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Supervisor Jim Kelley 327-0317
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Harris Township SINCE 1909



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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

Budget Session Minutes

February 1, 2021

4:00 pm Harris Town Hall

Present: Madam Chair Clayton, Supervisors Haubrich, Gilbert, Schack, and Kelley; and Treasurer Kopacek; Clerk Christie

The Budget Work Session was called to order at 4:00 pm by Madam Chair Clayton. The pledge to the flag was conducted.

Treasurer Kopacek mentioned that she shifted \$100,000 from the Capital Improvement Fund to the Road and Bridge Fund, as of December 31, 2020, and Schedule 1A will reflect that change .

Nancy stated that when reviewing the Statement of Receipts, Disbursements and Balances-Schedule 1, there was a difference of \$3,668.79 between CTAS and Excel. Nancy further stated that she wanted to make sure that the correct figures were carried over to 2021. There was discussion on how to tie the two systems together.

Treasurer Kopacek would like to work with the State Auditor regarding payroll withholding and reporting in CTAS. She may also reach out to another township regarding payroll withholding. Nancy said that she may need to adjust balances in CTAS between the different funds.

General Fund

Nancy reported that Account 101 Supervisor Wages, Account 102 Clerk Wages and Account 103 Treasurer Wages were consistently the same for each year with even numbers because they were stipends only. Discussion that meetings, hourly wages, and stipend should not be in one account. Supervisors were in agreement that wages cannot be lumped together and need to be broken out as per the account codes already set up, and what has been done in the past. Account 100 will continue to be Meeting stipends for Supervisors, Clerk, and Treasurer. Account 101 will continue to be Supervisor stipend, Account 102 will continue to be Clerk stipend, and Account 103 will continue to be Treasurer stipend. This will allow for continued transparency with regard to wages across the board. Account 108 MISC Labor will continue to be hourly wages, beyond the stipends, for supervisor, clerk, and treasurer.

Discussion held on if our security systems at our parks, hall, service center, and cemetery will reduce our overall property insurance costs.

Records management was discussed at a work session a year ago, Supervisor Clayton reported on GC Streamline Cloud Express. There would be a one-time set up fee of \$2000 which would include all training and setting up of folders, and sub folders, with an annual cost of \$900 for administrator of the system, and an annual fee of \$100 per supervisor for read only access.

Discussion on adding laptops on a rotation, for upgrade.

Discussion held on fees for Grand Rapids State Bank. The Treasurer is going to reach out to GRSB to see if there will be any fees associated with the new accounts.

Discussion held on new ballot booths for elections. Currently we are using the older model ballot booths, which are very cumbersome to put together. Currently there are 7 folding booths in the basement, which could be used for future elections.

The Board approved the proposed Levy of \$115,000 for the General Fund.

Recreation Fund

Supervisor Kelley provided a one year and two year quote for Porta Johns from Northland Portable. The quote will be brought to the Feb 10, 2021 Board meeting for discussion.

The supervisors reviewed the tennis court seal coating and crack repair costs from 2014, which was the last time this work had been completed. Supervisor Kelley is going to reach out to the City of Grand Rapids, as well as the school district, to see who they have contracted for crack repair and seal coating for the tennis and basketball courts.

Capital Improvement Fund

The Capital Improvement Fund was discussed, along with the Capital Equipment Fund. It was decided to not make any changes in the Capital Equipment Fund.

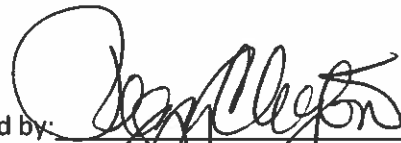
The Board approved the proposed Levy of \$130,000 for the Capital Improvement Fund.

A motion was made by Supervisor Kelley and seconded by Supervisor Haubrich to adjourn the meeting at 7:20 pm.

Submitted by:


Roxanne Christie, Clerk

Signed by:


Peggy Clayton, Madam Chair