

**Minutes from the Harris Town Board**  
**Work Session – to review Employee and Board Compensation**  
**April 16, 2014 at 7:30pm**

A work session of the Harris Town Board was held on Wednesday, April 16, 2014 starting at 7:30pm at the Harris Town Hall for the following purposes:

- **7:30 p.m.** - The purpose of the first part of the work session is to evaluate Harris Township employees. This portion of the meeting will be **CLOSED to the public**, in accordance to Minn. Stat. § 13D.05 Subd. 3(a).
- **8:30 p.m.** - This part of the meeting will be **OPEN to the public** to review compensation of the township employees & officers, and discuss any recommended changes.

The following officers of the board were present: Supervisors Larry Key, Dennis Kortekaas, Gary Rosato, and Treasurer Becky Adams. *Absent: Clerk Michele Smith*

Also in attendance during the open portion of the work session were residents Judy Myers, Dan Butterfield, and Cyndy Martin, and Monte Jensen.

**1. Pledge to the flag**

**2. Call the meeting to order**

The meeting was called to order by Chairman Rosato, and the township's mission statement was read.

**3. Meeting closed to evaluate Harris Township employees: Dan Key, Derrick Marttila, and Bonnie Key.**

Chairman Rosato closed the meeting to the public to evaluate the township employees, as allowed by Minn. Stat. § 13D.05 Subd. 3(a). The closed meeting was audio recorded as required by statute.

***The closed meeting adjourned at 7:52pm, upon a motion by Supervisor Key and second by Supervisor Kortekaas.***

**4. Meeting reopened to the public at 8:30 p.m., as posted, and summarize the conclusion of closed meeting**

***At 8:30 p.m., Supervisor Key made a motion to reopen the meeting. The motion was seconded by Supervisor Kortekaas and upon roll call, motion carried.***

Supervisor Rosato summarized that during the closed session, all three township employees were reviewed with no concerns by the board, and that the evaluations were all very favorable.

**5. Review compensation of the township employees**

The board reviewed last year's "Request for Board Action" dated May 8, 2013, as it reflected the township employees' *current* wages. They then discussed possible changes for the May 2014-April 2015 year:

**Maintenance Workers: Dan Key and Derrick Marttila**

- The current hourly wage for both full time maintenance workers is \$18.00/hour.
- Both were rated with the highest possible score, and were said to be exceptional employees.
- Discussed that there could be other jobs out there, which could attract our valuable crew. Treasurer Adams checked into wages in the area for similar jobs, and found we are right in the ball park as they are paid between \$18-\$21/hour. Also, Adams commented that last year, we compared what the City of Grand Rapids paid a new public utilities worker, to maintain Arbo Township. That starting wage, with no experience, was \$17.43/hour.
- The crew's benefit package was noted as good by the board, and will be referenced below.
- The cost of living and cost of labor were unknown.

- Rosato commented that he felt the township's budget could handle a 4% raise for both maintenance workers, which would be an increase of \$0.72/hour. For accounting purposes, he would recommend rounding to \$0.70/hour increase.

***Because both Maintenance Workers received excellent evaluations, and the budget could support an increase, Supervisor Kortekaas made a motion to increase both Dan and Derrick's hourly rate by \$0.70/hour, from \$18.00 to \$18.70/hour which is approximately a 4% increase. Motion was seconded by Supervisor Key. Discussion: Rosato reminded the board that that any rate increases would be proposed to the crew, and ratified at the next business meeting, on May 14<sup>th</sup> when the rate increase would be effective, and used in calculating May checks. Kortekaas amended his motion to state the board would "offer" the maintenance crew an increase of \$0.70/hour. Upon roll call, motion passed by a unanimous vote.***

Note: There were no changes to benefits recommended, but are recapped here for reference only:

- 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.

- Bereavement Leave: *(The board asked if there was a bereavement leave currently in the handbook; the clerk later found that there was and so it is included it here for reference.)*

When death occurs in the immediate family, a regular full-time employee may request up to three (3) days off with pay. Employees will be paid the equivalent of their normal daily wages.

Employees who wish to take time off should notify their Supervisor or Township Chairperson/Clerk as soon as possible.

The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, siblings, stepchildren and grandparents.

- Town Hall Caretaker: **Bonnie Key**

The current rates of pay for the part time town hall caretaker were recapped by Adams to be: \$14.50/hr per cleaning hour and \$14.25/per showing appointment (not per hour).

*NOTE: Bonnie's cleaning rate was actually \$14.75/hour, rather than \$14.50 – and was later clarified by the clerk during the April 23<sup>rd</sup> P&D meeting.*

- Recapped that there are 2 rates, based on the different duties

- The township does *not* pay the Care Taker’s mileage, as it’s considered to be rolled into the compensation.
- Discussed apx how many hours on average Bonnie spends cleaning and apx how many showings she has per month. However, it was noted that these figures vary depending on the number of rentals and the time of year. Adams looked at Bonnie’s time sheets for the past year, and found the average was about 2 hours cleaning per rental. For example, in May – the hall was rented 16 times, and cleaning hours were about 30. So, on average, it takes about 2 hours to clean after each rental. This occurs whether or not it’s a repeat renter, or a onetime renter.
- Adams noted that the cost of a professional cleaning *service* would be much higher than what we pay Bonnie, and was estimated at \$20-\$25/hour. In addition, the going rate of a private residential cleaning person was known to be more on average than what Bonnie is currently paid per cleaning hour.
- The town hall caretaker job is a tough one, as it’s hard to schedule other activities since hours need to be kept flexible for meeting renters and cleaning between showings – especially those that are back to back. A caretaker often has to do things “on the fly”.
- Showings are often a waste time, as Bonnie often has to wait for potential renters. Also, gas prices have increased.
- At one point during the board’s discussion, Supervisor Rosato suggested the idea of increasing both rates by \$0.25.
- General discussion continued, and until a motion was made.

***After discussing that Bonnie is an excellent employee, and had a great evaluation, Supervisor Kortekaas made a motion to increase both her rates to \$15/showing and \$15/cleaning hour. There was a second by Supervisor Rosato for discussion. Rosato commented that it felt like a really big increase for the showing...from \$14.25 to \$15.00. Kortekaas then amended his motion to recommend \$15/hour for cleaning and \$14.50/per showing. The amended motion was seconded by Rosato for further discussion. After voicing his thoughts, Rosato held his second and clarified that the new rates of \$15/cleaning hour and \$14.50/showing rate would be offered to Town Hall Caretaker. Upon roll call, the amended motion carried by a unanimous vote.***

The board noted that Supervisor Rosato, Clerk Smith, and Treasurer Adams will set up a time to meet with the employees to before May 14<sup>th</sup> to present their evaluation results and proposed wage increases.

- Review “Employee Compensation Policy” last reviewed 4-17-2013, and update as needed

*Note: This policy was not reviewed during the meeting, but will be put on the agenda for review during the for the April 23<sup>rd</sup> P&D meeting.*

## **6. Review compensation of Supervisors, Treasurer, and Clerk**

The board reviewed Resolution #2013-005, which outlined town board officers’ *current* compensation, from May 2013 – April 2014:

Township Board Supervisor Serving as Chairman:	\$450.00 per month, plus \$ 18.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$800.00 per month (\$100 of this is allocated to cemetery) and \$ 18.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Treasurer:	\$600.00 per month, plus \$ 18.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

○ Clerk and Treasurer compensation review:

The board asked Treasurer Adams for input on satisfaction of her current compensation, and wondered how Clerk Smith felt about hers. Adams commented that she'd talked Smith, and they both agreed that having a 5 person supervisor board would likely increase both of their workloads. However, since that is not known for sure, they both would prefer to bill at the per hour allocated labor rate for hours that are above those included into their monthly salaries. The hours for each were determined as follows:

- **Clerk: \$800/month salary equates to 40/hours of work per month:**
  - \$800/mo. salary x 12 months = \$9,600 year
  - \$9,600 divide by 52 weeks = \$184.61 a week
  - \$184.61 divided by \$18.00/hrly rate = 10.25 hours work per week
  - 10.25 hours/ week x 4 weeks = 41/hours a month
- **Treasurer: \$600/month salary equates to apx 30/hours of work per month**
  - \$600/mo. salary x 12 months = \$7,200 year
  - \$7,200 divide by 52 weeks = \$138.46 a week
  - \$138.46 divided by \$18.00/hrly rate = 7.69 hours work per week
  - 7.69 hours/week x 4 weeks = 31/hours per month

Adams and Smith agreed to start tracking hours worked per month, and bill for hours in excess of those noted those above (40/mo for the clerk and 30/month for the treasurer). Then, in a year, take a look at the monthly salary amounts.

***Supervisor Key recommended, and then made into a motion, to increase the allocated labor hourly rate from \$18.00/hour to \$18.70/hour for the Supervisors, Clerk and Treasurer, to stay in line with the maintenance crew's hourly rate; furthermore, Key recommended leaving all other compensation rates unchanged. Motion was seconded by Supervisor Kortekaas. Rosato clarified that the clerk, treasurer, and board supervisors were all okay with their current monthly salaries as well as the meeting per diem rate, and that just the hourly rate for allocated labor was increasing to \$18.70/hr. Upon roll call, the motion passed by a unanimous vote.***

Public input, from audience members:

- Q: What does a supervisor's monthly wage cover – just meetings?  
A: No, supervisors are paid a per diem meeting rate for regularly scheduled or legally required meetings or an hourly rate for work sessions. The monthly wage covers being on call 24/7 for phone calls or emergencies, for meeting with residents on issues or concerns, for prepping for meetings and for doing any follow up work after a meeting, etc.
- Q: Is it possible to get a job description of maintenance workers, caretaker, and board supervisors?  
A: The employee evaluation forms are basically the job descriptions as they outline almost every duty. However, blank copies will need to be obtained before they could be shared with the public. Supervisor Rosato agreed to locate such copies, and provide by the April P&D meeting.
- Q: Could they see a benefit package of guys?  
A: Treasurer Adams verbally recapped benefits of the full-time maintenance crew including health insurance – paid 100% by township for single coverage (only – no family coverage). It is through BlueCross/BlueShield. They also get disability. Total cost is \$3,000/qtr – or \$1,000 per month. = \$500/per ee per month.

The board expressed that a good benefit package is important to retain our current crew, who are excellent workers, representatives of the township, and who operate some very expensive equipment. The board stated they were lucky to have them, as there have been some poor performing employees in the past.

- Q: Does the board/employees itemize their work when submitting a claim form?  
A: Officers provide the meeting dates & rates, the monthly salary, and detail of any hourly labor charged.
- Q: The public deserves to see the detail of all claim forms, including time cards from maintenance workers as the Maintenance Report does not reflect everything they do.  
A: Per Adams, the time sheets currently show the employee's/officer's deductions – which is confidential information. She will need to check on being able to share that type of information.  
Adams explained that the crew does punch a time clock and submits an itemized list of their work for the week, at a level of detail as determined necessary by the board. She does keep track of major 'buckets' of their time (e.g. cemetery, parks, road, etc.). For each day of work, the crew writes down what they did – by code - and # of hours spent doing it. The guys do punch in/out of a time clock at service center.

## 7. Adjourn

***Supervisor Rey made a motion to adjourn tonight's meeting at approximately 9:30pm; upon a second by Supervisor Rosato, the work session was adjourned.***

Respectfully submitted,

Michele Smith, Harris Township Clerk