

Madam Chair Peggy Clayton
20356 Wendigo Park Road
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 Kelly Derfler 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

REGULAR BOARD MEETING January 10, 2024 at 7:30pm MINUTES

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davis and Kelley; Treasurer Kopacek, Clerk Derfler

Absent: Supervisor Gilbert

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

Approve the Minutes

Minutes of December 13, 2023, Regular Board Meeting

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the December 13, 2023 Regular Board Meeting. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Minutes of December 18, 2023, Work Session re: Sick and Safe Time Policy, and Employment Handbook

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of the December 18, 2023 Work Session re: Sick and Safe Time Policy, and Employment Handbook. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Minutes of January 4, 2024, Closed Work Session re: Employee Appraisals

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the minutes of the January 4, 2024 Closed Work Session re: Employee Appraisals. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Minutes of January 4, 2024, Work Session re: Reorganization, Admin Policy, 5-Year Road Plan

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of January 4, 2024 Work Session re: Reorganization, Admin Policy, 5-Year Road Plan. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Additions and Corrections

Chair Clayton proposed to pull the Salt and Sand History Report from 6A and place it as item 6F Salt and Sand History Report under Roads. She also proposed removing the following claims: MATIT Insurance Invoice (tabled until after the Work Session re: Insurance), Mediacom Invoice (cancelled effective December 30, 2023), MAT Invoice for Dues (demographic information is incorrect), and Itasca County Sheriff's Department Alarms Invoice (it is a contract) and place on the agenda under New Business as item 10K.

Supervisor Kelley proposed adding rescheduling the January 11, 2024 Work Session re: Insurance as item 9C under Old Business.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to pull the Salt and Sand History Report from 6A and place it as item 6F Salt and Sand History Report under Roads, removing the following claims: MATIT Insurance Invoice, Mediacom Invoice, MAT Dues Invoice, and Itasca County Sheriff's Department Alarms Invoice and place Itasca County Sheriff's Department Alarm Invoice under New Business as item 10K, and to add item 9C Reschedule the January 11, 2024 Work Session re: Insurance under Old Business and approve the Regular Agenda. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Business from the Floor

There was no business from the floor.

Consent Agenda

There were no consent agenda items.

Roads

Roads Update

Supervisor Kelley stated that the gravel roads have some potholes due to the warm weather. Maintenance has most of the branches cleaned up.

2023 Bituminous Roadways Pay App

Supervisor Kelley stated that the 2023 Bituminous Roadways Pay App includes the installation of the culvert on Mishawaka Shores and Mishawaka Road, the subgrade repairs to Mishawaka Shores, and the Mishawaka Landing upgrades. Mishawaka Shores striping will be done in the Spring.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the 2023 Bituminous Roadways Pay App. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

2024 Harris Township-SEH Misc Services Agreement

Sara Christenson, representing SEH, requested that the Harris Town Board consider approving the Harris Township-SEH Miscellaneous Services Agreement. Sara reviewed the Supplemental Letter Agreement and the individual tasks that were created for future projects (Task 1- Cemetery, Task 2- Wendigo Park, Task 3- Casper Landing, Task 4- Miscellaneous Services).

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Supplemental Letter Agreement for Miscellaneous Services effective January 11, 2024. Ayes-4; Nays-0; Absent-Supervisor Gilbert. Motion carried.

SEH Pre-Construction Meeting re: Sunny Beach Addition Road Construction

Sara Christenson discussed the Sunny Beach Addition Road Construction Meeting that will be held on January 16, 2024 at 5:30pm at the Harris Town Hall and the Supplemental Letter Agreement for Sunny Beach Addition Road. Sara reviewed the Supplemental Letter Agreement and the individual tasks that were created for the project (Task 1- Design, Task 2- Construction Administration, Task 3- Miscellaneous Services). Discussion followed.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the Supplemental Letter Agreement for Sunny Beach Addition Road effective January 11, 2024. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Stop Sign Reflectors

Supervisor Schack suggested that adding reflectors on the main stop signs in the township could help with visibility during inclement weather. There have been multiple incidents of running the stop sign at the intersection of Harris Town Road and Wendigo Park Road, including an accident in foggy conditions off Harris Town Road. The reflector would be bolted to the stop sign post. Discussion followed.

Supervisor Schack will discuss adding reflectors to the main stop signs with the County Transportation Department, as the signs are owned by the County. The reflectors can be purchased through Newman Signs.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to allow Supervisor Schack to get prices for reflectors for the stop signs. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Salt and Sand History Report

Supervisor Kelley reviewed the Salt and Sand History Report for the years 2016-2022. Fluctuations in usage could be due to weather or a switch in foreman. Short discussion followed.

Recreation

Rinks

Supervisor Kelley stated that the weather has made opening the rinks a challenge. They are both open now and he is hoping that the recent cold weather will help improve the ice. There are some lights at the Crystal Park rink that are not working. The lights will be working this week after a temporary line is installed. In the Spring, the electrician will attempt to locate the break in the line and repair it.

Correspondence

Itasca County Township Association Minutes of December 11, 2023

Informational.

Itasca County Zoning Fees Increase

Informational.

Old Business

Sick and Safe Time Policy (Tabled from December 13, 2023 Board Meeting)

Chair Clayton stated that the Board tabled the Sick and Safe Time Policy at the December 13, 2023 Board Meeting, and decided to table it for further research and discussion. The Board held a Work Session re: Sick and Safe Time Policy on December 18, 2023 and made minor changes. The Sick and Safe Time Policy is effective January 1, 2024. This policy states that eligible employees (those who work at least 80 hours in a year) will be paid sick and safe time at a rate of one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours earned. Chair Clayton reviewed the Sick and Safe Time Policy with the Board.

A copy of the Sick and Safe Time Policy will be provided to employees of the Township.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the Sick and Safe Time Policy effective January 1, 2024. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Employee Handbook (Tabled from December 13, 2023 Board Meeting)

Chair Clayton stated that the Board tabled the Employee Handbook at the December 13, 2023 Board Meeting, and decided to table it for further discussion. The Board held a Work Session re: Employee Handbook on December 18, 2023 and made changes to add the Sick and Safe Time updates, added paid holidays for regular part-time employees, and added 2 hours paid call-out time for the regular part-time employees.

A copy of the Employee Handbook will be provided to employees of the Township and employees will be asked to sign the Employee Acknowledgement Form.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the updates of sick and safe time, paid holidays for regular part-time employees, and 2 hours paid call-out time for regular part-time employees to the Employee Handbook. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Reschedule Work Session re: Insurance

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to reschedule the Work Session re: Insurance to January 30, 2024 at 2pm and add 5-Year Road Plan to the Work Session. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

New Business

Resolution 2024-001 re: Officer Compensation/Resolution 2024-002 re: Establishing Administrative Policy

Chair Clayton reviewed Resolution 2024-001 with the Board. There are no changes to Supervisor pay from the previous years.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2024-001 re: Officer Compensation. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Chair Clayton reviewed Resolution 2024-002 with the Board. The resolution includes Appendixes A-J, including job descriptions, employee compensation, and compensation for current regular township employees. Employee performance appraisals were held on January 4, 2024. Any changes in pay structure are reflected in Appendix J and will be effective on the February 14, 2024 Board Meeting Claims List.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve Resolution 2024-002 re: Establishing Administrative Policy. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Resolution 2024-003 re: Adopting Reorganization

Chair Clayton read Resolution 2024-003 re: Adopting Reorganization in its entirety.

Madam Chair Clayton called for a Roll Call:

Supervisor Kelley:	Yes
Supervisor Gilbert:	Absent
Supervisor Davies:	Yes
Supervisor Schack:	Yes
Madam Chair Clayton:	Yes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2024-003 re: Adopting Reorganization. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Reorganization Committees for 2024-2025

The Town Board met on January 4, 2024 on reorganization/committees for 2024.

Chair Clayton was re-elected as Chair. Mike Schack was re-elected as Vice Chair.

2024 committee structure is as follows:

Appoint Deputy Clerk – 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.

Intergovernmental Meeting (aka Network Opportunities) – 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/personnel 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 was appointed as County Planning Commission/Environmental Services 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 – Mike Schack was appointed, and as Alt. (Dan Gilbert as camera man)

Range Association of Municipalities and Schools (RAMS) – Ryan Davies was appointed as Rep, and Dan Gilbert as Alt.

Resolution 2024-004 through Resolution 2024-008 re: Resolution Authorizing Contract with Interested Officer (Gilbert, Kelley, Davies, Schack, Clayton)

Chair Clayton read Resolution 2024-004 re: Resolution Authorizing Contract with Interested Officer (Gilbert) in its entirety. As the resolutions had identical language, names (Kelley, Davies, Schack, Clayton) were respectively inserted in regards to Resolutions 2024-005 through 2024-007. Chair Clayton stated that Resolution 2024-008 (Clayton) services of goods differs from the previous resolutions by the following: Clerk duties, Caretaker duties, Sexton duties, and other duties or services to the township as needed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2024-004 re: Resolution Authorizing Contract with Interested Officer (Gilbert). Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2024-005 re: Resolution Authorizing Contract with Interested Officer (Kelley). Ayes-3; Nays-0. Abstained- Supervisor Kelley. Absent- Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve Resolution 2024-006 re: Resolution Authorizing Contract with Interested Officer (Davies). Ayes-3; Nays-0. Abstained- Supervisor Davies. Absent- Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2024-007 re: Resolution Authorizing Contract with Interested Officer (Schack). Ayes-3; Nays-0. Abstained- Supervisor Schack. Absent- Supervisor Gilbert. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2024-008 re: Resolution Authorizing Contract with Interested Officer (Clayton). Ayes-3; Nays-0. Abstained- Chair Clayton. Absent- Supervisor Gilbert. Motion carried.

Mileage Rate for 2024

Chair Clayton shared the new mileage rates for 2024 issued from the IRS effective January 1, 2024. Business use- 67 cents per mile, Medical and Moving (Armed Forces)- 21 cents per mile, Charity- 14 cents per mile.

Claims List from December 30, 2023

Treasurer Kopacek presented the December 30, 2023 claims list for approval.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the claims list #21265 through #21275, EFT 12302301 through EFT 12302305 in the amount of \$6,320.33. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Itasca County Sheriff's Department Alarm System

Chair Clayton explained that this invoice from the Itasca County Sheriff's Department for the Alarm System was pulled from the claims list, as it is a contract. The contract sent from the Sheriff's Department includes the Harris Town Hall, Cemetery, and Service Center. Chair Clayton will contact the Sheriff's Department to remove the Harris Town Hall because it does not have an alarm system.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the contract with the Itasca County Sheriff's Department for Alarm System for the Cemetery and the Service Center. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Treasurer's Report

Treasurer's Report for December 2023

Treasurer Kopacek presented the Treasurer's Report/Cash Control Statement, Outstanding Checks and Deposits Report, and Schedule 1a (statement of receipts, accrued, interest, disbursements, and balances).

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Treasurer's Report for December 2023 in the amount of \$2,590,830.29. Ayes-4; Nays-0. Absent-Supervisor Gilbert. Motion carried.

Payment of Claims

Treasurer Kopacek presented the Claims List for approval.

A motion was made by Supervisor Davies and seconded by Chair Clayton to approve the claims list #21276 through #21295, EFT 1102401 through EFT 1102407, and EFT 12312301 in the amount of \$10,147.62. Ayes-4; Nays-0. Absent- Supervisor Gilbert. Motion carried.

Public Input

Gordon Taylor, of 30841 Sunny Beach Rd, approached the Board to express his concern over the channel being blocked by beaver at Woodtick Landing.

Supervisor Davies advised Mr. Taylor that Supervisor Gilbert has been monitoring and will be addressing the blockage at Woodtick Landing.

Gordon also notified the Board that Winston Taylor Rd was not plowed past the boat landing.

Supervisor Kelley stated that Maintenance must have missed that part of the road but it will be plowed moving forward.

Supervisor Kelley wanted to also thank the great volunteers working hard on the rinks.

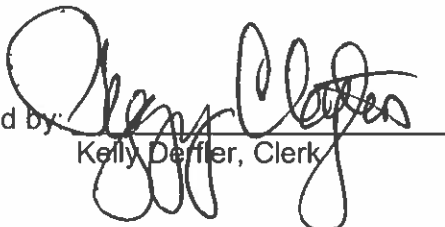
UPCOMING Events/Meetings

January 22, 2024	Work Session re: Budgets	5:00 pm Town Hall
January 23, 2024	Work Session re: Budgets	5:00 pm Town Hall
January 24, 2024	P&D Meeting	7:30 pm Town Hall
January 29, 2024	Work Session re: Casper Landing, Wendigo Park	3:00 pm Town Hall
January 29, 2024	Work Session re: Budgets	5:00 pm Town Hall
January 30, 2024	Work Session re: Insurance and 5-Year Plan	2:00 pm Town Hall
January 31, 2024	Work Session re: Budgets	5:00 pm Town Hall
February 1, 2024	Work Session re: Budgets and Board of Audit	5:00 pm Town Hall

Adjourn

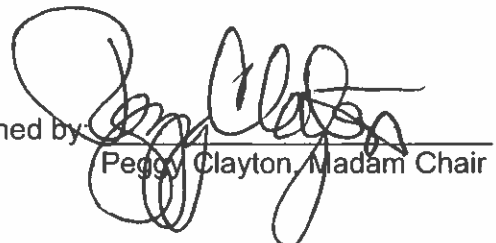
There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Schack at 8:27 pm.

Prepared by:



Kelly DeFler, Clerk

Signed by:



Peggy Clayton, Madam Chair

