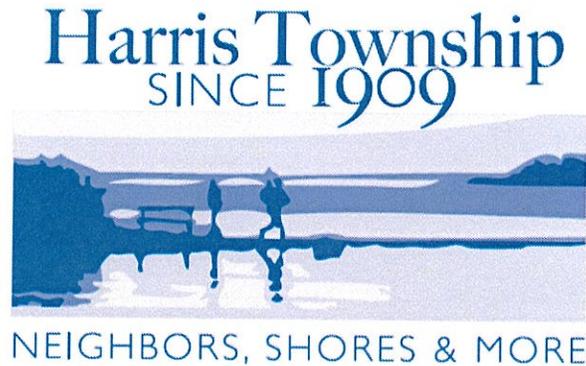


Madam Chair Peggy Clayton
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Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

WORK SESSION
October 10, 2019, 7:00 p.m.
MINUTES

Present: Chair Peggy Clayton; Supervisors Ken Haubrich, Jim Kelley, Dennis Kortekaas, Mike Schack; and Clerk Amanda Schultz.

Chair Clayton called the meeting to order at 7:00 p.m. and the Pledge of Allegiance to the Flag was conducted.

Security

The Board reviewed the Security Camera Project Costs document, as provided by Itasca County Administrator Brett Skyles, as well as the needs of the Township. It was the consensus of the Board to no longer pursue utilizing the Honeywell Digital Video Manger System used at Itasca County and to direct Supervisor Haubrich to request an updated quote from Jodie Stewart of Stewart Sound Systems.

Position Reviews – Appointed Clerk & Appointed Treasurer

The Board reviewed the current job descriptions of both the Appointed Clerk and Appointed Treasurer. Supervisors discussed the need for a greater “checks and balances” with regard to bank deposits, etc. After further discussion, the Board unanimously agreed that the Clerk will receive and pick up all mail, distribute bills, invoices, etc. to the Treasurer, and distribute any other mail as deemed appropriate. The Clerk will record all checks that come in, and which need to be deposited including Town Hall rental checks, and record in a ledger. Once all checks are recorded, all checks can then be given to the Treasurer. The Treasurer will make the deposit the day after each board meeting (Regular and P&D). Once the deposit is made by the Treasurer, he will give the Clerk the deposit information so she can check it with the ledger. The ledger is to be kept by the Clerk.

The job descriptions for both the Appointed Clerk and the Appointed Treasurer will be changed, and updated job descriptions will be reviewed with the Clerk and Treasurer at their three month reviews.

The Board discussed work performance over the past few months of both employees. Chair Clayton and Vice-Chair Haubrich will meet with each employee to review changes in job descriptions and work performance, respectively.

Approval of the updated job descriptions for the Appointed Clerk and Appointed Treasurer will be placed on the October 23, 2019 P&D meeting agenda; however, the above noted changes as well as any other changes from the review meetings with the Clerk and Treasurer, will be effective and implemented immediately.

Adjourn

There being no further business to be discussed, Chair Clayton adjourned the meeting at 9:15 p.m.

Submitted by: *Amanda Schultz*
Amanda Schultz, Clerk

Signed by: *Peggy Clayton*
Peggy Clayton, Chair