

Madam Chair Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
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# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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  
[harristownshipclerk@gmail.com](mailto: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](http://www.harristownshipmn.org)

## **Closed Work Session Re: Employee Performance Appraisals with Maintenance Employee, Treasurer, Clerk and Caretaker/Sexton**

**December 2, 2021**

**3:30 pm Harris Town Service Center**

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

The meeting was called to order at 3:30 pm by Madam Chair Clayton

The pledge to the flag was conducted.

The purpose of the work session was to conduct the performance appraisals (simultaneously) with the Maintenance Employee, Treasurer, Clerk, and Caretaker/Sexton.

A motion was made by Supervisor Kelley, and seconded by Supervisor Gilbert to move into closed session. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to move into open session. Motion carried.

### **Maintenance Employee 3:30-4:30 pm:**

The Maintenance employee has been with the township for 19 years.

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the successful completion of the maintenance employee's annual performance appraisal, and approve a pay increase from \$22.85 to \$23.85, effective February 1, 2022. Motion carried.

### **Treasurer 4:45-5:45 pm:**

The Treasurer has been an appointed employee since January 16, 2020.

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the successful completion of the Treasurer's annual performance appraisal, and approve a stipend increase from \$800.00/month to \$825.00/month; and continue to receive the \$60.00 per diem/per board meeting attended, \$60.00 per diem for Board of Audit, and the hourly rate of \$19.00/hour for any other work related activities, "outside of the scope of the employees job description", as directed by the board. Said approved stipend will become effective February 1, 2022. Motion carried.

**Clerk 6:00-7:00 pm**

The Clerk has been an appointed employee since May 12, 2021. The six months probation concluded on November 12, 2021.


A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the successful passing of the Clerk's six months probation, and approve a \$60.00 per diem/ board meeting (attended) and a \$60.00 per diem (each) for the Board of Audit, Annual Township Meeting, Board of Appeal and Equalization, Annual Township Meeting, and Board of Canvas, and continue to receive the hourly rate of \$19.00/hour for all other Clerk duties, effective February 1, 2022. Motion carried.

**Caretaker/Sexton 7:00-8:00 pm**

The Caretaker/Sexton has been an appointed employee since November 2, 2020.

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the successful completed of the Caretaker/Sexon's annual performance appraisal, and approve an hourly pay increase from \$14.00/hour to \$15.00/hour for the Caretaker position, and continue to receive the \$150.00/month stipend for the Sexton position from November 1 to April 30 of each year, and \$15.00 hour from May 1 to October 30 of each year. Motion carried.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to adjourn the work session at 8:06 pm.

Submitted by:   
Peggy Clayton, Acting Clerk

Signed by:   
Peggy Clayton, Madam Chair