

Madam Chair Peggy Clayton  
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Grand Rapids, MN 55744  
Phone 218-259-1551

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

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# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

## **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](http://www.harristownshipmn.org)

## **REGULAR BOARD MEETING January 11, 2023 Minutes**

**Present:** Madam Chair Clayton, Vice Chair Schack, Supervisor Davies, and Supervisor Kelley; Treasurer Kopacek

**Absent:** Supervisor Gilbert

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

**Approve the Minutes**

**Minutes of December 14, 2022 Regular Board Minutes**

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the December 14, 2022 Regular Board. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**Minutes of December 15, 2022 Carlson Public Hearing**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the December 15, 2022 Carlson Public Hearing. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**Minutes of January 5, 2023 Work Session Re: Admin Policy/Committees, Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage, and 5-Year Road Plan**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the January 5, 2023 Work Session Re: Admin Policy/Committees, Land Sale, Mowing Contract, MATIT Consolidated Liability Coverage, and 5-Year Road Plan. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**Additions and Corrections**

Chair Clayton requested to add 2023 IRS mileage rate under Business from the Floor, as item 4B.

A motion was made by Supervisor Kelley and seconded by Chair Clayton to add 2023 IRS mileage rate under Business from the Floor, as item 4B, and approve the the rest of the agenda. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

## **Business from the Floor Proposed Fire Contract**

Grand Rapids Fire Chief Travis Cole gave a presentation on the Grand Rapids Fire Department and The 2022 Harris Township Report. Harris Township fire calls averages 21.6 fire calls per year. In 2021 there were 33 calls and in 2022 there were 22 calls. Types of calls ranged from structure fires, car fires, alarm calls, motor vehicle accidents, CO calls, and gas leaks. GR Fire Department, once again, helped assist in dumping water at Crystal Springs hockey rink and Wendigo Park hockey rinks, to get the rinks ready/in shape, which was much appreciated! GRFD had 3 retirements in 2022, and also hired 3 new firefighters.

The Information/operational budget was provided on fire contracts based on % of market value, budget and number of calls. The estimated market value % areas served in 2021 was \$454,145,800, which is 22.32% of the total. The total fire contract amount for 2023 for Harris is \$130,761 (2022 was \$102,182 and 2021 was \$115,148).

Fire Chief Cole was thanked for his presentation and contract information!

## **2023 IRS Mileage Rate**

Chair Clayton stated that the IRS increased the standard mileage rate for 2023 by 3 cents per mile. Beginning January 1, 2023 the standard mileage rate for business use went from 62.5 to 65.5 cents per mile. This rate change will be reflective on the January pay requests, to be turned in on the first Friday of February.

## **Consent Agenda**

### **December 31, 2022 Claims List Larabee Cemetery Deed**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the consent agenda, as delineated above. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

## **Roads**

### **Road Update**

Supervisor Kelley stated that the roads were messy over the holidays, but plows etc. had been out on a continuous basis and the roads are looking decent. There will be more cleanup on the roads when the weather warms up.

### **Dept of Commerce Construction Progress Reporting Survey**

Supervisor Kelley stated that the Progress Reporting Survey is informational. Figures within this report will remain "status quo" until such time that work starts back up on Sunny Beach Road, and is completed.

### **SEH 2023 Township Engineer and Miscellaneous Services Agreement**

Sara Christenson, PE representing SEH, reviewed the 2023 (miscellaneous services) engineering services proposal, and was requesting the Harris Town Board to consider SEH for a reappointment as the 2023 Township Engineer. Sarah reviewed the "master services agreement" and proposal for 2023 miscellaneous services. The "supplemental letter agreement", also attached, allows individual tasks to be created as needed for specific activities as requested by the township. Short discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the reappointment of SEH as Township Engineer, the 2023 Miscellaneous Services (Master Services

Agreement, and the Supplemental Letter Agreement. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

## **LRIP Representative**

Chair Clayton wanted to let those in attendance, and the viewing audience know that the Minnesota Association of Township Board of Directors chose Supervisor Kelley to represent Minnesota Townships on their LRIP advisory board. This appointment was made possible and supported by the Itasca County Township Association, who Supervisor Kelley will represent.

Chair Clayton stated that this appointment on the LRIP board is an important piece for Itasca County.

## **Recreation Rink Report**

Supervisor Kelley reviewed the rink report for December 2022/portion of January 2023. The township rinks are getting great use, with reported high attendance at both rinks. Volunteers at both rinks, along with township maintenance, have been doing a great job of flooding and cleaning off rinks.

## **Correspondence Township Association Minutes of December 12, 2022**

Informational.

## **Northland Reliability Project**

Chair Clayton stated that Minnesota Power and Great River Energy invited Harris supervisors to attend their Northland Reliability Project Open House, to be held at the Timberlake Lodge on Monday, January 30, 2023 at either 11:00 am-1:00 pm or 4:00 pm-6:00 pm.

## **Old Business Land Sale**

Supervisor Davies reported that the board received two separate bids on the Harris land. One bid was received for parcel one at \$44,900. An additional bid was received for parcel 1 (\$44,900) and parcel 2 (\$30,000), for a total of \$74,900. It was the intention of the board to sell all 3 parcels. Being able to sell 2 of the parcels to one constituent, appeared more favorable to the board, therefore, the board moved to accept the \$74,900 offer for parcels 1 and 2. Contingencies are in place, and once those hurdles are cleared, the township attorney will move forward on the necessary title paperwork.

## **New Business 2023 Board Committees**

Chair Clayton stated that the board met on January 5, 2023 on reorganization/committees for 2023. Chair Clayton was re-elected as Chair, and Mike Schack was re-elected as Vice Chair. 2023 committee structure is as follows:

Appoint Deputy Clerk – Newly appointed 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 payments/EFTs from the Bank Account: Grand Rapids State Bank

**Affirm/ appoint members to committees/boards:**

Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.  
Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.  
Trails Task Force – Mike Schack was appointed as Township Representative  
Maintenance Crew Leader –Mike Schack was appointed as crew leader, with Jim Kelley as backup.  
Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.  
Human Resource / Personnel Rep - Peggy Clayton was appointed as HR/personal rep, Mike Schack as Alt.  
Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.  
County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton as appointed as Cable Commission Rep, with Jim Kelley as Alt.  
Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) – Peggy Clayton is Rep, with Ryan Davies as Alt.  
FireWise – Mike Schack was appointed as Rep.  
Rinks (Wendigo and Crystal-winter) – Jim Kelley  
Road Inspections – Jim Kelly, Mike Schack, and Ryan Davies were appointed  
Parks/Cemetery Inspections – Peggy Clayton was appointed, and Dan Gilbert is Alt.  
Boat Landings – Mike Schack was appointed, and Ryan Davies is Alt.  
Security Camera Liaison – Dan Gilbert was appointed, and Mike Schack as Alt.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the 2023 Reorganization/Committees. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**2023 Admin Policy #2023-001 & #2023-002**

Chair Clayton read #2023-001 Resolution designating the compensation for officers of the Harris Town Board, and partially read #2023-002 Resolution on the Administrative Policy for Board Meetings, Appendixes C-H (job descriptions for Supervisors, Clerk, Treasurer, Maintenance, Caretaker, and Sexton) Appendix I Employee Compensation, and Appendix J Compensation for current regular township employees.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve #2023-001 and #2023-002. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**Resolution #2023-003 Adopting 2023 Reorganization**

Chair Clayton read #2023-003 Adopting 2023 Reorganization, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve #2023-003. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

**Resolutions #2023-004 through #2023-008 Authorizing Contract Services**

Chair Clayton read #2023-004 Resolution Authorizing Contract Services-Dan Gilbert, in its entirety, As #2023-005 Jim Kelley, #2023-006 Ryan Davies, and #2023-007 Mike Schack, had identical resolution language, names were respectively inserted (above). Resolution #2023-008 Peggy Clayton was read in its entirety.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution #2023-004 (DG). Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution #2023-005 (JK). Ayes-3; Nays-0; Abstain-Supervisor Kelley; Absent-Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution #2023-006 (RD). Ayes-3; Nays-0; Abstain-Supervisor Davies; Absent-Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution #2023-007 (MS). Ayes-3; Nays-0; Abstain-Supervisor Schack; Absent-Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Davies and seconded by Supervisor Kelley to approve Resolution #2023-008 (PC). Ayes-3; Nays-0; Abstain-Chair Clayton; Absent-Supervisor Gilbert. Motion carried.

### **Resolution #2023-009 Resolution for Town Chair**

Chair Clayton read #2023-009 Resolution for Town Chair, in its entirety.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve #2023-009. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

### **Schedule Work Session Re: MATIT Consolidated Liability Coverage, and Employee Handbook**

Chair Clayton stated that she received the additional information from MATIT, therefore, a work session will need to be scheduled on the MATIT Consolidated Liability Coverage, and Employee Handbook. Supervisor Kelley suggested adding the 5 Year Road Plan to the work session.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to schedule a work session for the MATIT Consolidated Liability Coverage, Employee Handbook, and the 5 Year Road Plan for Thursday, January 19, 2023 at 2:00 pm at the Town Hall. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

### **Website Design**

Chair Clayton stated that the board will need to look at updating the website, and also deciding on staying with our current vendor GovOff, now called Catalis, or finding another vendor. The township is currently paying \$780 annually for GovOff/Catalis. Catalis contacted the Chair and stated they are looking to revamp websites, etc., which would change the \$780 annually, to \$3995 annually. If the board wanted to add another feature called "Mass Media" it would be an additional charge of \$4995 annually.

Chair Clayton also checked with CW Technology/VC3, and they provided a quote of start up of \$10,000 to revamp the website, with an annual rate of \$475.

Chair Clayton received information from Leslie Rosedahl, who provides public relations for MAT. (information is in the packet). Leslie could transfer our website over to a new site, at a cost of one time fee of \$1500, with a \$200 annual charge.

Chair Clayton requested approval by the board to move forward with scheduling a zoom meeting etc. with Leslie Rosedale to gather further information.

Supervisor Kelly stated that he had talked to an individual that does some work (on the side) and would be able to transfer our website to a new site at a much cheaper cost. Supervisor Kelley will provide that information to the chair after the meeting.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to authorize Chair Clayton to move forward with discussions with both Leslie Rosedahl, and the individual that is local regarding the township website. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

### **Maintenance Repairs**

Supervisor Schack stated that the maintenance truck needs new tires. He did obtain two quotes with one from Grand Rapids Tire and Auto for \$1414.67, and one from Acheson Tire for \$1180.80. Short discussion followed.

A motion was made by Supervisor Davies and seconded by Chair Clayton to approve the quote from Acheson Tire in the amount of \$1,180.80 for 4 tires. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

Supervisor Kelley reported that the maintenance dump truck needs a new cutting edge. He received a quote from Martin's Snowplow and Equipment in the amount of \$477.78. Short discussion followed.

A motion was made by Supervisor Davies and seconded by Supervisor to approve the quote from Martins Snowplow and Equipment in the amount of \$477.78 for a cutting edge for the dump truck. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

### **Treasurer's Report – December 1, 2022**

#### **Approve Treasurers Report**

Treasurer Kopacek reviewed the cash control statement, the outstanding checks and deposits report, and the statement of receipts, accrued interest, disbursements, and balance (Schedule 1a).

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Treasurers Report for December 2022 in the amount of \$2,932,056.08. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

#### **Approve the Payment of Claims**

Treasurer Kopacek reviewed the January 11, 2023 claims list. An adjustment of \$165 for voided checks 2082-20828 needed to be made, resulting in an ending balance to the claims list from \$10,741.52 to \$10,576.52.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve claims #20829 through #20848, and EFTS 1112301 through 1112307 in the amount of \$10,576.52, and December EFT12142205 in the amount of (123.60)/\$153.90. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

#### **Public Input**

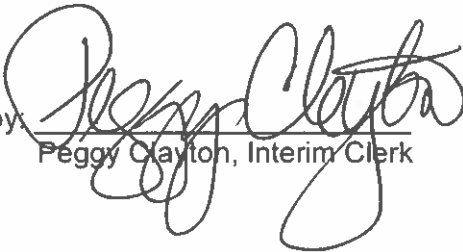
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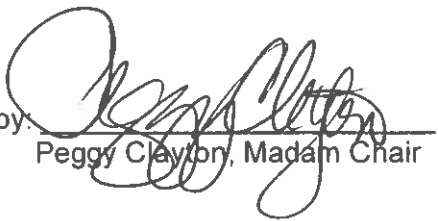
#### **UPCOMING Events/Meetings**

January 17, 2023	Budget Session	4:00 pm Town Hall
January 19, 2023	Work Session re: Employee Handbook, MATIT Consolidated Liability, and 5 Year Road Plan	2:00 pm Town Hall
January 19, 2023	Budget Session	4:00 pm Town Hall
January 23, 2023	Budget Session	4:00 pm Town Hall
January 25, 2023	P and D Board Meeting	7:30 pm Town Hall
January 26, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Budget Session	4:00 pm Town Hall
January 31, 2023	Board of Audit	6:00 pm Town Hall

**Adjourn**

There being no further business to come before the board, a motion was made by Supervisor Schack and seconded by Supervisor Davies to adjourn the meeting at 8:39 PM.

Prepared by:   
Peggy Clayton, Interim Clerk

Signed by:   
Peggy Clayton, Madam Chair

