

Work Session
Wednesday, April 25, 2017 - 6:00pm
AGENDA

1. Pledge to the flag
2. Call the meeting to order
3. **CLOSE meeting to the public in order to Evaluate Harris Township employees, in accordance with Minn. Stat. § 13D.05 Subd. 3(a).**
 - Maintenance Crew (full time): Dan Key and Derrick Marttila
 - Town Hall Caretaker (part time): Amber Hartel

 - Motion to recess made by Supervisor Haubrich seconded by Supervisor Clayton passed by all. At 7 pm recessed the meeting and reopened the meeting at 9:15 pm.
4. **REOPEN meeting to the public at 7:00 p.m. as posted**, and summarize the conclusion of closed meeting
5. **Review current compensation of township employees, and discuss any changes for May 2016-Apr 2017**
 - As a point of reference, see “Request for Board Action” from May 11, 2016, for *current* rates of pay for township employees. Consider any changes for the upcoming year, May 2017 – April 2018- Employees- 3% raise last year (2016) have we given them additional duties, no just more paperwork. The board approved a 2% raise in pay, so the total is \$19.65. Motion to add to the consent agenda in May made by Sueprvisor Kelley seconded by Supervisor Haubrich passed by all. Something to think about and is a pay scale and then you don’t get the additional to pay on performance. Nothing to set in stone... one time money vs merit pay. The board approved to put the caretaker to \$12.50 an hour.
 - Rink attendance-Minimum wage
 - Part time hourly wage- stays at \$11 an hour
 - Election judges- Stays at \$10 an hour.
 - **ADD THE NOTES I MADE** Getting paid a salary, what is included in the salary? An hourly rate for the additional things we do. Want to be upfront with what we do, and when that was established was then there was 20 hours a month. The supervisors will keep track of what you are doing for the next couple of months to measure what they are doing.
 - Review Town Ordinances:
 1. Ordinance No. 1 – Consumption of Intoxicating Beverages- question as to why this ordinance if violation is a misdemeanor and can be enforces as a fine. Signs will be posted at all the properties. Under section 3 under “D”. Amendment have to have a public meeting to get the public input. **Schedule a public meeting.**
 2. Ordinance No. 2 – Subdivision Bituminous Surfacing- Keeping the same under section 2 developer in the ordinance subdivision and definition of developer. It is in the ordinance. Keeping the same.
 3. Ordinance No. 3 – Lodging Tax in Harris Township- No changes

- **Resolution 2016-001-** We don't need this resolution. Bonding didn't pass at the annual meeting in 2016.
- **Resolution 2016-002-** Don't need it any more.
- **Resolution 2016-003-** Still good and keeping.
- **Resolution 2017-004-** Township election still good.
- **Resolution 2016-005-** Compensation so it's all good.
- **Resolution 2016-006-** Administration policy- data practice; we can't give out employee information. We want to change on page three concerning the regular agenda, put item 13 to the upcoming meetings list. Put #14 to adjourned, after reading the meeting notices. Same with the Planning and Development Meeting. Asking about additions do we ask for additions or corrections for a meeting? If we have things that are added, we ask that we have them in front of the Supervisors at the meetings, if possible the clerk will send out any additions to the meeting beforehand also. So they are more prepared. The agenda will be made available the Monday before the regular meeting and the Monday before the Planning and Development meeting. The Supervisors would like the opportunity to go through and make notes for the meeting. We ask the cooperation with chair, so anything that comes out after the agenda will be added to the agenda at the meeting. That way everyone knows what's going on. Sunday night before the meeting have agenda items to the clerk. The Monday before the regular meeting, pay requests need to be turned into the Treasurer. Put the verbiage in both the Regular and P & D Meeting section of the Admin Policy. Under the consent agenda get rid of the "regular meeting" or add in "P & D", and the P & D was not televised so it was used more for a work session. Strike out the "record."
- Additional meetings they attend (supervisors) the meeting minutes should be in a loose leaf binder, and accepted by consent agenda.
- Under 9 A regular meetings. Add the other meetings the board members attend.
- Under 11 last sentence strike the "last." **(Reword the section) continued and reconvened**
- Number 12 "township" throughout the whole document. Change "township" to "town" for consistency.
- **Resolution 2017-007-** Is good; keeping.
- **Resolution 2016-008-** Keeping.

6. Review responsibilities and compensation of Supervisors, Treasurer, and Clerk

- As a point of reference, see Resolution #2016-005 for officers *current* compensation passed in May 2016. Consider any changes for the upcoming year, May 2017 – April 2018. Do we think we need a raise this year Supervisors? Motion to make a to keep the same of the rate of pay for the Supervisor's made by Supervisor Clayton seconded by Supervisor Shack passed by all. Add to the consent agenda...
- Treasurer goes above and beyond and usually at audit time. Treasurer has not had a raise since becoming treasurer. The treasurer doesn't pay attention to how many hours she actually works. This year if the board is thinking about going to an appointed position you will want to think about the qualifications you want the treasurer to have, and how many hours the treasurer takes to do the job monthly. The current treasurer as a degree in Business Administrations and Masters in Leadership. The auditor is now required to get the qualifications of both the treasurer and the clerk. They would need to have a two year degree minimum qualification and 2 year accounting and 3 year experience if the position would be appointed. Everything is different every month as what the duties are, she isn't bale to cut and paste. The treasurer nor the clerk have not been given a raise in the last 6 years. The hourly has increased. The treasurer crunch time is Sunday/Monday, payroll

comes in she doesn't have time to pay attention. The board asked if the increase should be in per month or hourly. The board agreed to bump her hours from 30 to 35 hours a month and raise her monthly salary from \$600 from \$650 a month. One of things we need to look at is to do appointed positions, and compare it to salaried position for those that are doing a similar position in the area.

- Clerk repetitive with packets, minutes, and agendas. The clerk has an allotted 40 hours a month. Last salary rate changed from \$700-\$800 in 2010. Clerk didn't get a raise for the clerk position, it was for adding the cemetery duties. I do about 100 hours a month, we recommend going from 40 - 50 hours a month. In favor of a raise of \$100 a month with an addition of 10 hours a month. The clerk keeps a vital part in the township, keeping all the official minutes, agenda, and is the first contact for most in the township. We have pay histories for sure, in the pay requests. The treasurer can go back two years to see what happened, as to why the new clerk can't get the work done in 40 hours a month and the old clerk could. The new clerk is saying it takes her longer to get the work done. The supervisors want to see if there is more that is above and beyond that the clerk is doing. The supervisors want to see what started to happen and see where they were going. We have added new board members. Takes my time with the change in supervisors, over and over and constantly in a training faze. The clerk also mentioned that the previous clerk wanted to be done as it was taking more and more time. Set a date and look at the positions for the treasurer and clerk and little better handle on it. We have history for the clerk and treasurer.
- We are going to look into getting an ipad for each of the supervisors as a cost savings and time saves for the clerk. Expensive at first looking at purchasing them but could save on hours and paper for the clerk. The clerk will look at the cost up front vs the cost of time. Email and only township business at the meetings will be on the ipad. Past board minutes would be available to the supervisors at a touch of the screen. Look at cost of the printer, additions, paper, toner, additional cost. We can see if we can get the government rate and getting 5 vs one.
- We will be collecting data for the next year and we can look back and get the information from Becky. We can look at it quarterly (every three months) to get a better understanding on the duties of the clerk. The clerk will start putting something more on paper so the supervisor see the extra that the clerk does going forward.
- Consumption of alcohol leave until the annual meeting. The signs are not going to be changing the verbiage and put in at the next annual meeting. Know that the signs are up, and they will know.
- Motion to adjourn at 9:14 pm made by Supervisor Kortekaas seconded by Supervisor Schack passed by all.

7. Adjourn

- **Motion to adjourn at 9:48 pm made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.**