

Madam Chair Peggy Clayton  
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Harris Township  
SINCE 1909



NEIGHBORS, SHORES & MORE

**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](http://www.harristownshipmn.org)

**Work Session**

**Re: 5-Year Road Plan, MATIT Consolidated Coverage, and Employee Handbook**

**January 19, 2023**

**2:00 pm Harris Town Hall**

**Present:** Madam Chair Clayton, Supervisor Schack, Davies Gilbert & Kelley; Treasurer Kopacek

The Work Session was called to order at 2:00 pm by Madam Chair Clayton.

The pledge to the flag was conducted.

**5-Year Road Plan:**

Supervisor Kelley stated he met with SEH regarding road work, specifically for 2023. Discussion followed. In 2023, Sunny Beach Road will be completed, followed by Mishawaka Shores, and Mishawaka Road. Both Sunny Beach Addition and Aspen Drive will also see road action, with final completion slated for 2024.

Further discussions will be held on the years 2024-2027 to complete the 5-year Road plan, at the next budget session or a scheduled work session.

**MATIT Consolidated Coverage.**

Chair Clayton received updated "location/property" information from MATIT. After reviewing the first few properties, it was found that further descriptive information is needed and necessary in order to add, remove, approve, et.

Chair Clayton made a call to MATIT in St. Michael, hoping to gain further information, get questions answered and finalize the paperwork for review. (call went into VM). The board was not able to further discuss (what they had in front of them). Chair Clayton will follow up with another phone call and/or email if one has not been returned by the end of the day.

**Employee Handbook**

Chair Clayton reviewed the Employee Handbook, specifically the areas relating to "part-time employee."

\*Supervisors Davies and Gilbert arrived at 3:32 pm\*

Chair Clayton also reviewed portions of "part-time" language gleaned from the County contractual language.

Considerable discussion was held. Areas of the township employee handbook changed, and were agreed upon by the supervisors:

- *Employment Classification-regular part-time employees* are those who are temporary or introductory probationary status, and who are scheduled to work less than 35 hours per week as needed, and who maintain, continuous regular employment status.
- *Hours of Work-part-time employees* are scheduled to work less than 35 hours per week as needed, at the discretion of their designated supervisor.
- *Added: Call Out*-Regular part-time employees are not paid call out.
- *Added: Benefit Program-Regular part-time employees- Paid time off-Holiday:* To receive a paid holiday, part-time employees must work the last day scheduled prior to the holiday, and the first day scheduled following the holiday.

No further discussions were held.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to adjourn the meeting at 7:45 pm.

Submitted by:   
Peggy Clayton, Interim Clerk

Signed by:   
Peggy Clayton, Madam Chair