

Work Session
January 22, 2018
Harris Town Hall 6:30 pm

Present were: Supervisors, Ken Haubrich, Jim Kelley, Peggy Clayton, Mike Schack, Dennis Kortekaas, Clerk Cari Ann Alleman, Treasurer Becky Adams.

Called meeting to order at 6:50 pm

Pledge of allegiance; reading of our mission statement

The supervisors wanted it on record that it was said on camera the meeting was to be held at the service center, but it was posted for the town hall.

Options for maintenance center: Derrick sent an email to all the supervisors, and wanted to make sure his thoughts were heard. Supervisor Kelley and Derrick talked and came to a conclusion that we were going to hire out or hire interns, they do not think we need to hire another full time employee. The Supervisors are looking at alternatives to maintain our parks and cemetery. Discussion on the pros and cons of hiring direct employee or hiring a contractor. If we contract, they are going to do the parks, but that's not all the mowing. Immediate thoughts are parks contracted out, they are the most time consuming, or having the temporary help. If we hire temp help we can then use them for other situations, it's easier to get the temp help. Haubrich wants to do more ditch mowing, it's one very visible thing that is always good to do as it looks better. If Derrick does the ditch mowing he is going to be mowing more. If Derrick does it more often it won't take as long. Derrick can do some of the little work for the routine maintenance, our maintenance cost will go up more. When it's all said and done temp help would be where Derrick would like to go. Contract out the parks and cemetery. Have the boat landings and the like have the temp to do the rest.

Hire a temp from April to October, they have to commit to that time frame, and have someone responsible and 18 years old, and follow the outline the board has put in place. We can do a full time temp and a part time temp. It takes 290 hours to mow the parks per year. It took Derrick one day to mow the cemetery, and the full next day to trim the cemetery and half of the next day also. So it takes 2 and 1/3 days to do cemetery, you can do Crystal Park in one day. Wendigo is 5-4 hours and it's done with one person. Boat landings town hall and service center: 2.5 days. We would hire a temp full time and a temp part time. The part time temp would be a couple hours a day. If we hired out the parks it would be down to one full time temp to help Derrick. Kelley is looking and meeting with different companies to contract out the parks. If you do bids, mow and trim at the parks and cemetery every week. Put that in the specks, split it up a little bit to be able to make a better decision for next year. If we hire a contractor we don't have to supervise the temp employees. That means one of the supervisors isn't looking over their shoulder or Derrick isn't looking over their shoulder to make sure it's done. The board wants to make sure it's done the way it has been in the past. When you have a contractor come you have a savings, we may only need someone 4 months, May, June, July, August. We do need a temp person who is available to help dig the graves; it is a safety issue. We have nothing in place of the policies, and we won't know what they are until they show up; if he signs off in his job description it is a policy. What we do is different and would like a detailed description of how the grave is dug from start to finish. It would be in the job descriptions; along with the ditch mowing and make more details. Safe operating procedures, and other duties as designated.

Contract out the three big things: Crystal Park, Wendigo Park, and Cemetery. We hold on the contractor when we have a good one. It's not something a person in high school to do, they need to have experience. If they go through here we pay work comp, we pay \$11 for temp help, which works

out \$16.28 per hour with all the insurances that are needed. The board would like to take Derrick with to do the interview, and have the job description done for the interview. We need someone who has some experience. There has to be some retired guy out there who wants to make a little extra and sit on a lawn mower. We need to go through the ditches and dig out the big rocks, and if all goes well at the end of this summer the ditches should be in good shape.

Get something together and get it down to the point to reasonable. We will look at the overall cost to the township. We have some time to pull things together; specks, send the specks to contractors, and post in the paper. We want to make sure it's all covered. We can google map the parks to get the dimensions. Mowing and trimming and pick up anything that is on the ground like brush, tree limbs. The temp guy could get the rinks ready to paint and pressure wash. August 2016 job descriptions, the job descriptions the board does go over every year. Check to see what the cities or other townships do. A couple of people get together to get the specks together. Make sure we have a total dollar amount from Becky for the total of Derrick and Dan. The advantage is we don't have to employ them all year.

Peggy and Jim will work on getting the specks together, and we can highlight the spots we want mowed and what is mowed goes all the way out to the road, ditches included. The fenced in area at Crystal Park should be knocked down about every 6 weeks that is the run off for the area. We have to have it. Specks to come... Rainy days for temp workers... send them home. Another thing the board would like to see is weed whipping around the signs.

Derrick and snow plowing and if he wants to come in early to get started on it. The board doesn't want to set a precedence that the township roads are done before the county is out there.

Put on the agenda for the February 14 regular meeting.

If there is something major on the mower that needs to get fixed it might be out for a couple of weeks. We bought the mowers for Pokegama Lawn and Sport, and let them know that they need to get done as soon as they can. The board needs to work on the temp job description before we give it to Shannon at Express Employment. Safety and knowing where they are during the day to look to make sure they are working safely. We can do a lot of driving and can miss them. We need a way to look and see where they are. Dan and Derrick were hard to find at times, but they were doing things the way they were supposed to.

Work session to go over the maintenance crew and temp job description.

Motion to adjourn made by Kelley seconded by Haubrich passed by all at 8:20 pm.

Submitted by Clerk Cari Ann Alleman

