

**WORK SESSION  
POLICIES, COMPENSATION, AND CONTRACTS  
APRIL 16, 2018 6:00 PM  
HARRIS TOWN MAINTENANCE SERVICE CENTER**

Present: Peggy Clayton, Ken Haubrich, Mike Schack, Becky Adams, Jim Kelley, and Dennis Kortekaas

The Meeting was called to order by Chair, Peggy Clayton at 6:00 pm, and followed by the Pledge of Allegiance.

The purpose of the session was to discussion the current policies (Cemetery, Admin, Town Hall); the compensation plan for elected officials, Deputy Clerk/Treasurer, employees, election judges, rink attendants, and part-time help; and contracts.

Policies:

The Cemetery Policy has been updated, and printing of this policy needs to be completed, and placed at the Cemetery (in the policyholders).

Town Hall policy was reviewed. Discussion held on requesting a set up time and clean up times, in the policy. Renters currently pay for hall rental from 12:00 am until 12:00 am. The Clerk, Deputy Clerk, and Supervisors also need access to the hall, which could occur during a hall rental. Having a set up time would allow for more efficiency for the Caretaker, and for the elected. Further discussion held.

The Admin Policy has been updated and is currently in place.

Compensation Plans:

The compensation for officers of Harris Town Board were reviewed. After discussion, it was decided that the Town Clerk stipend needs to be changed from \$900/month to \$800/month, which reflects the current stipend the Clerk is receiving. The \$100 allocated to cemetery will be moved to a separate line item, and listed: Cemetery Sexton \$100/per month. No other monetary changes were made. A motion was made by Jim Kelley, and seconded by Ken Haubrich to recommend the changes, as denoted, to the Compensation for Officers of Harris Town Board, with final approval to the April 25<sup>th</sup> P & D Meeting

The compensation for Maintenance Worker was held. Current wage is \$19.65/hour. After further discussion, a motion was made by Mike Schack and seconded by Dennis Kortekaas to recommend a \$1.00/per hour increase, resulting in \$20.65/per hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

The compensation for Election Judge was held. After further discussion, it was decided to leave the current wage at \$10.00. Further research will be conducted with regard to other township's election judge wages.

The compensation for Town Hall Caretaker was held. Current wage is \$12.50/hour. After further discussion, a motion was made by Dennis Kortekaas, and seconded by Mike Schack to recommend a \$.50/hour increase, resulting in \$13.00/hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Ayes-2; Nays-2; one abstained. Motion failed.

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A motion was made by Dennis Kortekaas, and seconded by Mike Schack to recommend a \$.50/hour increase, resulting in \$13.00/hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

The compensation for temporary maintenance worker was held. After further discussion, a motion was made by Ken Haubrich, and seconded by Jim Kelley to recommend the creation of a pay range of \$11.00/per hour - \$13.00/per hour for any temporary maintenance workers, with final approval to the April 25<sup>th</sup> P & D Meeting.

The motion was amended by Ken Haubrich, and seconded by Jim Kelley to recommend the creation of a pay range of \$11.00/per hour - \$13.00/per hour for any temporary maintenance workers, with all raises to be approved by the Board, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

Contracts:

At the April 3 MAT Legal Short Course, the Supervisors learned that any verbal contracts the Township has with businesses/individuals, need to be in the form of signed contracts.

After further discussion, it was determined that signed Contracts need to be completed with Plackner Tree Service, Casper Construction, and Volunteer Newsletter individuals. These contracts, once completed, will come before an upcoming Town Board Meeting for approval. Supervisors will also check to see if we have contracts with Express Employment and Northland Portables.

There being no further business to come before the Town Board, a motion was made by Jim Kelley, and seconded by Dennis Kortekaas to adjourn the meeting at 8:30 pm. Motion carried.

Completed and Submitted by: Peggy Clayton, Supervisor/Chair – Harris Town Board

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