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Harris Township

SINCE 1909



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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

August 1, 2022 Work Session Minutes Caretaker/Sexton, Clerk, and Maintenance

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Gilbert, and Kelley
Absent: Supervisor Davies

The purpose of the work session was to discuss the Clerk vacancy, the maintenance vacancy, and the Caretaker/Sexton job description.

Caretaker/Sexton

Chair Clayton provided a copy of the Caretaker/Sexton job description. The Caretaker/Sexton job description was updated with additional information that needed to be in the job description. As a vacancy will occur by the end of the year, the board discussed how to move forward with recruitment.

This position will not go through Personnel Dynamics, but will just be advertised by the board.

After considerable discussion, the board will move forward with recruitment by mid October. The recruitment information, job description, etc will be placed on the Regular Board agenda of October 12, 2022.

Clerk

The clerk position has been vacant since early May. Discussion held on when to start advertising for a clerk. This is a difficult position to fill because even though it's 25 to 30 hours a month those hours are spread out throughout the month. There are specific duties that need to be done in a timely manner, while other duties have to follow a specific deadline to be completed.

When recruitment was conducted in early 2022, there were two rounds of interviews. The final round was having the candidates come before a board meeting and actually take board minutes. That will remain the determining factor, in hiring a Clerk.

After considerable discussion, the board decided to start recruitment in August with a beginning date of August 14, 2022 to accept resumes, but not have a closing date (for excepting resumes), until it has been determined that there is a sufficient amount of qualified resumes received, in order to conduct interviews. Information will be placed on the Township FB page, website, and in the GR Herald Review.

This position will be placed on the August 10 board meeting.

Maintenance

As the current maintenance worker did submit his letter of resignation, this position needs to be filled in a timely manner, The board went through the job description and made a considerable amount of changes to qualifications and duties, in order to get the best individual for what the township needs.

Derrick's last day of work will be August 5, therefore, Supervisor Schack will need to make sure that maintenance duties are being performed. Currently there are two temporary maintenance workers that have been on board, and are familiar with numerous duties. Supervisor Schack will be sitting down with them to find out their length of time they want to commit to the township, until such time that a new maintenance worker is hired. Both temporary maintenance workers will be considered for the job if they are interested and apply.

It was decided to change the " Must have a CDL license" as a minimum qualification, to a "Class B license". With that said the board felt strongly that by changing it from a CDL to a class B, the board would get more candidates who would have a class B license, rather than a CDL, while still meeting DOT requirements on equipment.

Pay was considered and is an important factor in getting interested candidates. After discussion it was decided that the board would advertise for the beginning rate of pay at \$23 per hour, (but could be negotiable, based on experiences, etc)

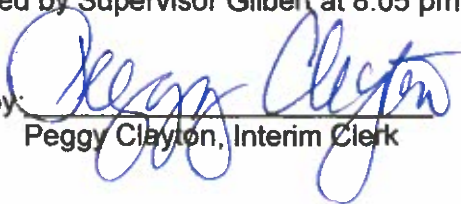
Candidates applying will not only need to meet the qualifications, but will also need to pass a pre-employment drug and alcohol test, pre-employment physical assessment, and successfully pass background checks, which are all contingent of a job offer.

Daily/monthly report procedures were discussed. It was decided that the board does not need to receive information on fuel, mileage or equipment hours on a monthly basis, but should be completed annually (December) for the upcoming budget meetings. Supervisor Schack will incorporate those report changes now to just include monthly work compiled for the monthly P and D Meetings, and continue to provide the daily reports to Supervisors.

Chair Clayton will make changes to the job description and present at another work session for maintenance.

There being no further business to come before the Board, a motion was made by Supervisor Kelley and seconded by Supervisor Gilbert at 8:05 pm.

Submitted by:


Peggy Clayton, Interim Clerk

Signed by:


Peggy Clayton, Chair

