

Chair Ken Haubrich
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Grand Rapids, MN 55744
Phone 218-327-1351

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Shack 340-8852
Supervisor Peggy Clayton 259-1551
Supervisor Jim Kelley 259-0317
Treasurer Nancy Kopacek 398-3497
Clerk 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

Reorganizational Work Session
Administrative Policy before Work session
January 19, 2021
7:00 pm
Town Hall

Present: Chair Haubrich, Vice Chair Clayton, Supervisors Gilbert, Kelley and Schack; and Clerk Christie

Chair Haubrich called the meeting to order at 7:00 pm.

Pledge to the flag was conducted.

The purposed of the work session was for the 2021 reorganizational structure of the town board and review the admin policies for 2021-2022

Re-organizational items for 2021-2022:

- ◆ Elect Chairman – Peggy Clayton was elected Chair
- ◆ Elect Vice Chairman – Mike Schack was elected Vice Chair
- ◆ Appoint Deputy Clerk – A Deputy Clerk was not appointed at this time.
- ◆ Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- ◆ Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper.
- ◆ Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- ◆ Designate a township road engineer – SEH was designated as the Township Road Engineer.
- ◆ Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- ◆ Designate official posting sites – Harris Town Hall was designated as the official posting site.

- ◆ Affirm / appoint members to committees/boards:
 - A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
 - B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ken Haubrich Alt,.
 - C. Trails Task Force – Mike Schack was appointed as Township Representative.

- D. Maintenance Crew Leader –Mike Schack and Ken Haubrich Alt. were appointed
Maintenance Crew Leaders
- E. Safety Representative – Ken Haubrich and Mike Schack were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Ken Haubrich were appointed as HR/Personnel Reps.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Ken Haubrich Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as Rep; and Jim Kelley is Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Rep; and Ken Haubrich is Alt.
- J. FireWise – Mike Schack was appointed as Rep.
- K. Rinks (Wendigo an Crystal-winter) – Jim Kelley
- L. Road Inspections – Jim Kelly, Mike Schack and Dan Gilbert were appointed
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Rep; and Ken Haubrich Alt.
- N. Boat Landings – Mike Schack and Dan Gilbert was appointed at Alt.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the Appointments to the committees and Harris Town Board. Motion carried.

Administrative Policy

The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

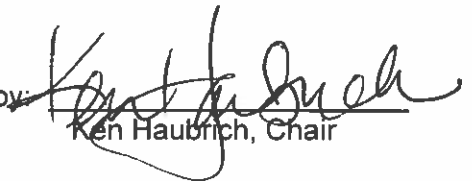
- ◆ Resolution 2021-009 Resolution Designating the Compensation of the Board
No changes in compensation were made;
- ◆ Resolution 2021-010 Administrative Policy
 - 6.1 Regular Minutes: proof on the agenda will be sent to the Chair by the Clerk, via email no later than "Saturday"; The Clerk will provide by the close of "Sunday" complete agenda packets;
 - 6.2 Planning and Developments (P & D) Minutes: A proof of the agenda will be sent to the Chair via e-mail not later than "Saturday" morning; The Clerk will provide by the close of "Sunday" complete agenda packets;
 - 9. Record of Minutes: Minutes of all public board meetings shall be kept "in a file in the town hall office";
 - Added: 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 annually shall be allotted to Supervisors, Clerk or Treasurer at any time. Receipts shall be given to the Treasurer, and reimbursement requests shall be placed on the applicable pay requests.
- ◆ Appendix A Rules of Parliamentary Procedures For Town Board Meetings- no changes
- ◆ Appendix B Harris Township Information Request Form-no changes
- ◆ Appendix C Board Supervisor Duties- no changes
- ◆ Appendix D Appointed Treasurer- no changes
- ◆ Appendix E Appointed Clerk- no changes
- ◆ Appendix F Sexton Duties- no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township- removed rate of pay \$13 per hour
- ◆ Appendix I Harris Township Employee Compensation Policy-

- A. Maintenance Crew- Starting wage was changed from \$13.00-\$15.00/hour to between \$15.00-\$17.00/ hour;
 - B. Town Hall Caretaker remove "based on qualifications and experience" and add "subject to change";
 - C. Removed Summer Intern/Maintenance Crew" and will now be called "Summer Help"; the wage will be between \$15-\$17 per hour;
- ◆ Appendix J Compensation For Current Regular Township Employees-
- A. Part-time Town Hall Caretaker: changed from \$13.00/hour to \$14/ hour;
 - B. Caretaker, Sexton, Clerk and Treasurer all serve a six month probation
 - C. Added: 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 it's entirety. At that time they will receive their designated stipend.

The Board discussed Grand Rapids State Bank transition from Wells Fargo bank, suggestion was made that the board adopt a resolution to adopt GRSB.

There being no further business to come before the Work Session, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 8:45 pm.

Submitted by: 
Roxanne Christie, Clerk

Signed by: 
Ken Haubrich, Chair

