

**Minutes from the Work Session
Harris Town Board
Monday, March 16, 2015 at 7:30pm**

A work session of the Harris Town Board was held on Monday, March 16, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 7:30pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

In attendance were Supervisors Rosato, Kelley, and Ives, as well as Clerk Smith. *Absent:* Supervisors Kortekaas, Supervisor Key, and Treasurer Adams.

Also in attendance were residents Marge Kelley, Cyndy Martin, and Terry Harris.

The purposes of this meeting, as posted, were:

- Discuss and plan for the upcoming annual reorganizational meeting (scheduled for March 25, 2015)
- Review and discuss township employee job descriptions, and the annual performance review process

1. Pledge to the flag, followed by the reading of the Harris Township mission statement
2. Review and discuss township employee job descriptions, and the annual performance review process.

Chairman Rosato shared the former town hall and caretaker maintenance worker job descriptions as well as an updated version of the maintenance worker position as revised by Rosato last year. He had not yet updated the town hall caretaker position.

Rosato explained that the old position descriptions, which had been used for many years, lists all of the job duties and also serves as a performance review form as well. A rating scale is listed next to each responsibility from 1-6. On the new position description, he included the same responsibilities but without the evaluation piece. A new evaluation form not yet been developed.

Regarding the evaluation process, Rosato explained that the board will meet to consider and rate each employee on each job requirement. This is done at a closed work session in April, the date yet TBD for 2015.

The board liked the detail of the old forms, but preferred the format of the updated version. Treasurer Adams offered to add an evaluation grid to the updated version that Rosato had developed, and create a similar form for the Town Hall Caretaker position. Rosato agreed to work with her on this project.

3. Discuss and plan for the upcoming annual reorganization meeting (to be held March 25, 2015); tonight was not to determine these items, but rather to discuss any issues or changes the board may want to make at the March 25th reorganization meeting.

Re-organization agenda items:

- ◆ Review Resolution #2013-004, *Establishing an Administrative Policy* regarding board meetings, and discuss if any changes are needed/desired.
 - Item #6 – *Order of business* – was discussed at length. The board agreed that they'd like to:
 - Add a Consent Agenda to the Planning and Development agenda
 - Move the consent agenda up, to follow "Business from the Floor"
 - Move the "Treasurer's Report" down on the agenda so that it's just before the "Approval of the Bill List"

Clerk Smith will bring draft revised agendas to the March 25th Reorganization meeting for board review. If approved, she'll update the Admin policy accordingly via resolution.

- The board discussed the *names* of the two regularly scheduled meetings, i.e. the "Regular Meeting" and the "Planning and Development Meeting". The history of P&D meeting was

given by Rosato, in that there used to be only one business meeting a month and the second meeting was added for the board to plan and discuss business that would then be ratified at the Regular meeting. No board decisions were made at the P&D. However, due to all the business the township had during the month, the P&D morphed into a meeting where decisions were made. The, then, public wanted to have both meetings televised – not just the Regular Meeting - as items were referenced during the Regular meeting that took place at the P&D meeting.

Changing the names of the two regularly meetings were discussed, to distinguish between the two, as no checks are written at second meeting. However, after much consideration, no change was made to the meeting names.

- Having *check runs* twice a month was touched on, but the Treasurer commented that once a month works well with vendors and for reporting purposes, and so she'd prefer to keep to just check runs to once a month.
- *Work sessions*: Now that both the Regular and P&D meetings are televised, Chairman Rosato commented that he feels the board needs to have 1-2 monthly work sessions *off* camera, to really kick back, plan, and discuss various things that can then be brought back to either of the televised meetings. It's apparent with all the work sessions the board has had in the past few months that this is essential and necessary. Or, perhaps they go back to only one televised meeting and only deal with business at that meeting.

Supervisor Ives suggested having a work session *before* the P&D meeting – on the same night for 1 hour. This may speed up the actual meeting time. Clerk Smith spoke in favor of combining work sessions and meetings rather than adding more meetings dates per month; she found it difficult and wearing to have meetings (or multiple meetings) *every* week. Supervisor Kelley agreed.

The board discussed that perhaps they could have a work session regularly scheduled every month, starting at 7:00pm and moving the meeting time to 8:00pm. Clerk Smith wondered if by doing this, if a positing notice to specify what would be discussed could be omitted and rather have an "open" agenda for the work session. She will check into that with the MN Association of Townships and with Kim Johnson-Gibeau, Grand Rapids City Clerk.

It was noted that if the board moves to a new meeting time, changing from a 7pm start time to 8pm, a new schedule would need to be posted and published.

- ◆ Designate official newspaper
This has traditionally been the Grand Rapids Herald Review; there were no concerns by the board
- ◆ Designate a township attorney
This has been Andy Shaw of Shaw & Shaw Law; there were no concerns by the board
- ◆ Designate a township road engineer
This has been SEH/Glen Hodgson and Clerk Smith commented that she did receive a letter from them, requesting they again be considered for 2015-2016; there were no concerns by the board
- ◆ Designate a bank as the town depository
This has been Wells Fargo for many years, for the township's checking and savings account. However, Ives wondered if another bank may be better – one that is more local & community oriented such as Grand Rapids State Bank, Woodland Bank, Deerwood Bank or American Bank. Treasurer Adams noted that the township does have an additional savings account at American Bank. Adams agreed to look into other options, though no better interest rate was expected.
- ◆ Designate official posting sites
This has been the physical posting board just outside the town hall, and the boards at the two parks when 3 are legally required, such as for a public hearing; there were no concerns by the board

- ◆ Affirm / appoint members to committees/boards/positions:
 - Clerk Smith announced that the day prior, she'd received a *resignation* from Supervisor Key, effective immediately. And while the next steps could not be discussed tonight, as it was not posted on the agenda for the work session, she wanted to the board to be advised when considering the following positions. She added that formal review and acceptance of the letter via resolution, along with next steps will be on the agenda for the March 25th P&D meeting.
 - a. *Weed Inspector*: This has been Supervisor Kortekaas; interest by others was not voiced
 - b. *Collaborative Opportunities Team (or similar)*: This is a non paid meeting with other cities and townships; Supervisor Ives had been attending and would like to continue.
 - c. *Trails Task Force*: This has been Ives and he would like to continue.
 - d. *Safety Representative*: This has been Rosato and entails investigating any mishaps of maintenance crew. Supervisor Kelley commented he'd be willing to do that.
 - e. *Human Resource / Personnel Representative*: This has been Treasurer Adams and Supervisor Rosato – each with different roles. These are not true “HR positions” as held in other businesses, but rather are people that employees can talk to.
 - f. *Cable Commission Representative*: This has been Adams; she was willing to serve again for the next year.
 - g. *County zoning and environmental services representative (to attend meetings)*: This has been Supervisor Key, and involved going to site meetings and public hearings for all variance and conditional use permit applications. A new representative will be discussed at the reorganization meeting.
 - h. *Northwest Gas Joint Powers Board*: This has been the town board chair, another supervisor and resident representative, John Howrey. However Smith said the number of representatives from the township changes from 2-3, based on odd/even years. She will bring the resolution that outlines this to the reorganization meeting for board review. Rosato will check with Howrey to see if he's interested in continuing.
 - i. *Firewise* – Has been Kortekaas in the past.
 - j. *IRRRB Residential Redevelopment Program*: Has been resident, Dan Butterfield.
 - k. *Maintenance Crew Leader*: This has been Supervisor Key for the past 30 years, but he has since resigned. Ives suggested that Rosato be considered for this appointment but Rosato expressed that he was not interested in taking this position. A replacement will be decided at the reorganization meeting.
 - l. *Other?* No other positions were noted.
- ◆ *Appoint Deputy Clerk* – The Clerk will advise the board of her clerk at the reorganization meeting. Her deputy from the prior year was not able to do it again for the upcoming year so Smith was still trying to find someone willing to accept the deputy position.
- ◆ *Appoint Deputy Treasurer* – Adams will check with her current deputy, in hopes she will again accept the deputy position for the ensuing year. Chairman Rosato reminded the board that they have no say on who is appointed to the deputy positions; this is solely a Clerk/Treasurer decision.
- ◆ *Elect Chairman* – In prior years, with a three person board, the chairman position rotated each year giving each supervisor the opportunity to serve as chair. However, with a 5 person board, this will be need to be discussed and decided during the reorganization meeting.
- ◆ *Elect Vice Chairman* – same as above.

4. Adjourn

A motion to adjourn tonight's work session was made at 9:00pm by Supervisor Kelley, with a second by Ives. Meeting adjourned.

Respectfully Submitted by Clerk Michele Smith