

Madam Chair Peggy Clayton
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Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811
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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

Maintenance Meeting/Work Session Re: Maintenance, Clerk, and Mowing Contract
October 7, 2022
5:30 pm Harris Town Hall

Present: Madam Chair Peggy Clayton, Supervisor Schack, Davies, Gilbert & Kelley

Pledge to the Flag was conducted.

The purpose of the meeting was to meet with temp Maintenance staff regarding their interest in staying on with Harris Township, and in what capacity. The work session was to continue discussions regarding Maintenance, the mowing contract, and the Clerk vacancy.

Maintenance Meeting 5:30 pm

The supervisors met at 5:30 pm with one of the temp maintenance staff to discuss their continued interest in working with Harris Township. (The second temp staff was not available for the meeting but did share his information, prior to this meeting). There are currently two temp maintenance staff working (through Personnel Dynamics) in the township, as the board has not hired anyone to replace the regular full-time position vacated by Derrick. One of the temps is interested in full-time work while the other temp is extremely flexible with regard to working on a part-time basis, and being "on call" during the winter months, if necessary. The Supervisors, as well as one temp, were in agreement that the winter is a lot slower and therefore, a full-time person would not have enough work to keep them busy.

The supervisors took the information which was provided by both temps and will meet during a work session to discuss how they want to proceed with filling the position.

The meeting concluded at 6:00 pm.

Work Session 6:30 pm

Maintenance

The board discussed the "work interest" provided by the two temps. One of the temps is looking for full-time work while the other temp is extremely flexible and would be interested in any amount of hours, and would even be interested in an "on-call basis".

The supervisors discussed 2023 spring/summer maintenance projects, and 2022 inside winter maintenance projects.

The supervisors felt strongly that work in the township during the summer would justify having a full-time position and help from a temporary maintenance staff. When Derrick left, the two temp maintenance staff were working up to 40 hours a week, as there was much that needed to be done in the township. As work winds down and enters the fall and winter stages, that's when work slows down in the township. There's work that can be done inside the town hall but not enough to justify a person working full-time during the winter months. If the supervisors decide on a part-time position then one of the temps that is looking for full-time work would more than likely leave. Further discussions were held, with no decision made on hiring, etc.

Mowing Contract

The two-year mowing contract that the board held with Mow Daddy, has expired as of September 30, 2022. The board discussed going out for bids, along with a few different options available to them. One of the options was deciding if the board needs to have a mowing contract for all of the Township properties, or if the township could get by and have maintenance staff provide the mowing at some or all of the properties. Further discussion was held.

The board was in agreement to have the two temp maintenance staff mow (one last time) at the cemetery and document the amount of time/hours it takes to cut and trim at the cemetery, and also provide the same at Crystal Park. This will be helpful in determining the direction the board would need to take for a future mowing contract, and also determine if the township needs F/T or P/T maintenance. No decision was made on going out for mowing contract bids.

Clerk

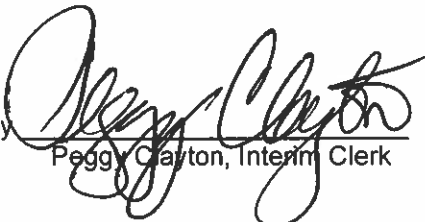
Chair Clayton stated that several job descriptions were sent out to interested parties, but there were only two individuals that were interested after that point.

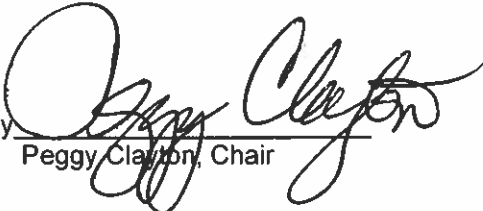
Chair Clayton does have a Clerk from my neighboring Township who would be interested in providing some back up for for agenda packets, and meetings here and there. Discussion held.

The board was in agreement to schedule interviews with the two candidates interested, while keeping the back-up Clerk on board.

No further business was discussed.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the work session at 7:18 pm.

Submitted by 
Peggy Clayton, Interim Clerk

Signed by 
Peggy Clayton, Chair