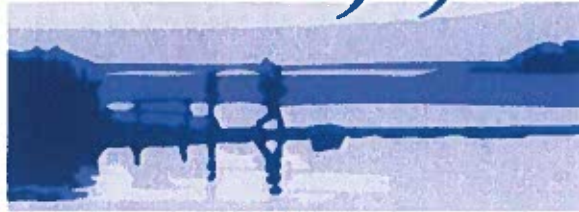


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Supervisor/VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Beth Riendeau 244-1811
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Harris 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

Housekeeping/Open Meeting Law Work Session

August 30, 2021

5:30 pm

Present: Madam Chair Peggy Clayton, Supervisors Mike Schack, Ryan Davies, Dan Gilbert and Jim Kelley; Treasurer Kopacek; Clerk Riendeau

Pledge to the Flag was conducted

The purpose of the work session was to discuss Housekeeping and the Open Meeting Law.

Open Meeting Law

Madam Chair Clayton handed out a packet regarding the Open Meeting Law and went over some of the violations.

Some violations covered were:

- Refrain from commenting to any Board group email or text message. Always choose to respond to the sender (alone) and not "reply all".
- Refrain from discussing agenda items before the board meetings.
- Refrain from discussing an item with other board members with the intent of placing on the agenda.
- Board members should not whisper among themselves, pass notes, or exchange text messages while conducting a meeting.
- If you get a call from a constituent regarding an issue within the township, please ask that constituent if he/she has already discussed the situation with the board members.

Madam Chair Clayton and Clerk Riendeau expressed the importance of staying on the topic being discussed. The Clerk is the main point of contact if you have information to share with the Board. The Clerk then would relay information to the Board.

On-Site Inspections

Supervisor Davies asked about road/boat landing tours and if Board members can ride to sites in the same vehicle. It is not a violation to do this as Board members are not making decisions during these tours, the Board must wait for a meeting that is open to the public to discuss and decide the issues related to the inspection.

Changing and Approving Minutes

Madam Chair Clayton expressed the importance of reading the minutes before they are approved at a meeting.

Stipend/Pay Requests

Refer to the Admin Policy for stipend information.

Treasurer Kopacek spoke about PERA/FICA on pay requests and is going to remove them. She is going to send the Board a new pay request format to use.

Note: if anyone on the Board would like extra taken out of their pay request, please email Treasurer Kopacek the amount you want taken out.

A motion was made by Supervisor Kelly and seconded by Supervisor Davies to adjourn the meeting at 6:39 pm.

Submitted by:

Beth Riendeau

Beth Riendeau, Clerk

Signed by:

Peggy Clayton

Peggy Clayton, Chair