

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811
harristownshipclerk@gmail.com

Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

January 5, 2023

Work Session Re: 2023 Committees, 2023 Admin Policy, Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage, and 5 Year Road Plan
2:00 pm Town Hall

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley

Chair Clayton called the meeting to order at 2:00 pm.

Pledge to the Flag was conducted, followed by the reading of the township mission statement.

The purposed of the work session was for the 2023 reorganizational structure of the town board, approve and review the administrative policies and job descriptions for 2023-2024, Land sale, mowing contract, five-year-old plan, and MATIT consolidated liability coverage.

2023 Committees:

Madam Chair Clayton call for nominations from the floor for the 2023-2024 Chair.

A motion was made Supervisor Schack and seconded by Supervisor Gilbert to re-elect Madam Chair Clayton for Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Madam Chair Clayton called for nominations from the floor for Vice Chair.

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to re-elect Supervisor Schack for Vice Chair. Madam Chair called for further nominations 3x. No other nominations were made. White ballot.

Re-organizational items for 2023-2024:

- Elect Chairman – Peggy Clayton was re-elected Chair
- Elect Vice Chairman – Mike Schack was re-elected Vice Chair
- Appoint Deputy Clerk – The Clerk, Lori Kent, will pursue finding a Deputy Clerk, therefore, a Deputy Clerk was not appointed at this time
- Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper
- Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- Designate a township road engineer – SEH was designated as the Township Road Engineer.
- Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- Designate official posting sites – Harris Town Hall was designated as the official posting site.
- Authorize the Treasurer to set up automatic payment/EFTs from the Bank Account: Grand Rapids State Bank

- Affirm / appoint members to committees/boards:
- A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
- B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.
- C. Trails Task Force – Mike Schack was appointed as Township Representative.
- D. Maintenance Crew Leader –Mike Schack and Jim Kelley, Alt. were appointed Maintenance Crew Leaders
- E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Mike Schack were appointed as HR/Personnel Reps.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as Rep; and Jim Kelley is Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Rep; and Ryan Davies is Alt.
- J. Firewise – Mike Schack was appointed as Rep.
- K. Rinks (Wendigo and Crystal-winter) – Jim Kelley
- L. Road Inspections – Jim Kelly, Ryan Davies, and Mike Schack were appointed
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Rep; and Dan Gilbert Alt.
- N. Boat Landings – Mike Schack and Ryan Davies were appointed as Alt.
- O. Security Camera – Dan Gilbert was appointed, and Mike Schack as Alt.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Appointments to the committees for the Harris Town Board. Motion carried.

Administrative Policy

The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

- ◆ Resolution 2023-001 Resolution Designating the Compensation of the Board Under ‘Deferred Claims’: All pay requests must also be submitted by the “first Friday” of the month to the treasurer to allow time to scan, send to the supervisors.
- ◆ Resolution 2023-002 Administrative Policy
No changes were made.
- ◆ Appendix A Rules of Parliamentary Procedures for Town Board Meetings- no changes
- ◆ Appendix B Harris Township Information Request Form-no changes
- ◆ Appendix C Board Supervisor Duties- no changes
- ◆ Appendix D Appointed Treasurer
Under Accounts Payable, 1. Process and scan them into a PDF file, on the Friday before the regular meeting, “and the P and D Meeting,”
Under Payroll, 1. Supervisors will have pay requests turned in by the “first Friday” of each month. 2. Maintenance, “Treasurer, Clerk” Caretaker and Sexton employees will have pay requests turned in on the Friday before the regular board meeting, and the Friday before the P and D meeting, which are the second and fourth Wednesdays of each month.
- ◆ Appendix E Appointed Clerk
Under Resolutions, Ordinances, Policies and Procedures, 51. Prepare resolutions, and ordinances, “as per direction of the board”
- ◆ Appendix F Sexton Duties – no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township
Add: “Pavilion: the caretaker is in charge of renting out the pavilion. 1. Calls, text messages, and emails are received from constituents that want to reserve the pavilion at Crystal Park. 2. When reservations are made, the caretaker notifies the Chair and Clerk of rentals. 3. The caretaker also posts a monthly calendar at the Pavilion on the message board.

- ◆ Appendix I Harris Township Employee Compensation Policy Under Regular Part Time: "Maintenance- \$19.00/hour";

Town Hall Caretaker- starting hourly wage for cleaning and showing appointments, rate will "\$15.00 - \$17.00/hour" based on qualifications and experience (subject to change).

Election Judges – Starting wage was changed from \$12.00/hour to \$14.00/hour.

Head Election Judge – Starting wage was changed from \$14.00/hour to \$15.00/hour.

- ◆ Appendix J Compensation for Current Regular Township Employees- no changes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2023-001 and 2023-002 Administrative Policy. Motion carried.

Land Sale:

One bid was received for land parcel 1, of \$44,900. One bid was received for land parcel 1 (\$44,900) and parcel 2 (\$30,000) for a total of \$74,900. Considerable discussion was held. The intention of the board was to be able to sell all three parcels, and if two could be sold to one constituent, that looked more favorable to the board.

A motion was made by Chair Clayton, and seconded by Supervisor Kelley to accept the offer from Dan Skoglund for Parcel Land #1 (Number 19-012-2204) for the amount of \$44,900 and also Parcel #2 directly to the east (3 Acres) for the amount of \$30,000, for a total of 6.3 acres @ \$74,900, **under the contingency of receiving a Conditional Use Permit, and acquiring the easement from the property north of parcel #1 and 2, with the easement (three phase power) being brought to the property.** Ayes-5; Nays-0. Motion carried.

Once the CUP and easement are received, Township Attorney, Andy Shaw will become involved in the land sale paperwork, etc.

Chair Clayton will send letters to both constituents.

Mowing Contract

The board reviewed the mowing contract (template), and no further changes were made. Discussion held on advertising, and timeline for accepting bids.

An ad will be placed in the Grand Rapids Herald Review (in March) on accepting bids beginning Saturday, March 11, 2023 through Saturday, April 22, 2023 by 5:00 pm. Those who are interested in bidding, would need to get ahold of the Chair for the full contract requirements, etc., once bidding opens.

MATIT

Chair Clayton reviewed the MATIT Consolidated Liability Coverage Renewal Estimate. Any changes to property, scheduled values, deductibles, bond coverage is due back to MATIT by January 15, 2023.

There were no changes to the: property deductible options, inland marine deductible options, auto physical damage (comprehensive) deductible options, or auto physical damage (collision) deductible options.

The supervisors reviewed "Inland Marine" items and did remove quite a few pieces of equipment, which the township no longer owns. Some questions remained on "Computer coverages" as the pieces listed should have been removed a few years ago. The chair will follow up.

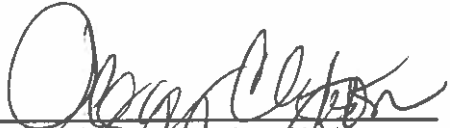
As far as property locations, there were 35 properties or personal properties listed, but unfortunately there were no correct addresses listed for each of the locations (of the properties). The same address was listed for all 35 properties, which belonged to a Clerk that left in 2016. With that said, the board could not finalize the review.

Chair Clayton will contact MATIT and ask for updated location descriptions, and Inland Marine equipment, and also ask for an extension beyond the January 15, 2023 deadline. The board will need to schedule another work session to go through the MATIT consolidated liability coverages.

5 Year Road Plan

Every year, the board reviews and updates the 5 year road plan. Considerable discussion took place regarding the layout of road work for the years 2023-2027. A draft plan was pulled together and will move forward to budget sessions, to finalize the 5 year road plan, which will then be approved by the board.

A motion was made by Supervisor Ryan Davies and seconded by Supervisor Kelley to adjourn the meeting at 1:53 pm.

Prepared by: 
Peggy Clayton, Acting Clerk

Signed by: 
Peggy Clayton, Chair

Dated: 