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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

**September 19, 2022
Work Session Minutes**

Caretaker/Sexton, Clerk, Maintenance, Isleview Road, SharePoint, AREMA, Landings, Land Sale

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

The purpose of the work session was to discuss the Clerk vacancy, the maintenance vacancy, the Caretaker/Sexton job description and posting, landings, land sale, Sharepoint, and AREMA.

Caretaker/Sexton

Chair Clayton provided the Caretaker/Sexton posting for the upcoming vacancy. The position will be vacated by December as the current Caretaker/Sexton will be resigning. Some minor changes were made to the job posting. This posting will be placed on the September 28th board agenda for approval.

Clerk

The Clerk position has been vacant since early May. 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.

Chair Clayton reviewed the interview questions with the supervisors and recommended changing and adding. Those applying need to know the actual ins and outs of all the details of the duties, and accompanying deadlines, etc.

Chair Clayton will make changes, and get things ready for interviews. She did advise the board that requests are still coming in for the job description.

Maintenance

Chair Clayton stated that after the last work session she did contact Steve Fenske with the Minnesota Association of Township (MAT) to inquire about insurance plans the association utilizes. He directed her to the Minnesota Benefit Association. Chair Clayton did talk to a representative from MBA but they cannot provide any type of group insurance plans unless the township has more than one full-time employee. She did however talk with an individual regarding an HRA.

Chair Clayton described the HRA as a program that is in lieu of providing medical insurance to an employee. Whether it's a regular full-time or a regular part-time employee, the HRA is a plan which the township could contribute money to an HRA for the employee to be used for medical insurance. MBA would monitor the program for the specific employee and whatever is not used by the employee for medical, by the end of the calendar year, would be reimbursed back to the township. Lengthy discussion held.

The board further discussed the different options that are available as far as hiring maintenance employee(s). Currently both temps are temporary through a recruitment agency.

The board could hire two regular part-time employees, or one regular full-time employee, or keep the temps as is. Discussion continued.

The board would like to hold a work session with the two temps to find out where they see themselves, as far as working for the township, which will be beneficial in moving forward. A work session will be scheduled at the September 28th board meeting.

Land Sale

Chair Clayton has received many inquiries regarding the land sale and she has been providing constituents the advertisement which appeared in the newspaper, and on Facebook describing the three parcels of land. The original advertisement stated a deadline of August 31. Discussion followed. It was decided to extend that deadline for accepting (Interested parties) bids until October 31, 2022. Chair Clayton will make that change and place an advertisement back on the page and also back on Facebook.

Landings

Chair Clayton has not received any further updates from the DNR. Supervisor Kelley has been following the progress on Sunny Beach Road and will update Kacie regarding Woodtick.

Isleview Road

Chair Clayton did talk with Andy Shaw regarding the detachment petition for Isleview and sending out a letter to those constituents to meet at the town hall on a specific date and time to sign the petition. Mr. Shaw liked the idea and will work on getting the petition ready.

SharePoint

Chair Clayton provided a draft breakdown of folders and subfolders which could be set up in the Cloud/ SharePoint for the Board (to search, etc). Discussion held on how far back scanning should go, with regard to agendas, packets, minutes, etc. It was decided to scan documents back to 2017, as a start. The Chair will be having further discussions with CW Technologies, as things fall into place and everything moves forward.

AREMA

Supervisor Schack discussed the Arrowhead Regional Emergency Mgmt Association Survey which needs to be completed regarding weather disasters, emergency mgmt, etc. The board was in agreement to have Supervisor Schack complete the survey.

There being no further business to come before the Board, a motion was made by Supervisor Kelley and seconded by Supervisor Davies to adjourn the work session at 7:15 pm.

Submitted by: 
Peggy Clayton, Interim Clerk

Signed by: 
Peggy Clayton, Chair