

Madam Chair Peggy Clayton
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Grand Rapids, MN 55744
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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

REGULAR BOARD MEETING November 8, 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 October 11, 2023, Regular Board Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the October 11, 2023 Regular Board Meeting. Ayes-5; Nays-0. Motion carried.

Minutes of November 2, 2023, Closed Work Session re: Security

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the November 2, 2023 Closed Work Session re: Security. Ayes-5; Nays-0. Motion carried.

Minutes of November 2, 2023, Work Session re: Insurance, Township Collections, Landings, Cemetery

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 2, 2023 Work Session re: Insurance, Township Collections, Landings, Cemetery. Ayes-5; Nays-0. Motion carried.

Additions and Corrections

There were no additions or corrections to the agenda.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Regular Agenda. Ayes-5; Nays-0. Motion carried.

Business from the Floor

Brad Hagfors, of Franklin Outdoor Advertising, approached the board to advise of a permit application to erect a 10x30 stack sign, back-to-back, illuminated billboard on tax parcel 19-005-1409 in Harris Township. Discussion followed. Once the permit has been approved, he will forward a copy to the Township.

Consent Agenda

There were no consent agenda items.

Roads

Roads Update

Supervisor Kelley stated that Mishawaka Shores has been temporarily striped. This project will be completed in the spring.

Gravel roads will be graded once more due to the recent warm and wet weather.

Recreation

Rinks

Supervisor Kelley stated that he contacted rink attendants from last year. Most of the rink attendants have expressed interest in returning. Supervisor Kelley requested to have maintenance clean out the leaves and debris from the Wendigo rink to prepare for flooding. He also said that snow shovels are needed for the rinks.

Chair Clayton contacted Personnel Dynamics and they have four applicants who are interested and will need to be interviewed.

Supervisor Kelley also stated that there is a tree at the southwest corner of the Wendigo rink that has woodpecker damage that could potentially fall on the rink in the future. Supervisor Schack will have maintenance evaluate the damage to the tree.

Motion made by Chair Clayton and seconded by Supervisor Gilbert to allow Supervisor Kelley to purchase snow shovels for the rinks. Ayes-5; Nays-0. Motion carried.

Mishawaka Landing

Supervisor Schack stated that one-third of the fencing on the north side of the parking lot of Mishawaka Landing is damaged. The fencing on the south side of the parking lot also needs to be straightened up.

Motion made by Supervisor Gilbert and seconded by Supervisor Kelley to allow Supervisor Schack to get quotes for repairing the fencing at Mishawaka Landing. Ayes-5; Nays-0. Motion carried.

Correspondence

Itasca County Township Association Minutes of October 9, 2023

Informational.

Old Business

Cemetery

Chair Clayton stated that all flowers that were removed from gravesites have been discarded. Shepherd's hooks, plant stands, and other decorations are placed on a trailer at the cemetery until snow cover, then will be moved to the service center for the winter.

Letters with pictures will be mailed out to families who have gravesites where plants, shrubs, or trees were planted stating that those will be removed, as they are in violation of the cemetery policy. Most of these shrubs are also encroaching on other gravesites. Letters with pictures will also be mailed out to families of those who have homemade headstones or other structures on gravesites, as those are also in violation of the cemetery policy.

New Business

Resolution 2023-020 re: Paying December 30, 2023 Claims

Chair Clayton stated that due to only holding the Regular Board meeting in December, claims still need to be paid, in lieu of the P and D Board Meeting not taking place. Chair Clayton read the proposed resolution in its entirety.

Madam Chair Clayton called for a Roll Call:

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

A motion was made by Supervisor Schack and seconded by Supervisor Davies to adopt Resolution 2023-020, re: Paying December 30, 2023 Claims. Ayes-5; Nays-0. Motion carried.

City of Grand Rapids Proposed 2024 Fire Contract

Chair Clayton shared the Grand Rapids Proposed 2024 Fire Contract with the board. There were 22 fire calls in 2022, down from 33 in 2021. The proposed total contract amount for 2024 is \$118,691.00, down from the 2023 contracted amount of \$130,761.00. Discussion followed.

CliftonLarsonAllen LLP Statement of Work Agreement

Treasurer Kopacek provided a Statement of Work Agreement from CliftonLarsonAllen LLP for the board to review. The agreement of Audit Services between Harris Township and CliftonLarsonAllen LLP is for the year ending December 31, 2023. This contract covers the financial statement audit fee of \$13,800.00, along with SBITAS audit resource fee of \$1,000.00, OSA reporting form of \$450.00, and any additional audit testing at \$250.00/hour. Harris Township is required to hire an outside auditing firm based on the population and annual revenue of the township. Discussion followed.

Motion made by Supervisor Kelley and seconded by Supervisor Schack to approve the Statement of Work Agreement between Harris Township and CliftonLarsonAllen LLP for 2023 audit services. Ayes-5; Nays-0. Motion carried.

Treasurer's Report

Treasurer's Report for October 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 October 2023 in the amount of \$2,218,746.83. 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 #21202 through #21218, EFT 1182301 through EFT 1182307, and EFT 10312301 through 10312302 in the amount of \$14,940.10. Ayes-5; Nays-0. Motion carried.

Public Input

Supervisor Kelley shared that Sunny Beach Addition Road work will be completed as part of the 5-year road plan in 2024. There will be a public hearing held for constituents who live in that area.


Chair Clayton reminded everyone that the November P & D Meeting is on Tuesday, November 21st versus the regular Wednesday due to the Thanksgiving Holiday.

UPCOMING Events/Meetings

November 13, 2023	Itasca County Township Association Meeting	7:00 pm Town Hall
November 21, 2023	P & D Meeting	7:30 pm Town Hall
December 11, 2023	Itasca County Township Association Meeting	7:00 pm Town Hall
December 13, 2023	Regular Meeting	7:30 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 Gilbert at 8:05 pm.

Prepared by: 
Kelly Derfle, Clerk

Signed by: 
Peggy Clayton, Madam Chair