

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 vacant 244-1811

harristownshipclerk@gmail.com

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

PLANNING & DEVELOPMENT MEETING MINUTES APRIL 28, 2021

Present: Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley; Treasurer Kopacek

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

Oath of Office

Madam Chair Clayton conducted the Oath of Office to newly appointed Supervisor A Ryan Davies.

Approve Minutes

Minutes of March 24, 2021 P and D Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the March 24, 2021 P and D Meeting. Motion carried.

Minutes of April 19, 2021 Supervisor Interviews Session

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the minutes of the April 19, 2021 Supervisor Interview Session. Motion carried.

Minutes of April 22, 2021 Clerk Interview Session

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of the April 22, 2021 Clerk Interview Session. 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 Gilbert to approve the P and D Agenda. Motion carried.

Business from the Floor

IEDC/ Sarah Carling

Sarah Carling with IEDC told the Board that another webinar will be held on Wednesday, May 5, 2021 from 11:00 am - 12 Noon regarding the American Rescue Plan Act Funding. The State will be providing additional guidelines/information regarding the distribution of funds. The first distribution is expected to be sent out the later part of June/beginning of July. The second distribution will follow in 12 months. Funds distributed do not have to be used until December 31, 2024. Sarah is willing to sit down with the board to go over ideas, etc. on what the funds can be spent on.

Sarah also discussed the broadband expansion funding that is eligible for small cities and communities by Minnesota Deed.

The development program is excepting grant applications for eligible activities addressing community needs to prevent, plan for, and respond to COVID. Sarah stated that she will be working with the county and townships, as a whole, to pursue funding for broadband. Sarah will follow up with the board in early May as the grant application deadline is June 1, 2021.

Sarah also told the board that there may be opportunities for cities and townships to receive additional funding from the county. Sarah reviewed the township priority list and suggested the board look at one or two projects from that list-Mishawaka Landing, and the addition to the town hall (were suggested), as both would fall into and funds can be used for infrastructure, tourism, recreational, broadband, discussion followed,

The board discussed scheduling a work session to review the township priority project list.

Grand Rapids Youth Baseball Association/Mark Stupar

Mark Stupar, 506 SE 1st Street, Grand Rapids came before the board representing Grand Rapids Youth Baseball Association to request the use of Wendigo Park and Crystal Park baseball fields for youth baseball practice. Baseball practice dates would run from May 17 through July 31, Monday thru Thursday from 5:00 pm-8:00 pm. The Association will carry their own insurance for all players and coaches participating in the league. Short discussion followed, Mark told the board that they may not need both baseball fields, but would let the board know which would free up a baseball field/park for another youth sport.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the use of Wendigo Park and Crystal Park baseball fields for the Grand Rapids Youth Baseball Association baseball practices from May 17 through July 31, Monday - Thursday from 5:00 pm-8:00 pm. Motion carried.

Consent Agenda

Krumrei Cemetery Deed

Dunked Cemetery Deed (updated)

Madam Chair Clayton stated the second cemetery deed was updated due to an error in the Block, therefore the board will need sign the updated deed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Consent Agenda as delineated above. Motion carried.

Roads

Dust B Gone (tabled from the April 14, 2021 Mtg)

Supervisor Kelley stated that Dust B Gone provided a quote for dust control for 2021 as follows: Price per mile would be \$3614.00, with a total price for 3.63 miles of \$13,118.82. These are the same rates as 2020. Mag Cholr yard is 18:wide. Duct control would start the end of May/beginning of June.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the quote from Dust B Gone of price per mile of \$3614.00, with a total price for 3.63 miles of \$13,118.82, with Mag Cholr yard at 18 wide. Motion carried.

Road Inspection Report of April 20, 2021

Supervisor Kelley reported that roads are in decent shape.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the road inspection report of April 20, 2021. Motion carried.

Sunny Lane

Supervisor Kelley reported that he has been following up on a report of standing water on the road. He has checked twice (after rain) and the road looks fine.

Supervisor Kelley reported the past report of frost issues on Norberg Road has resolved itself.

Authorization

Madam Chair Clayton reported that she had a conversation with Supervisor Kelley regarding granting some type of authorization to a road supervisor, to be able to make some road work decisions, (which would require spending money) in a timely manner, which may need to take place prior to gaining Baird approval to do so.

Currently, supervisors needed to bring a quote or invoice to the board for approval, before the work is done. In the past emergency meetings/special meetings have been called in order to work on emergency road issues without first getting board approval. At the next schedule board meeting invoices, etc. would be provided to the board for payment/approval.

The authorization, in question, would be to take care of road issues in a more timely fashion vs. waiting for the needed work to be done, contingent upon bringing the invoice, work completed to the next schedule pd board meeting. Discussion followed,

Madam Chair Clayton will pull together a draft resolution and obtain input from Supervisor Kelley prior to the board discussion/approving at the May 12, 2021 Regular Board Meeting.

Gary Drive Signage

Supervisor Schack received a call from a constituent on Gary Drive requesting "children at play" signs placed at the beginning and end of Gary Drive. There are numerous families with children living on the road. Supervisor Schack stated that Maintenance may have 1 or 2 signs that could be installed.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to authorize the installation of two signs for Gary Drive, or purchase of up to 2 signs to be installed on Gary Drive. Motion carried.

Recreation

Park and Cemetery Inspection Report for March 2021

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Park and Cemetery Report for March 2021. Motion carried.

Correspondence

Itasca County Historical Society Thank You

This is informational only.

MAT District 11 Township Lobby Minutes of April 22, 2021

This is informational only.

Broadband Expansion Funding Webinar Minutes of April 23, 2021

This is informational only.

Town Hall

Town Hall Update (Tabled from April 14, 2021 Mtg)

Madam Chair Clayton provided an update on town hall rentals. As per the most recent Governor Order, the capacity for indoor events is still at 50%, its 6 ft social distancing, and masks to be worn, if one is not eating or drinking. Chair Clayton and Caretaker Friesen discussed the amount of time which would be need to clean above and beyond the normal caretaker cleaning.

All tables and chairs would need to be left in the open so the caretaker can wipe down, dishes would need to be stacked in the sink, the kitchen would need to be cleaned, along with the appliances, bathrooms, windows, glass, etc. It would take the caretaker a total of 3 + hours for cleaning, therefore, an increase of an additional \$50 would need to be added to residential fee, and non-residential fee bringing residential to \$100.00 and non-resident to \$150.00.

Spang Township is opening their hall in June, and Trout Lake Township has been open for rentals. Brief discussion followed.

Town Hall Policy & Lease Agreement

Chair Clayton introduced the updated hall policy, and lease agreement, which have both been updated to include the Governor order of 6 ft social distancing, masks to be worn, rental fee \$50 increase across the board, and renter mandatory responsibility changes.

If approved by the board to re-open, the Caretaker would contact the renters for May, and June and advise them of the changes, and rental fee increase. Discussion followed.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to Re-open the hall on May 17, 2021 with 6 feet social distancing, masks to be worn we're not eating, a \$50 rental increase across-the-board, and approve the lease agreement (with the changes) and the Town Hall Policy. Motion carried.

Chair Clayton will place information on the Township Facebook page, and the township website regarding the hall opening, and all changes.

Maintenance

Maintenance Report for March 2021

Supervisor Schack gave a brief overview of maintenance work completed for the month of March 2021. Signs denoting "Unlawful deposit of garbage, litter or like" as per MS 609.68 will be installed at the boat landings, Cemetery, and the two parks, due to the dumping of garbage happening at the parks.

A motion was made by Chair Clayton and seconded by Supervisor Kelley to approve the Maintenance Report for March 2021. Motion carried.

Old Business

Claims List May Deadline Reminder

Treasurer Kopacek reminded the board to get their pay requests completed and emailed to her by Wednesday, May 5th at 5:00 pm vs Friday, May 7th.

New Business

Rezone Application Request

Discussion held on the Rezone Application request from the Miller Parsons Properties, LLC located at 28955 Sunny Beach Road. In reviewing the map highlighting the Rezone request, the township property is next to the Rezone request. Supervisor Kelley will talk with Miller's regarding the location of the Miller fence (on township property). The Miller Parsons want to rezone from recreational commercial to residential rural.

The board went through the Harris Townships Facts of Finding as follows:

1. Are terms of the rezone consistent with the Harris Township Comprehensive Plan?

Yes or No or N/A. Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments none

2. Will this request be considered a spot rezone? Yes or No or N/A

Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments: All surrounding properties are considered residential

3. If granted, will the rezone maintain the essential character of the neighborhood? Yes or No or N/A

Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments: None

4. Have environmental concerns or precautions been addressed? Yes or No or N/A

Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments: None

5. Have boundary/property lines been found, correctly identified, and agreed upon by all property owners involved? Yes or No or N/A

Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments: None

6. Will the site have sufficient vehicle access in and out of the property, and will there be adequate parking space (if applicable)? Yes or No or N/A

Supervisor Kelley-yes, Supervisor Gilbert-yes, Supervisor Davies-yes, Vice Chair Schack-yes, and Chair Clayton-yes

Comments: None

Other Comments : A motion was made by Supervisor Kelley and seconded by Supervisor Schack to recommend the Rezone Request as presented. Motion carried.

Based on the criteria above, the Harris Town Board will make the following recommendation to the Itasca County Planning Commission / Board of Adjustment regarding the Rezone Request:

 X **RECOMMEND AS PRESENTED/REQUESTED** **DO NOT RECOMMEND**
 RECOMMEND IF AMENDED AS FOLLOWS:

Schedule (and amend) Reorganizational Committees

Chair Clayton requested the board schedule a work session to amend the Reorganizational Committees, as we have a newly appointed Supervisor.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to schedule a work session to review/amend the Reorganizational Committees. Motion carried.

Schedule Clerk Work Session

Chair Clayton suggested the board schedule a work session to discuss the second interview round for Clerk, which consisted of the top 3 candidates to attend the April 28, 2021 P and D Meeting and take minutes of that meeting. This work session will allow the board to review minutes completed, and perhaps call one or all of the candidates in for additional questions, etc.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to schedule a work session to discuss Clerk appointment, amend the reorganizational committees, and IEDC priority project list for May 4, 2021 at 6:00 pm at the Town Hall. Motion carried.

Chair Clayton will post the work session.

New Supervisor/Employee Orientation

Chair Clayton stated that Treasurer Kopacek and her have been discussing an orientation for new supervisors and the new Clerk, which would be extremely helpful for them to better assist transitioning into their positions. Discussion followed. Once a new Clerk is appointed, both the Chair and Treasurer will set up a time that fits their schedules.

Memorial Day May 31, 2021

Chair Clayton stated that she had begun researching if the VFW will play a role in the Memorial Day Event on May 31, 2021. She reached out to the Veteran Service Officer and was told that the Grand Rapids VFW will not be holding any Memorial Day events, and furthermore, Grand Rapids VFW is the only city which will not be participating. Discussion followed.

As per COVID guidelines, outdoor events can be held with masks being worn, and social distancing in place. Chair Clayton stated that the VSO may be able to provide something for the township so the township can schedule and hold our event, but will get back to her after he has done further checking.

Resolution #2021-013 Opening of Sunset Lane

Supervisor Kelley read Resolution 2021-013 in its entirety. Said resolution is to open Sunset Lane.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2021-013 Opening Sunset Lane. Motion carried.

Resolution #2021-014 Opening of Sunset Drive

Supervisor Kelley read Resolution 2021-013 in its entirety. Said resolution is to open Sunset Drive.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve Resolution 2021-014 Opening Sunset Drive, with corrections. Motion carried.

Resolution #2021-015 Opening of Nicholas Street

Supervisor Kelley read Resolution 2021-015 in its entirety. Said resolution is to open Nicholas Street.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve Resolution 2021-015 Opening Nicholas Street, with corrections. Motion carried.

Fire Department

Supervisor Kelley stated that he was contacted by the Grand Rapids Fire Department regarding utilizing the area by Casper Landing for a "practice burn" for new recruits of the GRFD, to be held on May 6, 2021 during the afternoon. Supervisor Kelley suggested we close off Casper Landing the afternoon of May 6, 2021 to accommodate the GRFD. The GRFD will be in touch with surrounding neighbors.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to allow the GRFD to hold a practice burn in the area of Casper Landing on the afternoon of May 6, 2021. Motion carried.

Bills

Approve the Payment of Bills

Treasurer Kopacek reviewed the claims list for bills to be paid. Discussion held on the Home Depot interest rate and if there are any incentives available. Supervisor Davies stated that there are file savings for qualifying purchases of every \$100 spent. The Treasurer will check into this.

A motion was made by Chair Clayton and seconded by Supervisor Schack to approve claims #20057 through #20063, and EFTS 04282101 through 04282110 in the amount of \$9,504.91. Motion carried.

Public Input

Chair Clayton reviewed the Emergency Alert Program, which replaced Code Red several years ago. For those in the Township who have not registered, they can do so on the Itasca County Website, Chair Clayton will post instructions, and links on the township FB page.

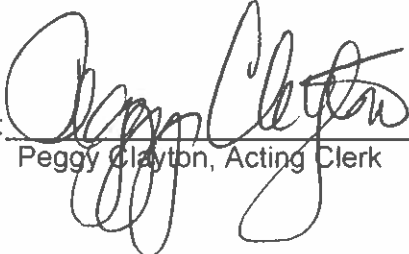
Also noted by Chair Clayton is the township does approve liquor licenses for those businesses in the township who are requesting a license, and the forwarding that information to the Auditor Department for final approval. Supervisor Gilbert told the board that did learn about the township reviewing and approving the licenses, at his educational training on the MAT website. Chair Clayton did follow up with the Auditor Department, and this process is still in place.

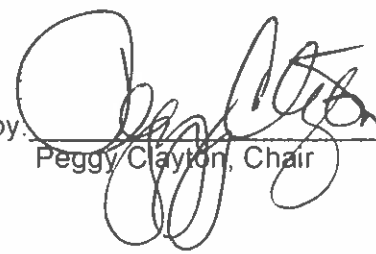
UPCOMING Events/Meetings

April 29, 2021	Local Board of Appeal & Equalization	9:00 am Town Hall
May 1, 2021	Spring Road Inspections	9:00 am Town Hall
May 3, 2021	Annual "Adopt a Highway" Clean-Up	5:00 pm Cemetery
May 4, 2021	Work Session Re: Clerk, IEDC and Reorganizational Committees	6:00 pm Town Hall
May 12, 2021	Regular Board Meeting	7:30 pm Town Hall
May 26, 2021	P and D Board 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 Davies to adjourn the meeting at 8:51 pm.

Prepared by: 
Peggy Clayton, Acting Clerk

Signed by: 
Peggy Clayton, Chair

