HARRIS CITY COUNCIL

EMERGENCY SPECIAL MEETING MINUTES

APRIL 19, 2021 @ 7:00 P.M.

1. **Call to Order** 
   1. Meeting was called to order by Mayor Carlson at 7:00 p.m.
2. **Pledge of Allegiance**
   1. All present participated in the pledge of allegiance
3. **Roll Call**
   1. Clerk Teich conducted the roll call. Present were: Mayor Carlson, Council member Miller, Council member Maack, Council member Sculley, Council member Rossini. A quorum was present.
4. **Agenda**
5. `Public Works Department Staffing
   * Discussion ensued regarding how to address the upcoming vacancy of the public works position effective April 22, 2021. Mayor Carlson noted that the Keller grading contract can pick up the road grading slated to be done by Harris public works staff, noting the city grader has been fixed, is ready to use and it is desired that city public works personnel use the city grader, reducing dependency on contractors for this city service. Council agreed that road maintenance is an important part of the city infrastructure, residents need and expect good quality roads. All note that Harris is seeing population growth, and it is the intent of the city council that all residents new to Harris and tenured, benefit from a good system of roads.
   * Graveling of roads is an upcoming project that will need staffing. Council recognized Harris is not offering what some of the other cities offer in terms of compensation, and it is not the intent or desire of the city to have constant turnover of public works personnel in this position.
   * Council member Sculley encouraged the “big” picture of Harris needs be considered in public works department, what are future needs of city? Council member Maack questioned whether a portion of the position could be handled by a younger person, i.e. high school, when thinking of ball field, park maintenance, leaving grading and equipment duties to a person experienced in that work. Council member Miller suggests exploring a public works staffing set up of a tenured person in grading, plowing, and a younger person ready to be mentored in those skills while taking care of other non-equipment related assignments. A 2-phase approach to filling and keeping the position filled, allowing for natural training to occur and consistent staffing.
   * The exiting public works personnel will pay back to the city of Harris the funds expended by the city in training for a cdl license, per his employment agreement.
   * General maintenance duties include: uncovering / burying manholes for repair, mowing right of way areas at Harris interchange, removing debris from ditches and roads, on call response when storms occur or other road responses for county sheriff requests, snow removal, plowing, grading, repair of frost boils, equipment maintenance, painting crosswalks, city cemetery water system, coordinate and inspect major overlay projects, maintenance of ballfield and parks, tennis courts, miscellaneous projects.
   * Application file reviewed for possible second choice candidate from previous interview. (Noted these applications were aging, cy 2020.)
   * Discussion regarding recruitment strategies, city leadership have heard city residents may be interested in the position but not seeing adds for recruitment. All discussed broadening recruitment strategy, i.e., special postings in Harris business community, reach out to 49’ers organization/school, broadening the newspaper search, Harris website online application or direct at city hall, other.
   * Discussed timeline for recruitment and hire. With posting to occur in next available publication, targeting May/June selection/hire.
   * City Clerk Teich will gather applications, staff the recruitment process, set up council member review and rating of qualified applicants to move to the interview phase. The recruitment to be placed publicly as soon as possible.
   * Council member Rossini motioned to proceed with published recruitment for city of Harris public works personnel, Council member Maack seconded. All voting Aye, motion carried.
6. Adjourn

Council member Miller motioned to adjourn, Council member Rossini seconded, all voting Aye, motion carried.

Meeting adjourned at 8:15 p.m.

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Nancy Teich, Clerk Randall Carlson, Mayor

Date Approved 5-10-21\_\_\_\_