

**WORK SESSION of the HARRIS TOWN BOARD**  
**Compensation Review for Employees and the Board (OPEN)**

**Wednesday, April 4, 2012 at apx 8:30pm**  
(Following the closed employee evaluation meeting)

A special meeting of the Harris Town Board was held on Tuesday, April 4, 2012 starting at 7:30pm at the Blandin Foundation. The following officers of the board were present: Supervisors Larry Key, Dennis Kortekaas, Gary Rosato, Treasurer Becky Adams and Clerk Michele Smith. Absent: None.

- The first purpose of the meeting was to evaluate the Harris Township Employees in their current positions. Due to the personal nature of this meeting, that part of the meeting was closed to the public. (*Minutes for this closed portion will be kept with the Personnel files.*)
- **The following minutes are in regard to the second purpose of the meeting, which was open to the public, to review the compensation for the employees and for the Officers of the Town Board.**

**COMPENSATION DISCUSSION – EMPLOYEES**

(This session of this meeting that was **open** to the public began approximately 8:18pm. It followed the closed portion of employee evaluations of performance that began at 7:30pm.)

The board discussed wage increases for all employees:

- **Maintenance Workers (2)**  
Last year, the maintenance workers both received a \$.30/hr, or approximately 1.8% hourly rate increase, and are both currently earning \$17.00/hour. They were also given an additional floating holiday last year. The Clerk recapped the **benefit package** that the 2 full-time employees are currently receiving:
  - Medical insurance:  
Single medical coverage, through Blue Cross/Blue Shield, with premium paid 100% by the township. The plan consists of a \$300 deductible with a \$25 co pay per office visit. Prescriptions are covered, with a co pay of \$5 for generic/\$35 for brand name drugs.
  - Dental:  
Single dental coverage, through Security Life Insurance / the Minnesota Association of Township Benefits company, is paid 100% by the township. Coverage includes 2 exams/year at 100%; fillings are covered after a \$50 deductible at 80%, bridges etc. are covered after a \$50 at 50%. The calendar year maximum benefit is \$1,000.
  - Life Insurance:  
They have \$100,000 life insurance, through MN Assoc. of Twps (MBA), paid 100% by the township.
  - Retirement:  
The guys have PERA for retirement, where a certain percentage is deducted from their paycheck, and matched by the township.
  - Paid time off:  
Both guys will now have 15 days of paid vacation, according to the township's policy, and 8.5 paid holidays, which includes 2 floating holidays. They do *not* have "sick days", but vacation days and their floaters can be used in lieu of day without pay.

The board discussed that the benefits of the employees are currently pretty good, and that no changes would be made this year.

Supervisor Rosato had talked to the HR department where he works, and they said the average wage increase this year is 2-3%.

The board discussed that the "cost of living" is no longer measured, but rather it's a "cost of labor", which uses a new formula. What the cost of labor would be for the maintenance crew or caretaker was not known, nor what a 'livable' wage would be.

Becky shared some reports regarding the annual salary of 3 different positions, to help determine if the township is competitive. The report noted if any education or certification was required, and if the job included supervision, decision making, equipment operation, etc., and if it was union or non union.

While none of job descriptions captured everything the maintenance crew did, due to their unique duties and responsibilities, the one that was the closest had the highest salary.

For comparison:

- Harris Maintenance Crew annual pay: \$36,100/year (17.00/hr + overtime)  
The value for their benefits benefit value (Medical, Dental, Life, PERA) = \$750/month or \$8,900/yr.  
Total estimate of \$45,000/year for salary & benefits.
- "Maintenance Worker 3" (highest of the three reviewed) = \$41,000 – salary only; \$61,000 with benefits.

The board discussed a \$0.50/hour wage increase, would be just under 3% and equal \$1,040/yr – plus an increase in social security/PERA . Treasurer Adams confirmed that the township could afford that increase in the upcoming year, for both Dan and Derrick.

**Because both Maintenance Workers are excellent employees and were rated with all 6's, a motion was made by Supervisor Kortekaas to increase both maintenance worker's current wage by \$0.50/hour, from \$17.00/hour to \$17.50/hour, or apx 3% increase. The motion was seconded by Supervisor Key and upon roll call, passed. It was noted that the rate change will be effective with claims paid during the May 2012 check run**

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- **Town Hall Caretaker**

Last year, Bonnie received a \$0.25 per hour cleaning rate increase, and a \$0.25 per showing appointment rate increase. Bonnie has a \$20,000 life insurance policy and PERA for retirement. Dental is not an option, as she does not work a scheduled 20 hours a week, as required to be eligible. Her current rates are \$14.25/cleaning hour and \$14.00/showing appointment and use of the town hall.

It was discussed that Bonnie's gross annual salary in 2011 was \$7,279/yr. And that rental money coming in during 2012 was only \$4,000. So, is the township losing money overall? It was clarified that when board uses the hall – which has been 3-4 days a month, Bonnie gets paid - but no money is coming in to offset expenses.

**After discussing that Bonnie is an excellent employee and was rated with all 6's, a motion was made by Supervisor Kortekaas to increase both Town Hall Caretaker's rates by \$0.25; this would increase the cleaning rate from \$14.25/hour to \$14.50hour, and increase the showing rate from \$14.00 to \$14.25 per showing appointment. Supervisor Rosato was in agreement and seconded the motion. Upon roll call, motion carried – with Supervisor Key abstaining, due to a conflict of interest (Bonnie is his wife).**

Supervisor Rosato, Clerk Smith, and Treasurer Adams will set up a time to meet with the employees to present their reviews and wage/benefit increases.

Board action to approve these rate/benefit changes will be considered at the Regular Meeting on May 11, 2012, under the consent agenda. Upon approval, they will be effective with the May check run of claims paid.

- **The Employee Compensation Policy of the Employee Handbook** was reviewed as set last year, in May 2011 (no changes were made at that time):

## EMPLOYEE COMPENSATION POLICY

### ◆ Regular Full-Time Employees:

Maintenance Crew:

Starting wage will be \$1.00 less per hour than the hourly rate of the current full-time employees.

**2012: No change.**

### ◆ Regular Part-Time Employees:

Town Hall Caretaker:

Starting hourly wage for cleaning will be \$2.00 less

**2012: Change to will be \$1.00 less; it would be hard to replace Bonnie for anything less. It's a tough job.**

per hour than the previous Town Hall Caretaker's hourly rate. The showing appointment rate will be the same as that paid to the previous caretaker.

**2012: No change (to showing appt rate)**

### ◆ Temporary Employees:

As of May 2011 (to be reviewed annually):

Skating Rink Attendant:

Wage will be \$7.50 per hour (

**2012: Increase to \$8.00/hour** due to price of gas, and that our rinks are quite a ways out of town.

Summer Intern / Maintenance Crew:

Wage will be \$11.00 per hour

**2012: No change**

Moderator of Annual Town Meeting:

Wage will be a flat meeting rate of \$50.00

**2012: Change to \$60.00, to match board's rate**

Election Judges:

Wage will be \$9.00 per hour (2012: No change)

for training time and hours worked on election day.

- and -

Mileage will be paid at a rate ~~½ cent below~~

**2012: Change to: rate equivalent to** the IRS

Federal mileage reimbursement rate for election training and work related travel mileage.

Head Election Judge(s):

Wage will be set by the board, at the time determined by the Clerk, prior to election training.

**A motion was made by Supervisor Kortekaas to change the following rates and discussed above:**

- Town Hall Caretaker: Starting hourly wage for cleaning will be \$1.00 less (no longer \$2.00 less)
- Skating Rink Attendant: Wage will be \$8.00/hour (increased from \$7.50/hour)
- Moderator of the Annual Town Meeting: Wage will be a flat meeting rate of \$60.00 (increase from \$50)
- Election judges and board officer mileage reimbursement will be paid at a rate equivalent to the IRS Federal mileage reimbursement rate (not a ½ cent below).

**The motion was seconded by Supervisor Rosato, and upon roll call, passed by a unanimous vote.**

The clerk will revise the Employee Compensation Policy for approval at the May 9<sup>th</sup>, 2012 meeting.

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**Next, the Resolution #2011-007 TOWN BOARD COMPENSATION was reviewed. Current salaries and hourly rates of pay, as defined by the resolution, were discussed by the Board as follows; changes suggested m,nfor 2012-2013 are noted in yellow:**

**COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD for May 2011 - April 2012**

Township Board Supervisor Serving as Chairman:	\$450.00 per month, (no chg) plus \$ 17.00 per hour for allocated labor, and – increase to \$17.50/hour \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, (no chg) plus \$ 17.00 per hour for allocated labor, and increase to \$17.50/hour \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$800.00 per month (\$100 of this is allocated to cemetery) and (no chg) \$ 17.00 per hour for allocated labor, and increase to \$17.50/hour \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Treasurer:	\$600.00 per month, plus (no chg) \$ 17.00 per hour for allocated labor, and increase to \$17.50/hour \$ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed. (no chg)

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**A motion was made by Supervisor Kortekaas to increase the hourly rate for all Officers of the Harris Town Board for allocated labor from \$17/hour to \$17.50/hour. Supervisor Rosato seconded the motion. Discussion: Supervisor Key noted that he felt an increase was needed in keeping in line with the maintenance crew; it wouldn't seem right for their supervisors to make less than they did. Upon roll call, motion passed by a unanimous vote.**

**A motion to adjourn was made by Supervisor Kortekaas at 9:35pm, and seconded by Supervisor Rosato. Meeting adjourned.**

Respectfully submitted,  
Michele Smith – Clerk of Harris Township