



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

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 259-1551
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Treasurer Nancy Kopacek 398-3497
Clerk 244-1811

harristownshipclerk@gmail.com

PLANNING AND DEVELOPMENT MEETING January 22, 2020 at 7:30pm

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Dennis Kortekaas, Jim Kelley, Mike Schack, Interim Treasurer Becky Adams, and Treasurer Nancy Kopacek.

Chair Haubrich called the meeting to order at 7:30 pm.

1. **Pledge of Allegiance** – The Pledge of Allegiance to the Flag was conducted, and the Mission Statement was read.
2. **Approve the Minutes**
 - A. P and D Meeting, November 27, 2019
A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the minutes of the November 27, 2019 P and D Meeting. Motion passed.
 - B. Work Session re: Budgets January 13, 2020
A motion was made by Supervisor Schack and seconded by Supervisor Kortekaas to approve the minutes of the January 13, 2020 Budget Session. Motion passed.
 - C. Work Session re: Budgets January 14, 2020
A motion was made by Supervisor Kortekaas and seconded by Supervisor Clayton to approve the minutes of the January 14, 2020 Budget Session. Motion passed
 - D. Work Session re: Administrative Policy/Compensation January 15, 2020
A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the minutes of the January 15, 2020 Admin Policy Work Session. Motion passed
3. **Additions and Corrections**

There were no additions or corrections to the Agenda. A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Agenda.
4. **Business from the Floor**
 - A. 2020 Fire Contract with City of Grand Rapids
Barbara Baird and Travis Cole provided a brief overview of the 2020 Fire Contract. The Fire Dept/ City of Grand Rapid's contracts with 11 cities/townships, and unorganized areas are based on percentages of Market Value, adopted Budget and number of calls. Travis handed out the GRFD annual report for 2019, and they are willing to attend township meetings in the future to review contracts, etc.
 - B. CEDA "First Impression" Report
Sarah Carling reviewed the "First Impressions Report." This report is the product of the Board's meeting with her on November 26, 2019. The report included township demographics, covering website, FB, recreation, signage, housing and residential. The Supervisors were instructed to prioritize the "Project Identification" (in the report) and return it to her prior to Feb 12.

- C. Census (CCC)
Peter Alexander gave a presentation on 2020 Census, and the Community Partnership and Engagement Program. Peter stated they are still looking for Census Enumerators/Takers at \$19.00/hour and 57.5 cents per mile. Those who are interested can apply online at: 2020census.gov/jobs. Peter is also looking for a volunteer/team player to participate on behalf of Harris Township, and if this is something you would like to do, please contact Peter at 651-261-8064.

5. Consent Agenda

No items.

6. Roads

- A. Lakeview Trail Update
No information.

- B. Street Lights on Harbor Heights Road
A constituent on Harbor Heights Road was requesting the installation of a street light on Harbor Heights Road. Discussion took place. Chair Haubrich will meet with the resident at the potential site.

- C. Road Update
Supervisor Kelley stated that roads are all plowed and the County will be widening out roads in the next few days.

7. Recreation

- A. Rinks
Both rinks are seeing a lot of action on the ice! Flooding continues to take place, when necessary.

- B. Park and Cemetery Inspection Reports for November and December 2019
A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Parks and Cemetery Inspection reports for November, and December 2019. Motion passed.

- C. Trails Task Force
Supervisor Schack gave an update on the trails in the county. The Driftskippers Snowmobile Club has continued with installing signs on the trails. Trails are in good shape.

8. Correspondence

- A. Township Association Minutes of December 9, 2019
Informational only.

9. Town Hall:

- A. Town Hall Report for December 2019
A motion was made by Supervisor Kortekaas and seconded by Supervisor Clayton to approve the town hall report for December 2019. Motion passed.

10. Maintenance:

- A. Maintenance Report for December 2019
A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Maintenance Report for December 2019. Motion passed.

11. Old Business

- A. New Water Tank for Town Hall
A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to table this item to the February 12, 2020 Regular Meeting. Motion passed.

B. Security System Hardware Purchase

A motion was made by Supervisor Clayton and seconded by Supervisor Kortekaas to pay the \$3,874.24 down payment for security hardware to Stewart Sound Systems, LLC, with the labor balance of \$3,540.40 to be paid upon final installation and start-up of the system. Motion passed.

C. Fire Extinguisher Inspections

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve getting the fire extinguishers inspected, and tagged. The township currently has 19 fire extinguishers. Chair Haubrich will move forward with this project and respective inspections, with Betz Fire Extinguishers.

D. Schedule Insurance Work Session with MATIT

A motion was made by Supervisor Kortekaas and seconded by Supervisor Kelley to schedule a work session regarding the cemetery policy, and review the insured items/inventory with MATIT, for 12:30 pm on Friday, February 7, 2020 at the town hall. Motion passed.

E. Administrative Policy/Compensation Plan

Chair Haubrich read Resolution 2020-004: A Resolution designating the compensation for officers of the Harris Town Board.

A motion was made by Supervisor Kelley and seconded by Supervisor Clayton to approve Resolution 2020-004 (A Resolution designating the compensation for officers of the Harris Town Board.). Motion passed.

Chair Haubrich read Resolution 2020-005: Administrative Policy.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Clayton to approve Resolution 2020-005 (Administrative Policy). Motion passed.

12. New Business

A. RBA re: Election Judges for Presidential Primary

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Request for Board Action for 2020 Election Judges for the Presidential Nomination Primary. Motion passed.

B. Fourth Quarter PEG/Franchise Remittance

Paul Bunyan Fourth Quarter of 2019 in the amount of \$2,183.01 was received and submitted to the Treasurer.

C. Lake States Tree Service-Lake Country Power Members

Informational flyer was received from Lake States Tree Service regarding vegetative management in the River Road, Shallow Lake, and Warba areas, beginning January 2020 and to be completed by December 31, 2020.

D. 2020 Township Association Dues

Itasca County Township Association Board of Directors has adopted a new dues structure for 2020. Dues have not been increased since 1992. Itasca County Association township dues are \$607.35, and the Minnesota Association of Township dues are \$1,452.24.

A motion was made by Supervisor Clayton and seconded by Supervisor Schack to pay the dues to both entities for a total sum of \$2,059.59.

E. Resolutions Authorizing Contract with Interested Officers

Annual resolutions are necessary to authorize contract with interested Officers, under M.S.471.88, subd. 5.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution 2020-006 between Supervisor Kortekaas and Town Board of Harris. Motion passed.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Clayton to approve Resolution 2020-007 between Supervisor Kelley and Town Board of Harris. Motion passed.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve Resolution 2020-008 between Supervisor Haubrich and Town Board of Harris. Motion passed.

A motion was made by Supervisor Kelley and seconded by Supervisor Haubrich to approve Resolution 2020-009 between Supervisor Clayton and Town Board of Harris. Motion passed.

A motion was made by Supervisor Clayton and seconded by Supervisor Haubrich to approve Resolution 2020-010 between Supervisor Schack and Town Board of Harris. Motion passed.

F. Express Employment Service Rate Information

Express Employment service rate information for all positions in 2020 will have a 1.48% markup.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Schack to approve the service rate markup of 1.48% for 2020. Motion passed.

13. Bills

A. Approve the payment of bills

A motion was made by Supervisor Clayton and seconded by Supervisor Kortekaas to approve Claim #s 19271-19286, and EFTs 1222021-1 to 1222036-9 in the amount of \$10,484.45. Motion passed.

14. Public Input

None.

15. UPCOMING Events / Meetings

January 23, 2020	Public Meeting Re: Stony Point	7:00 pm Town Hall
January 29, 2020	Budget Session	5:00 pm Town Hall
February 5, 2020	Board of Audit Session/Possible Budget Session	5:00 pm Town Hall
February 7, 2020	Cemetery Policy/MATIT Insurance	12:30 pm Town Hall
February 12, 2020	Regular Meeting	7:30 pm Town Hall

16. Adjourn

There being no further business to come before the Harris Town Board, a motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to adjourn the meeting at 9:08 pm. Motion passed.

Prepared by: _____
Peggy Clayton, Supervisor/Clerk

Signed by: _____
Ken Haubrich, Chair