

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

# 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)

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](mailto:harristownshipclerk@gmail.com)

**January 4, 2024**

## **Work Session Re: Reorganization, Admin Policy, 5-Year Road Plan 5:10 pm Town Hall**

**Present:** Madam Chair Clayton, Vice Chair Schack, Supervisors Gilbert and Kelley, Clerk Derfler

**Absent:** Supervisor Davies

Chair Clayton called the meeting to order at 5:10 pm.

The purpose of the work session was for the reorganizational structure of the town board, approve and review the administrative policies and job descriptions for 2024-2025, and review the 5-year road plan.

### **2024 Committees:**

Madam Chair Clayton called for nominations from the floor for the 2024-2025 Chair.

A motion was made by 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 Kelley 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 2024-2025:**

- Elect Chairman – Peggy Clayton was re-elected Chair.
- Elect Vice Chairman – Mike Schack was re-elected Vice Chair.
- Appoint Deputy Clerk – 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. Intergovernmental Meeting (aka Network Opportunities) – Peggy Clayton was Appointed as Intergovernmental Rep.; Ryan Davies as Alt.
- C. Trails Task Force – Mike Schack was appointed as Township Representative.
- D. Maintenance Crew Leader –Mike Schack was appointed to Maintenance Crew Leader; Jim Kelley as Alt.
- E. Safety Representative – Mike Schack and Jim Kelley were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives – Peggy Clayton was appointed as HR/Personnel Rep.; Mike Schack as Alt.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep.; Dan Gilbert as Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as County Planning Commission/Environmental Services Rep.; Jim Kelley as Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Northwest Gas Joint Powers Board Rep.; Ryan Davies as Alt.
- J. Firewise – Mike Schack was appointed as Firewise Rep.
- K. Rinks (Wendigo and Crystal-winter) – Jim Kelley was appointed as Rinks Rep.
- L. Road Inspections – Jim Kelly, Ryan Davies, and Mike Schack were appointed as Road Inspections Representatives.
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Park/Cemetery Inspections Rep.; Dan Gilbert as Alt.
- N. Boat Landings – Mike Schack was appointed as Boat Landings Rep.; Ryan Davies as Alt.
- O. Security Camera – Mike Schack was appointed as Security Camera Rep.; Dan Gilbert as Camera Man.
- P. Range Association of Municipalities and Schools (RAMS)- Ryan Davies; Dan Gilbert as Alt.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Reorganizational committees for 2024-2025 for the Harris Town Board. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

### **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 2024-2028. A draft plan will be pulled together after Supervisor Kelley receives cost estimates from SEH, then 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 Chair Clayton and seconded by Supervisor Schack to approve Supervisor Kelley to request cost estimates from SEH for Wendigo Park Road and Isleview Road. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

### **Administrative Policy**

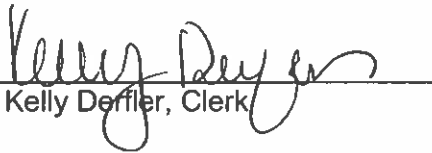
The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

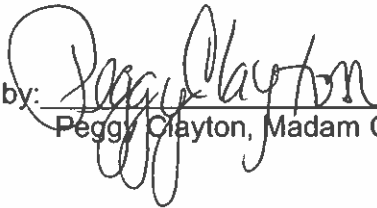
- ◆ Resolution 2024-001 Resolution Designating the Compensation of the Board-  
Add: Use of Sick and Safe Time  
Under Detailed Claims- Pay Requests for the Supervisors are due on the first Friday of each month.
- ◆ Resolution 2024-002 Administrative Policy- no changes
- ◆ Appendix A Rules of Parliamentary 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- no changes
- ◆ Appendix E Appointed Clerk- no changes

- ◆ Appendix F Sexton Duties – no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township- no changes
- ◆ Appendix I Harris Township Employee Compensation Policy- no changes
- ◆ Appendix J Compensation for Current Regular Township Employees- 2024 Increases

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution 2024-001 re: Designating the Compensation of the Board and Resolution 2024-002 re: Administrative Policy. Ayes-4, Nays-0; Absent- Supervisor Davies. Motion carried.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the meeting at 5:34pm.

Prepared by:   
Kelly Deffler, Clerk

Signed by:   
Peggy Clayton, Madam Chair

