

## **SUPERVISORS JOB DESCRIPTION WORK SESSION**

**WEDNESDAY, DECEMBER 6<sup>TH</sup> – 6:30 PM HARRIS TOWN HALL**

### **Minutes done by Supervisor Peggy Clayton**

Chairperson Kelly called the work session to order at 6:30 pm, followed by the pledge of allegiance.

The purpose of the work session was to discuss, review, and complete job descriptions for the Township Supervisors, Township Clerk, and Township Treasurer.

Chairperson Kelly requested to pull the Clerk job description as the Clerk was absent from the meeting, but leave any “pre-discussion” regarding the job description on the agenda. Motion made by Supervisor Schack and seconded by Supervisor Clayton to pull the Clerk job description as the Clerk was absent from the meeting, but leave any “pre-discussion” regarding the job description on the agenda. Motion carried.

Duties –

#### **Supervisor:**

Discussion held on reviewing supervisor pay requests, as they relate to duties that the supervisors are performing. All agreed that the duties they are performing are consistent from month to month and reflected on monthly pay requests.

As there has never been job descriptions for any of the elected positions, with the exception of the MAT Manual on town Government descriptions, it was decided upon to fine tune/detail all duties being performed by Township supervisors.

Supervisor Clayton had pulled together a “draft” of a variety of duties that she viewed as being performed by supervisors, whether covered under the monthly stipend, paid meetings/duties not covered under the stipend, and unpaid duties performed and not covered under the stipend. This was the focus of job duties discussions.

The Supervisors discussed duties which they felt reflected what should be covered under the monthly stipend, and alluded to in the MAT “duties of township supervisors”.

These (duties) were ultimately agreed upon by all supervisors, and are as follows:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
  - By law, supervisors (have charge of all town affairs not committed to by other officers by law.” Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town’s legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the

decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.

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- Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair's position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
  - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
  - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.
2. Duties covered under the supervisors stipend:
- Inspection of parks
  - Inspection of cemetery
  - Inspection of all landings
  - Inspection of roads (paved or dirt)
  - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
  - Township Facebook updates
  - Working with contractors (i.e. bids, supervision of contractors/vendors)
  - Supervision of employees and volunteers
  - Emails to/from constituents (those received should be forwarded to specific supervisor)
  - Phone calls to/from constituents (those received should be forwarded to specific supervisor)
  - Inspection of weeds (noxious) aka Weed Inspector

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3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:
  - Regular Township monthly meetings
  - Regular P & D Township monthly meetings
  - Regular Township Association monthly meetings
  - Caucus Meeting, after annual meeting
  - Audit Meeting, annually
  - Board of Equalization Meeting
4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:
  - Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
  - Training sessions
  - Work sessions
  - Emergency meetings
  - Conducting interviews
5. Mileage:
  - To be charged at the Fed. rate (2017-.54).
  - Mileage to be paid for inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
  - Mileage will also be paid for any other township related business.
  - No mileage paid for driving to/from required/mandated township monthly meetings.
6. Special Projects (must come before the township board for **prior** approval and/or to request payment, if applicable):
  - Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Also discussed by the Supervisors were the Sexton (Cemetery) duties. The Township Sexton is a separate set of duties/functions, which would be, but are not limited to the following.

**Sexton:**

- Preparing cemetery deeds, have signed by board, copy and send to County Recorder, recorded copy for town records, and mail original to purchaser
- Phone calls to/from funeral homes to arrange for burial dates/times
- Advise maintenance staff accordingly for site preparation.
- Keep records of burials in book, and watch for payment due.
- Phone calls to/from purchaser, county, and maintenance
- Emails to/from purchaser, funeral home, county, and maintenance

NOTE: These duties will also be discussed and fine-tuned with the Clerk, at a separate Work Session.

**Clerk:**

As the Clerk job duties were pulled from discussion, brief Clerk pre-discussion was held. It is important that all township elected officials be on the same page, when it comes to how we complete our pay requests. The Supervisors were in agreement that when completing pay requests, all emails and phone calls need to be separated from all other duties (line items) listed, with subject matter highlighted. Supervisors felt that if we are all following this same process, with respect to how we complete pay requests, we will continue to display a consistent transparency to our constituents and ourselves as stewards of the township.

A Work Session will be scheduled to discuss/review Clerk duties, at a township meeting. It is important that this work session be scheduled sooner, rather than later, in order to have all elected township officials job descriptions included in the Resolution #2016-005, by February and in order to be ready for the March annual township meeting.

**Treasurer:**

Becky, Township Treasurer, did hand out a detailed listing of duties (not outlined in the MAT handbook). Discussion held on those duties and adding any other duties, following the same concept of: what is considered part of the Stipend, what is considered a required/mandated meeting/duty; and what is considered an hourly stipend. The Treasurer and Supervisors were in agreement with the proposed Treasurer job description.

Discussion held on bringing the proposed Supervisor job description, and the proposed Treasurer job description to an upcoming board meeting, and setting a work session for the Clerk job description. It was agreed to have all job descriptions in place, added to Resolution #2016-005, and approved by the Board in February, so we are ready for the March Annual Township Meeting.

Adjournment:

There being no further business to come before the Work Session, a motion was made by Supervisor Schack and seconded by Supervisor Haubrich to adjourn the meeting at 8:30 pm. Motion carried.