- Appendix D
- c. Appointed Clerk- Appendix E
- d. Sexton- Appendix F
- e. Maintenance Worker-Appendix G
- f. Caretaker - Appendix H

**18. Employee Compensation Policy – Appendix I**

19. Compensation for Current Regular Township Employees – Appendix J

Adopted this \_\_\_\_\_ day of January, 2021.



Peggy Clayton, Chair

Attest:   
Roxanne Christie, Clerk

## Appendix A

### RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

#### Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

#### Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
<b>Main Motion</b>	Used to bring an item of business before the Board.	Yes	Yes
<b>Amend</b>	Used to amend the wording of a main motion.	Yes	Yes
<b>Call the Question</b>	Used to immediately end debate on a motion.	Yes	No
<b>Lay on the Table</b>	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
<b>Point of Order</b>	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
<b>Roll Call</b>	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
<b>Suspend Rules</b>	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
<b>Appeal Ruling</b>	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.



Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_ Signature \_\_\_\_\_

Description of the Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town Use Only

The request is: [ ] Approved. [ ] Approved in Part. or [ ] Denied. Reason(s) for a partially approval or a denial: \_\_\_\_\_

Fees applicable to the request:

Table with 4 columns: Category, Calculation (e.g., # Hours x Hourly Rate), Estimated Cost, Actual Cost. Rows include Labor, Photocopying, Mailing, Other Costs, and Totals.

Difference: \_\_\_\_\_ [ ] To be paid by requestor. [ ] To be refunded by Town.

\* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.



## Appendix C

### Board Supervisor Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
  - By law, supervisors (have charge of all town affairs not committed to by other officers by law.” Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town’s legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
  - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair’s position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair’s absence.
  - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
  - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.
  
2. **Duties covered under the supervisors stipend as per compensation policy:**
  - Inspection of parks
  - Inspection of cemetery
  - Inspection of all landings
  - Inspection of roads (paved or dirt)
  - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
  - Township Facebook updates
  - Working with contractors (i.e. bids, supervision of contractors/vendors)

- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

**3. Required/Mandated Township Meetings paid as per our compensation policy, and not covered under the monthly stipend:**

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

**4. Meetings, duties, etc. paid (for) at an hourly rate as per our compensation policy, and not covered under the stipend:**

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews
- Supervision of employees and volunteers

**5. Mileage:**

- To be charged at the Fed. rate
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

**6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:**

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

## **Appendix D APPOINTED TREASURER**

### **Township Treasurer Job Description:**

The Township Treasurer position exists to perform intermediate, professional, and administrative accounting work, and reviewing, and analyzing accounting transactions in township accounts. Understands and assist in the preparation of financial and accounting work papers, and reports. Performs financial analysis and forecasting. Performs complicated reconciliations requiring use of good judgment. This position handles/works with a budget of approximately \$1M.

This position works with data and people relationships requiring a high level of confidentiality, ethics, and trust. This position also provides a high level of customer service to external and internal people.

### **Mandatory M.S. 367.16 duties:**

- 1) Receive and take charge of all money belonging to the town, or which is required to be paid into its treasurer, and to pay it out only upon the lawful order of the town or its officers;
- 2) Preserve all books, papers, and property pertaining to or filed in the treasurer's office;
  - A. All reports processed and saved on the computer and backed up on an external hard drive;
  - B. All original paperwork organized and saved in storage bins at the town hall security space in the basement;
- 3) Keep a true account of all money received as treasurer and the manner in which it is disbursed, in a book provided for that purpose, and provide the account, with the treasurer's vouchers, to the town board of audit, at its annual meeting, for adjustment;
  - a. Treasurer's summary report due for the board of audit meeting
- 4) Deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor;
- 5) Keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the treasurer;
- 6) draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it;
- 7) make and file with the town clerk, within five days preceding the annual town meeting, a statement, in writing, of the money received from the county treasurer and all other sources, and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand;
- 8) Paying judgments ordered against the town (M.S. 365.41) and selecting a depository for town funds, if the board fails to select one within 90 days of the annual town meeting.
- 9) Perform other duties as required by law.

### **Additional duties:**

- 10) Accounting responsibilities:
  - a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balance. Research and resolve the discrepancies.

- b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.
- c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
- d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
- e. Work with Bond Consult and provide information necessary for bond issues. Ensure compliance for outstanding bonds.

11) Accounts payable:

- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner.
- b. Match open and closed invoices against statements.
- c. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
- d. Contact vendors to coordinate and resolve discrepancies in accounts payable.
- e. Maintain W9 files for all vendors.
- f. Prepare claims and checks for monthly board approval.
- g. Monitor town contracts for compliance.
- h. Prepare form 1096/1099 as required by the IRS.
- i. Maintain organized filing system including all necessary supporting documents.

12) Accounts receivable:

- a. Invoice developers, property owners, etc. for various charges; assess late fees, and finance charges as directed.
- b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
- c. Administer collection procedures and certifications on delinquent accounts.
- d. Prepare monthly analysis of account activity/escrow account. Accurately maintain spreadsheet summary and detail of escrow account payments and charges/fees.
- e. Prepare refund documents when applicable.
- f. Prepare annual escrow funds sheets for audit purposes.

13) Audit preparation:

- a. Assist in preparing audit work papers, schedules and reports.
- b. Provide external auditors with requested information and documentation.

14) Budget/forecasting process:

- a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
- b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.
- c. Begin updating supervisors on budgets in early August so the board is aware of funds available, etc.

15) Letters of credit:

- a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
- b. Draw draft/release letters to bank.

16) Payroll:

- a. Collect and review employee time sheets. Research and resolve discrepancies.
- b. Accurately process payroll including appropriately coding expense into applicable funds.

17) Print payroll checks and reports for approval at township board meetings.

18) Process financials for the previous month:

- a. Add all disbursements to the account register
- b. Add all receipts to the account register

- c. Create the financial reports and provide treasurer report at each regular board meeting, along with bank statements.
  - d. Update the budget to actual reports for disbursements
  - e. Update the budget to actual reports for receipts
- 19) Receive payment requests via email or written out and turned in to town hall:
- a. Supervisors will have their pay request turned in by the first day of each month and paid at the Regular Township Meeting which is held on the second Wednesday of each month.
  - b. Clerk, Treasurer, Maintenance, Sexton, and caretaker employees will have their pay request turned in on the Friday before the Regular Town Board Meeting, and P and D Town Board Meeting, which are the second Wednesday and fourth Wednesday each month, respectively.
  - c. Process financials with appropriate meeting, labor, wages less with holdings for all employees, and supervisors;
- 20) Receive the bills, and deposits from the Clerk on the Friday before the Town Board Meeting, and the Friday before the P and D Board Meeting
- 21) Prepare Bill List:
- a. Create bill list based on the received bills, for the regular meeting, and P and D meeting.
  - b. Add any electronic bills to the bill list
  - c. Check for duplicate invoices
  - d. Due to confidentiality, add the gross wage amounts to the bill list from individuals pay requests
  - e. Add the net wage total to the bill list as one line item
- 22) Copies for meeting:
- a. Bill list (enough copies for everyone at the meeting)
  - b. Financial report (enough copies for everyone at the Regular board meeting)
  - c. Pay request for all supervisors, clerk, treasurer, maintenance, Sexton, and caretaker (one copy for each person to attach to their paycheck);
- 23) Write out checks from bill list:
- a. Give to board chair for first signing, and clerk for second signing after the meetings
  - b. Make copies of all checks before distributing
- 24) Deposit checks:
- a. Confirm all funds received (town hall rental payments, cemetery site purchases, deeds, burials, and funds from the county or state)
  - b. Process all receipts and create deposit slip with all received funds
  - c. Make deposits the day after the Regular Board Meeting, and the P and D Meeting
  - d. Give deposit slips, etc. to clerk (for final checks and balance)
- 25) Mail bills:
- a. Prep all bills for mailing and mail the evening of the Board Meetings, or the very next day
  - b. Make copies of all invoices that do not have a second copy
  - c. Make all online payments the evening of the Board Meeting, or the very next day
- 26) Bi-monthly reporting:
- a. Make federal tax deposit
  - b. Make state tax deposit
  - c. Make PERA report and deposit
- 27) Attend required/mandated township meetings:
- A. Regular township meeting on second Wednesday of each month
  - B. P and D township meeting on fourth Wednesday of each month
  - C. Regular annual township meeting in March

- D. Board of canvas meeting
  - E. Annual audit meeting
  - F. Any other legally required meetings (I.e. public hearings, etc.)
- 28) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence
  - 29) Year-end financials – for budget planning
  - 30) Year-end tax reporting
  - 31) W-2s/1099
  - 32) Audit preparation and any auditor requested work
  - 33) Special projects (which require prior board approval)
  - 34) Customer service:
    - a. Assist in duties as needed and/or as directed by the board of supervisors.
    - b. Coordinate and cooperate with inter-governmental agencies.
    - c. Conduct the necessary research and provide support materials to aid board in making informed decisions.
    - d. Communicate with the Board and/or Chair on any issues, questions, etc prior to making changes (yourself)

**Minimum qualifications:**

**Must:**

- Have two (2) year accounting degree (if interviewed please bring transcripts)
- Have three (3) years experience in all areas of accounting (AP, AR, Financial Reporting)
- Have payroll experience; processing, wage reporting, withholdings, and employee reports
- Have extensive experience working with budgets
- Have Three (3) years experience in MS Excel, working with spreadsheets, and formulas
- Have a valid Minnesota drivers license, and reliable means of transportation
- Have experience working with private and confidential information

**Must also:**

- Be bondable and insurable
- Pass a background check
- Pass a reference check
- Attend training as mandated and required by Minnesota Association of Townships, and township board

**Preference for:**

- Accounting experience working for a financial institution or government/fund accounting
- Certified public accountant license
- Experience facilitating a governmental budget
- Experience working for a federal, state, county, or other township entity
- Experience speaking before groups of people



## Appendix E

### Appointed Clerk

#### **Township Clerk Job Description:**

Provides a channel for communication between township residents and board of supervisors to ensure effective planning, and results, consistent with the goals, objectives, policies approved by the Board of Supervisors. Perform all administrative duties for efficient function of the township, and as prescribed by Minnesota Statutes.

**Mandatory Duties**, as per Minn. Stat. 367.30; Minn. Stat. 367.31 subd.1; Minn. Rule 8205.1040; Minn. Stat. 367.11

1. **Keep minutes:** record minutes of the proceedings of every town meeting in the book of town records, entering every order or direction and all rules and regulations made by the town meeting;
2. **Keep records:** keep a true record of all of the towns proceedings
3. **Custody of records:** unless otherwise provided by law, retain custody of the records, books, and papers of the township and file, and safely keep all papers required by law to be filed in the clerks office;
4. **File and preserve all accounts** audited by the town board or allowed at a town meeting and enter a statement of them in the book of records;
5. **Record all requests** for special votes or town meetings and properly post notices;
6. **Post, as required by law**, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book;
7. **Furnish to the annual meeting** of the town board of audit: [i] every statement from the county treasurer of money paid to the town treasurer; [ii] all other information about fiscal affairs of the town in the clerks position, and [iii] all accounts, claims, and demands against the town filed with the clerk; and
8. **Perform** any other duties by law

#### **Additional Clerk Job Duties:**

##### **Official Board Meetings, other Legally Required Meetings:**

1. Meeting agenda creation and prep of supporting documents
2. Scan in agenda, agenda items, bills, pay requests (i.e. agenda packet) and print
3. Make Board packet copies for Supervisors, and constituents for township meeting
4. Complete Minutes - from P&D/Regular meeting
5. Add agenda packet to website; add minutes to website, after approved (convert to PDF first)
6. Organize, manage, and retrieve township records in an effective and efficient manner
7. Prepare notices and post all meeting notices
8. Keep contact information up to date for posting board
9. Prepare and publish meeting schedule, special meetings, etc. (whatever is legally required)
10. Town hall set up for Regular, P&D meetings, and legally required meetings
11. Prep for Board of Audit
12. Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
13. Attend legally required meetings (i.e. annual meeting, public hearings, board of audit, board of appeal, etc.)
14. Post notices, set up hall, and prepare minutes, and attend annual Board of Audit
15. Post and publish Annual Board of Appeal and Equalization Notice, and attend BOA
16. Prepare board reports for BOA hearing
17. Set up hall, prepare Minutes and hearing reports for BOA
18. Prepare the annual report for annual meeting, post, prepare Minutes, and attend Annual Meeting

**Bookkeeping, Office Prep:**

19. File, document, and organize in an efficient manner, at the town hall
20. Make sure laptop is always updated
21. Maintain monthly accounting in CTAS
22. Purchase office supplies, as needed

**Mail, and Deposit/checks:**

23. Pick up all mail at the service center the Friday before the regular town board meeting, and the Friday before the P and D town board meeting.
24. Distribute all bills, invoices, statements, etc. that the treasurer should have, no later than the Friday before the regular town board meeting, and the Friday before the P and D board meeting.
25. Document all checks (that will need to be deposited by the treasurer) by recording the date on the check, the check number, who the check was received from, and the dollar amount.
26. Receive all Town hall renter checks from Caretaker, and document them, along with all other checks to be deposited.
27. Keep the documentation and give all checks which need to be deposited to the treasurer no later than the Friday before the regular board meeting, and the Friday before the P & D meeting.
28. Processed all other mail as deemed necessary and distribute accordingly.
29. Receive the deposit slip from the treasurer, document the date received, and check the deposit slip with your record of checks received, as the final means of checks and balances

**Work Sessions, Budget Sessions, and other Special Meetings**

30. Prepare and Post work sessions, budget sessions, and special meetings
31. Prepare Minutes of work sessions, budget sessions, and special meetings
32. Set up hall for the sessions, and pull together agenda

**Elections Duties for Clerk:**

33. Be knowledgeable of current election requirements, laws and deadlines
34. Attend mandatory election judge training, if Clerk is involved with the elections
35. Attend mandatory clerk training, if Clerk is involved with the elections
36. Coordinate election judge list(s) and notify election judges of mandatory training dates/times
37. Bring forward the list of election judges to the township board, for approval
38. Coordinate election judges schedule for both elections (primary and general)
39. Post and publish, in a timely manner, election notices according to statute requirements
40. Accept candidate filing affidavits during election period (August-September)
41. Coordinate candidate names for election ballots with County Auditor Office
42. Prepare polling place (ballot machines, counter, voter roster, etc)
43. Attend mandatory training for HAVA requirements, new election equipment, and understand the operations
44. Purchase cookies, make coffee, etc for voters
45. Conduct Board of Canvas, according to requirements in the Clerk Election Guide for the specific election year

**Emails, Texts, Phone Calls, etc:**

46. Receive and/or send emails, texts, and calls from constituents, to appropriate supervisor, within a reasonable timeframe ((exception: if an emergency, contact supervisor immediately) Monday through Sunday
47. Respond to all township business inquiries
48. Discussions regarding a variety of topics/projects with others (board/county/residents
49. Conduct the necessary research and provide support materials to aid board in making informed decisions

**Website Administration:**

50. Website administration and content updates, as per Board direction

**Resolutions, Ordinances, Policies, and Procedures:**

51. Prepare Resolutions and Ordinances, as per direction of the Board
52. Maintain a record of resolutions and ordinances passed by the Board
53. Update township policies as needed, with direction from board supervisors

**Customer service:**

- a. Assist in duties as needed and/or as directed by the board of supervisors
- b. Coordinate and cooperate with inter-governmental agencies.
- c. Communicate with Board and/chair regarding any issues, items, etc before you make changes

**Minimum Qualifications:**

1. Must be a high school graduate, or have GED
2. Must have two years of administrative assistant/clerical work experience in an office/business setting
3. Must have one year of work experience in Word, and MS Excel
4. Must have experience taking minutes
5. Must have a valid Minnesota Drivers License
6. Must be bondable

**Must also:**

1. Pass a background check
2. Pass a reference check
3. Successfully pass a six month probation
4. Knowledge of bookkeeping principles, budgets and records management
5. Attend training as mandated and required by the township board, and Minnesota Association of Townships
6. Have ability to maintain confidentiality, and to establish effective working relationship with the Town board and the public
7. Have excellent verbal and written communication skills
8. Have ability to prioritize workloads and meet deadlines
9. Have ability to multitask
10. Have professional appearance
11. Have ability to maintain accurate records
12. Have ability and willingness to follow rules and procedures
13. Have ability and willingness to follow directive from Board Chair, and supervisors
14. Have ability to work independently, and with a Board
15. Be self-directed; ability to effectively schedule work time
16. Have independent problem solving skills
17. Be self-motivated, and have initiative
18. Have ability to work unsupervised
19. Have leadership skills, and public speaking skills

**Preference for:**

1. Experience working in/with accounting, budgets, spreadsheets, and records management
2. Experience of open meeting law, and data practices
3. Administrative/clerical experience working for another federal, state, or other township
4. Experience working with an accounting system (Quickbooks, CTAS)
5. Experience working with/on elections
6. Additional experience in an administrative/clerical position, beyond minimums



## Appendix F

### Sexton Duties:

**1. First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses:**

This position receives calls from people regarding the cemetery, which could be burials, purchasing sites, or from headstone companies.

If somebody calls you regarding a burial, that could come from a family member or the funeral home. If somebody calls in need of a burial you need to ask them when they want the burial to take place first, and then find out if they already have a site. If they do not have a site, then you would meet with the people at the cemetery so they could pick out a lot. When you do meet somebody at the cemetery, you need to take your black book, the map, and the receipt book. Sometimes people will pay with cash—either way, always use the receipt book.

If the funeral home is arranging the burial and a site is owned, be sure to confirm that the funeral home is collecting the fees and sending to the Township. The funeral home will then mail the disposition papers along with a check for the burial to the Sexton.

If the family is coordinating the burial, you will need to collect payment and either disposition papers or a copy of the death certificate for the burial before you can confirm and authorize Derrick to do the work preparing the site.

If someone just wants to purchase a site you also need to meet them at the cemetery and bring the black book, map, and receipt book. Let them choose a site to their liking and then verify the location is available using the map and correlating with the black book. On the receipt always write the site description, and whomever they wish the owner or the site to be on the Deed, also retain a full address and phone number. The top copy of the receipt goes to the purchaser, the 2<sup>nd</sup> copy goes to the Treasurer with the payment and the final copy stays in the book for the Sexton records.

You will get calls from a headstone company, which could be Duluth Monument or Northland Monument, (the most common used by our residents). When people purchase a headstone, those companies need to come in and set up the stone. Those calls also need to be relayed to Derrick as he marks the site for them to lay the stone. He does not set the stones himself, only marks them.

If the family is working with veteran services, Derrick will lay the veterans stones. Those calls may be sent directly to the service center. If a family wants maintenance to place the foot stone, the township will charge an hourly wage for the time it takes to dig and lay that foot stone.

You also might get calls from people wanting to sell their sites back to the township. If that occurs their request needs to be in writing and sent to our service center address. They also need to provide a copy of the deed with that request. If they don't have the deed etc. it is their responsibility to get a new one from the recorder's office. The deed tells us how much this site cost them at the time of purchase. No deed = no sale. This is subject to Board approval and must be verified that no one has been placed in the site. Our recording fee currently is \$46.00, which is subtracted from the amount paid back to the seller. That letter of buy back request, the owners Deed and the newly drafted buy back Deed all go to the board for approval at the next regular meeting. The Sexton has to re-file a deed giving ownership back



to the township, and this also has to be filed with the recorder's office. The Sexton must also notify Maintenance to remove them from owning a site in his books and remove their card from the Rolodex and white out their information in the black book. When the original Deed is returned from the recorder's office that will be filed in the bottom black drawer, corresponding with the correct site. \* You must also update and remove them from the Documents/Cemetery/Sexton/Section/Block Listing and update the website to such. Further direction below.

If you receive a call from someone wanting to know if so-and-so is buried at the cemetery, you need to obtain the last name of that individual they're looking for, and look at the black Rolodex. If a family name is in the Rolodex, you would look at the card and then go to the black book to find a location to see if someone was buried in that location. You can also look in the bottom drawer of the two drawer black file cabinet by looking for the last name to find any information or disposition paperwork we would have obtained at burial. If no information, you can let the family know, and at that point they are on their own. Any time you have a new burial, a new card needs to be made out and placed in the Rolodex. Any time that you work with the burial, etc. that information needs to be placed on the Rolodex card (I.e. lot purchased, deed received, burial, etc). It is important to have great cross-reference information on the cards.

Any calls coming in on leveling of headstones, those need to go directly to maintenance.

Remember to always text Maintenance, the maintenance supervisor, so he is also in the "loop" with regard to burials, digging, etc.

**2. Prepare and maintain policies, procedures and brochures, as per Board direction, and relay that information to others who assist in the maintenance of the cemetery or to the general public:**

Sexton updates as needed, with regard to the policy, procedures and brochures. Sexton will get that direction from the board as changes to policies are always made at board meetings.

There's also a frequently asked questions section on the bottom of the policy called "other helpful information".

When you do update the policy for the cemetery you need to go onto the laptop to update it and then you need to upload it to the website under the cemetery folder. Once it is updated you need to print it out, make copies and then bring 25 of the brochures to Libby, 25 to Rowe, and give one to our maintenance staff person, and then fill the slots at the cemetery. Whatever you sent to Rowe and Libby, it should be sent to them in a PDF format.

**3. Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board, as needed.**

You would need to coordinate burial arrangements, if someone calls and needs to be buried, or if they own or do not own their own site. Sometimes it's slow, depending on the time of year and when they want to do their burial or purchase this site.

If they own their own site then you are talking back-and-forth with Maintenance regarding the site location and the time of service and then confirming all that information with Maintenance.





Always direct any questions back to the policy. Send a copy of the policy and rate to those who have questions also when you respond to them so they also have the information moving forward.

The Sexton must be familiar with all policies and procedures for marking graves!

The funeral home or family usually gets in touch with the sexton. The Sexton then calls Maintenance, if they own the site and confirm the date etc. Maintenance or Sexton confirm with the funeral home. Maintenance puts it on the schedule. The payment and disposition paperwork needs and comes from the family or funeral home. Sometimes a funeral home collects the payment for the burial, or family meets with Sexton and pays the Sexton.

**4. Deed preparation, Sale, Recording, Filings and follow up with notifications of such with Board, Maintenance team, and Purchaser.**

If the family doesn't have a site, they will need to purchase a site. you meet at the cemetery, take the black book, map, and receipt book. The family usually has some idea of where they want to be (section 3 is open, section 1 and 2 are touch and go, as one could hold a cremation in those sections).

You need to take the map and verify space availability. Some families might want 1 site or more than a site. When that occurs you need the receipt book, and take the payment at the cemetery. People can purchase up to four on one deed, but if it's more than 4, then another deed and recording fee of \$46 has to be completed. If they are family owned sites, you do not need to draft a Deed for each family member, advise them to set an owner and have copies of the Deed with each family member that plans to be placed in our cemetery.

Once you have completed that at the cemetery, then you need to come back to the hall and follow up with the format and receipt. You need to put the lot, block section, site, home address, and phone number on receipt copy. These dates get recorded in the black book, you make up a card, and place in the Rolodex, and a make up a card for Derrick, and put that in his folder in the Town Hall.

If the card is already in the Rolodex you just add to the record on that card, and then let Derrick know. The 2<sup>nd</sup> copy in the receipt book goes to the Treasurer with the money collected. Derrick has full set of books just like the Sexton does. You then prepare the deed, which goes on the next board agenda just for signature purposes only, as the board does not need to approve that. Once the deed is signed by the board the original is mailed or dropped off at the recorder office. They record it and stamp and mail it back to the service center with a bill. The recorder department then bills \$46 for the recording fee back to the township. The recorder will send an invoice with the original deed back to the township. You need to make a copy of the deed, put it in the bottom drawer of the black file cabinet. The original gets mailed to the owner. Provide a copy of the invoice to the Treasurer and note who it was for.

Disposition papers - when someone dies or someone is getting buried, we will either get a disposition paper or certificate of death from the family or funeral home, along with the check. Make a copy of both give a copy to Treasurer with the check. If you get a certificate of burial you treat it the same way. If owner provides an original death certificate, make a copy of the death certificate, and get the original back to the family.

Record Burial – Mark the burial in the black book, one section for purchase and one section of who is buried. Place the disposition papers or death certificate in the box in the bottom black drawer.



How to mark an online system –Any changes or updates to burials or purchases need to be updated to the website. Once you have completed deeds etc. you need to go into the online system and mark the site off in the online system. It is in the Documents/Cemetery/Kati. All are broken up into sections 1, 2, and 3. From there each block is also separated. Update it in the word format and save back to its original location. Log in the website admin, go to the cemetery tabs and remove the block you are updating then upload the correct block to the correct file location. This does not need to be in PDF format, I have them all in Word so that they are easy to update and you do not need to reformat each time you have to update a block.

**5. Relay payments received and notify of any County Filing fees charged to the Township account to the Treasurer. Keep receipt book for all Deeds sold.**

Any and all transactions need to be documented and funds must be provided to the Treasurer with documentation of what the monies are for. Copies of the check with the disposition papers or Deed should be made for easy reference to what the money is for. Remember to always give the treasurer the receipt copy for her records also.

**6. Update and maintain Harris Township Cemetery Web links with current and relevant news.**

You need to update sales in the township cemetery web links with current and relevant news whenever someone is buried. You update in the cemetery folder, and upload to the website. All cemetery records are kept at the Town Hall office. These are valuable and personal documents and should not be stored in your home. They should be removed for sales and meetings at the cemetery and then the Sexton should promptly return these to the hall office.

All forms used for the cemetery are on the computer, Documents/Cemetery.

There are separate buy back deeds and deeds. Use the correct one and pull the last one prepared and type over it. All forms are formatted in Word for easy edit.

**7. Update the books online monthly for public viewing, and work with maintenance on updating.**

You would update the policies, burials, and purchases, and keep all up to date.

**8. Maintain Cemetery Books, Records, and Sexton computer books, and work with maintenance on updating.**

Make sure to always update books and records whenever it occurs. Do not wait and do it once every six months etc. as it just causes a lot of issues of keeping up with what's going on. All of the updating is on the computer and again as you get them. Always make sure you e-mail Derrick with sale and burial updates as he is a source in the checks and balances for the cemetery.

**9. Sexton needs to keep track of detailed work completed and time it takes to complete a burial process, on a monthly basis. That information is placed on the monthly pay request.**



# APPENDIX G

## Maintenance Worker

**Reports to: Harris Town Board**

**Status: Non-Exempt – Full Time**

### **Position Summary:**

Maintains all properties roadways and equipment within the jurisdiction of Harris Township under the direction of the Board of Supervisors and its designated Maintenance Supervisor.

### **Essential Accountabilities:**

#### Town hall

- Maintains the town hall facility including inside and outside structure, lighting, furniture, parking lot and general maintenance.
- Provides grounds keeping and snow removal of parking lot, driveway, walkways and exits.

#### Cemetery

- Maintains buildings, fence, signs, flag poles and flags, roadways and placement of winter corner markers. Check to make sure the water service is working properly.
- Must be well-versed of the Cemetery Policy.
- Maintenance is to refer all calls to the Cemetery Sexton re: funeral home calls, monument company calls on headstones, foot-stones, etc., and all calls to Cemetery Sexton re: burial calls from individuals, etc.
- Maintenance is to look up names of family(s) and find site locations
- Provide care in moving and working adjacent to all grave markers.
- Excavate, fill and ready the grounds before and after burials. Be available to locate grave sites and/or mark as needed. (Excavation can also be done by designated contractor, in the absence of maintenance).
- Work with the Sexton, and public in a respectful courteous manner at all times. Sexton works with all funeral directors, and headstone companies.
- Layout boundaries for headstones, and gravesites.
- Maintenance is contacted by Sexton when family has cremated remains, and wants to bury them.
- Level all headstones.
- Maintain burial logs/placements as a back-up to the Sextons records.
- Ensures all snow removal is done in a respectful and timely manner. Be especially mindful when working around flowers or other decorations.

## Public Access (boat landings)

- Install, remove and repair docks as needed.
- Provide general grounds keeping and clean-up. Provide snow plowing as needed.
- Inspect boat ramp conditions and report to Maintenance Supervisor if maintenance is needed.
- Check for adequate signage.
- Mow/trim all boat landings

## **Essential Accountabilities:**

### Roadways

- Make minor repair/preventive care of the roadways as needed or directed. Inspect all signage, maintain the sign replacement policy and report any vandalism to the supervisor.
- Inspect roadways after any heavy wind storm or snow accumulation.
- Snow plow areas designated by the town board.
- Coordinate roadside brushing and mowing with the supervisor and the State of Minnesota guidelines. Have knowledge of various roads and practice the rules of road right of ways.
- Be expected to provide emergency tree and wildlife removal as necessary.
- Report all road concerns or discrepancies to the supervisor immediately.

### Recreation Facilities

- Provide maintenance to all areas of recreation within the township which includes; buildings, grounds keeping, lighting, fences, parking lot, seating structures, ball fields, tennis courts, skating areas, walkways, picnic areas, game areas, and gym structures.
- Snow plow as needed.
- Skating rink surfacing and cleaning as needed.

### General requirements

- Act professional at all times.
- Inspect and maintain routine/periodic equipment and machine maintenance as required doing repairs to your level of skill as directed and supervised by the supervisor. Make no non-factory modifications to any equipment or operate a malfunctioned piece of equipment at any time. If you are unfamiliar with operating a piece of equipment consult your Maintenance Supervisor for the proper training.
- Assure that all equipment is cleaned and stored properly after each use.
- Always keep your work area free of clutter or other hazards that may cause a potential dangerous circumstance.
- Always wear safety equipment and keep safety practices in mind all the time. Never work without good safety apparel, acquire new safety equipment or devices from the Maintenance Supervisor.
- Treat all residents and their property with respect, never argue and inform a Maintenance Supervisor to contact them in a timely manner.
- Report all accidents/incidents to your Maintenance Supervisor in writing immediately no matter how minor it may seem to be, so an investigation can be done.
- File all complaints with your Maintenance Supervisor or the Human Resources Representative.

- Don't assume or make any change in rules/laws/ordinance/common procedures of our work without the Maintenance Supervisors or board approval.
- You are the direct representative of Harris Township, and most visible to the public. Don't assume or make any changes in rules/policies/procedures of our work, without your supervisor or board approval.
- All other duties as assigned.

### Working Conditions

- Works in all areas of Harris Township.
- Sits, stands, bends, lifts and moves intermittently in various speeds/actions.
- Subject to adverse conditions, dust, odors, rain, or sometimes extreme conditions of hot or cold.
- Subject to hostile and emotionally upset residents.
- Normal working hours will be Monday through Friday as scheduled, with possible overtime.

### Qualifications

- Must be a minimum of 18 years of age.
- Minimum High School or GED equivalent.
- Must have a valid Minnesota Drivers CDL license and be insurable with no risk.
- Must have experience with a mechanical aptitude to maintain and operate lawn equipment, chainsaws, brush cutters, snow blowers, tractors, skid steer, back-hoe, medium size trucks with or without snow plows or dump box and other ancillary equipment. Must be able to use hand tools relating to digging soil, and possess basic household skills in carpentry, plumbing and electrical repair.
- Possess some computer skills.
- Subject to security checks or legal history.
- Must be in good health and demonstrate emotional stability.
- Must be able and required to lift, push, pull and move equipment and other related objects such as trees, brush grave stones and wildlife kills.
- Must have the ability to be tactful with people and work harmoniously with residents and other personnel.
- Must be able to make independent decisions, follow instructions, ask for help or assistance, and accept constructive criticism.





## APPENDIX H

### CARETAKER HARRIS TOWNSHIP

**Job Description:** The position of Caretaker is to take care of hall rentals for family gatherings, birthdays, showers, weddings, anniversaries, meetings, etc. Duties include, but are not limited to reserving and scheduling the town hall for constituents (resident, and non-resident); meeting with renter to get lease agreements (for rentals) signed, receiving rental and deposit fees, signing out keys, going over policies regarding renter responsibilities of cleaning hall after rental; follow up at the hall after renter concludes their reservation, and prepping the hall for the next renter; inventory and ordering of cleaning supplies, and other items needed for the hall; preparing monthly Rental Register, Monthly Pay Request, and monthly Town Hall Report for Regular Township Board Meetings; dusting drapes, windowsill; wiping and sanitizing chairs, tables, water fountain; cleaning microwave, stove, and inside cupboards/arranging cupboards; vacuuming, laundering towels, etc., cleaning and sanitizing bathrooms, toilets, mirrors, inside windows, and perform other duties as assigned.

This Position is also assigned to receive calls from constituents that want to reserve the Pavilion at Crystal Park, and also post a monthly calendar at the Pavillion.

**Hours of work:** Hours range anywhere from 30-40 per month, and depend on the amount of renters reserving the town hall (on a monthly basis). Work times also vary, depending on when the hall is reserved, when you are meeting with renters, and when you are prepping the town hall for the next renter.

**Minimum Qualifications:** must have good cleaning experience (to include but not limited to sweeping, vacuuming, mopping, dusting, organizing and cleaning cupboards, sinks, bathrooms, and toilets, etc); must be flexible, and be able to prioritize, juggle, and organize hall rental calendar, phone calls and text messages from constituents; must have a good work ethic; must be extremely reliable and dependable; must have a valid drivers license and means of transportation; must be able to take and follow direction, procedures, policies; and must be able to work well with others. Computer experience is not mandatory, but is highly recommended. Must be able to pass a background check, and reference check. Individual chosen will serve a 90 day probation.



**Appendix I**  
**Harris Township**  
**EMPLOYEE COMPENSATION POLICY**

- ◆ **Temp Full-Time Employees:** **As of January 2021** (to be reviewed annually)
  - Maintenance Crew: Starting wage will be between \$15.00-\$17.00/hour based on qualifications and experience.
  
- ◆ **Regular Part-Time Employees:** **As of January 2021** (to be reviewed annually)
  - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$13.00-\$15.00/hr (subject to change)
  
- ◆ **Temporary Employees:** **As of January 2021**
  - Skating Rink Attendant: Wage will be Minimum wage
  - Summer Help: Wage will be \$15.00-\$17.00 per hour
  - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
  - Election Judges: Wage will be \$11.00 per hour for training time and hours worked on election day.  
- and -  
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.
  
  - Head Election Judge: \$12.00 Wage will be included in the “Resolution” to approve the Clerk’s list of election judges.
  
- ◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27<sup>th</sup> day of October, 2004 and has been amended as follows:

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, April 25 2018, January 22, 2020, January 19, 2021



## Appendix J

### COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

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**REQUEST:**

To approve the following compensation for one full-time Maintenance Worker, appointed Clerk, and appointed Treasurer, the part-time Town Hall Caretaker, and the part-time Sexton of Harris Township, as recommended by the Board at their Administrative Policy Work Session on January 19, 2021.

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**EFFECTIVE DATE:**

Rates to be effective for use in calculating pay requests processed for **February 1, 2021** check run, and until January 31, 2022.

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Derrick Marttila	Full-time Maintenance Worker	\$21.85/hour
Terri Friesen	Part-time Town Hall Caretaker*	\$14.00/hour per cleaning and showing
Terri Friesen	Cemetery Sexton*	\$150.00/month
Roxanne Christie	Township Clerk*	\$ 550.00 per month (to be evaluated after six month probation successfully completed)
Nancy Kopacek	Township Treasurer*	\$ 750.00 per month, plus an additional \$60 per diem, per board meeting attended, and an hourly rate of \$19/hour for any other work related activities outside the scope of the employees job description, as directed by the board
	Deputy Treasurer/ Deputy Clerk	Compensation will be the same as the absent Officer, for duties performed.

- Caretaker, Sexton, Clerk, and Treasurer all serve a six month probation.
- The Caretaker, Sexton, and Clerk are hired through a temp agency. The Clerk and Treasurer are paid an hourly wage when they begin their position and until such time that they take over their position 100% in is entirety, At that time they will receive their designated stipend.

