

Work Session
January 15, 2019 at 6:00pm
MINUTES

Present: Madam Chair, Peggy Clayton

Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack

Treasure: Becky Adams; Deputy Clerk: Kati Pierce

1. Pledge to the flag

2. Admin Policy-

The Board was prepared with copies of the 2018 Administrative Policy to discuss changes that they were considering making.

The Compensation portion of the policy is not up for review until April 2019. The Boards discussion was that to follow the new election schedule in November and new Board Supervisors taking office in January, they will update the compensation in April 2019, and the 2019 Admin Policy will be in place from April 2019 through February 2020, and annually thereafter.

Update the date, 2019, page 1 of 8

6.1 Replace Clerk with Chair for submission of agenda items, Replace Clerk with Chair to provide the packets to the.... - Change the Town hall to the Service center, for drop off location. Add "unless time constraints restrict the item from being placed on the next regular meeting" for no adding items to agenda after this time.

Repeat changes in 6.1 in 6.2- Additionally under Order of meeting- add in #12 Approve payment of the bills for the month and renumber those items below on page 4 of 8.

Before number 15 on page 6 of 8- Replace 15 with Appendix A, Rules of Parliamentary Procedures for Town Board meetings and Appendix B, Harris Township Information request Form- Replace the current number 15 with 16.

Number 19, add Sexton, Appendix F

Board Supervisor Duties- rename-

Number 2, Remove Supervisor of employees and volunteers and move to an hourly rate of pay under number 3. This was discussed as it can pose to be a more time demanding task for the Supervisor that is tasked with doing the supervising of an employee and should be considered an obligation to their stipend duties.

Treasures duties- Treasurer Adams will finish updating and have ready for the P&D meeting. She will supply Madam Chair to review prior.

Clerk Duties, rename- Clerk and Deputy Clerk Duties, This was discussed as by Statute, the Deputy shall mirror the Clerk. The Deputy Clerk, in the absence of the Clerk can then follow the same duties of the Clerk, as per the job description. The Clerk is the only one authorized to work with the Deputy Clerk, in her absence.

Insert required Statues required by Clerk onto job description-

Remove "respond to Crystal Park....."- this will be the Caretakers responsibility moving forward. (Clerk to update the contact information regarding this on the webpage for constituents.)

Remove scan packets to supervisors, as packets are now printed at Rapids Printing.

Remove newsletter assistance, as supervisors can also assist with the newsletter regarding mailings, etc.

Remove compile and collect the bills, as this was permanently moved to the Treasurer in November.

Remove Taking notes and prepare minutes from Per Diem, as preparing minutes is part of the per diem paid to Clerk and Deputy Clerk.

Remove Deputy Clerks (separated) duties all together, as Clerk job description denotes Deputy Clerk.

Add Appendix F- Sexton Duties to the policy as a separate identity and description.

Draft will be on the P&D Meeting for a Motion.

3. Adjourn

Motion to Adjourn made by Supervisor Schack at 8:30 PM seconded by Supervisor Kelley and passed by all.

Prepared by: 
Kati Pierce, Deputy Clerk

Approved by: 
Peggy Clayton, Madam Chair