

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 Kelly Derfler 244-1811

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**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 October 11, 2023 at 7:30pm MINUTES

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

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

### Approve the Minutes

#### Minutes of September 13, 2023, Regular Board Meeting Minutes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the September 13, 2023 Regular Board Meeting. Ayes-5; Nays-0. Motion carried.

#### Minutes of September 25, 2023, Public Access Tour

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to approve the minutes of the September 25, 2023 Public Access Tour. Ayes-5; Nays-0. Motion carried.

#### Minutes of September 25, 2023, Work Session re: Township Collections, MATIT Assessment

A motion was made by Supervisor Shack and seconded by Supervisor Davies to approve the minutes of the September 25, 2023 Work Session re: Township Collections, MATIT Assessment. Ayes-5; Nays-0. Motion carried.

### Additions and Corrections

Supervisor Kelley requested to add Mishawaka Landing Update to item 7B.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve adding Mishawaka Landing Update as item 7B and approving the Regular Agenda. Ayes-5; Nays-0. Motion carried.

### Business from the Floor

There was no business from the floor.

### Consent Agenda

#### Zoning Land Use Permits SSTS Permits

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to approve the Consent Agenda as delineated above. Ayes-5; Nays-0. Motion carried.

## **Roads**

### **Gravel Roads Update**

Supervisor Kelley stated that Schwartz completed the addition of gravel on Vromans Rd, Hughes Rd, and Jane Ln.

Casper Construction should be grading the township gravel roads in the next week.

### **2024 Certification of Township Roads**

Supervisor Kelley shared the Township Roads Certification for 2024 with the board. Supervisors discovered discrepancies in the certification. Supervisor Kelley will meet with the Transportation Director to review the certification and clear up discrepancies.

A motion was made by Supervisor Davies and seconded by Supervisor Kelley to table the 2024 Certification of Township Roads to the October 25, 2023, P & D Meeting. Ayes-5; Nays-0. Motion carried.

## **Recreation**

### **Rinks**

Supervisor Kelley stated that he reached out to rink attendants from last year to see if they would be interested in assisting again this year. He heard back from two that want to come back and one that would fill in when needed. Chair Clayton will contact Personnel Dynamics and have them advertise for rink attendants.

### **Mishawaka Landing Update**

Casper Construction will be paving Mishawaka Landing either Friday, October 13 or Tuesday, October 17. They are likely to put the top-lift on Mishawaka Road at the same time as the paving is done at Mishawaka Landing.

## **Correspondence**

### **Itasca County Township Association Minutes of September 11, 2023**

Informational.

### **Intergovernmental Minutes of August 23, 2023**

Informational.

### **Conditional Use Permit, Lake Academy LLC**

Informational.

### **Old Business**

No items.

### **New Business**

#### **State and Local Cybersecurity Grant Program for Townships**

Chair Clayton shared information on the Minnesota Whole-of-State survey for SLCGP Participants, a State and Local Cybersecurity Grant Program for Townships by the Minnesota IT Services (MNIT) and the Minnesota Cybersecurity Task Force. They are requesting that townships fill out the survey in order to get feedback for the program. Discussion followed.

Chair Clayton will complete the survey on behalf of Harris Township.

**October 7, 2023 Legal Seminar Update**

Chair Clayton provided a brief recap of the legal seminar that was attended by herself and Supervisor Schack. Couri and Ruppe provided an excellent seminar that discussed topics such as cartways, employment law updates, cemetery policies, fire department contracts, and more.

**Schedule Closed Work Session re: Security  
Schedule Work Session re: Insurance**

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to schedule a Closed Work Session re: Security on November 2, 2023 at 5:30pm and a Work Session re: Insurance immediately following the scheduled Closed Work Session re: Security. Ayes-5; Nays-0. Motion carried.

**Treasurer’s Report**

**Treasurer’s Report for September 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 Gilbert to approve the Treasurer’s Report for September 2023 with the corrected Schedule 1a Balance of \$2,873,668.30. Ayes-5; Nays-0. Motion carried.

**Payment of Claims**

Treasurer Kopacek presented the Claims List for approval.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve the claims list #21170 through #21191, EFT 10112301 through EFT 10112306, and EFT 930202301 through 930202303 in the amount of \$133,683.32. Ayes-5; Nays-0. Motion carried.

**Public Input**

There was no public input.

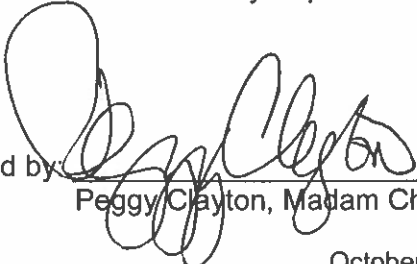
**UPCOMING Events/Meetings**

October 12, 2023	Closed Work Session Discuss Perf of Employee	6:00 pm Town Hall
October 12, 2023	Work Session re: Insurance and Landings	Immediately following Closed Work Session
October 25, 2023	P & D Meeting	7:30 pm Town Hall
November 2, 2023	Closed Work Session re: Security	5:30 pm Town Hall
November 2, 2023	Work Session re: Insurance	Immediately following Closed Work Session
November 8, 2023	Regular Meeting	7:30 pm Town Hall
November 13, 2023	Itasca County Township Association Meeting	7:00 pm Town Hall
November 21, 2023	P & D Meeting	7:30 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 Gilbert at 7:58 pm.

Prepared by:   
Kelly Deffler, Clerk

Signed by:   
Peggy Clayton, Madam Chair

