

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 244-1811

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Harris Township SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

The Harris Town Board strive 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 January 25, 2023 MINUTES

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

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

Approve the Minutes

Minutes of November 22, 2022 P and D Board Minutes

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the November 22, 2022 P and D Board Meeting. Ayes-5; Nays-0. Motion carried.

Minutes of January 11, 2023 Helmbrecht Public Hearing

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the January 11, 2023 Helmbrecht Public Hearing. Ayes-5; Nays-0. Motion carried.

Minutes of January 17, 2023 Budget Session

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the January 17, 2023 Budget Session. Ayes-5; Nays-0. Motion carried.

Minutes of January 19, 2023 MATIT Consolidated Coverage, and Employee Handbook

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the minutes of the January 19, 2023 Work Session Re: MATIT Consolidated Coverage, and Employee Handbook. Ayes-5; Nays-0. Motion carried.

Minutes of January 19, 2023 Budget Session

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the January 19, 2023 Budget Session. Ayes-5; Nays-0. Motion carried.

Additions and Corrections

Chair Clayton requested to add the scheduling of a work session Re: MATIT Consolidated Coverage, under New Business as 12D.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve adding the scheduling of a work session Re: MATIT Consolidated Coverage under New Business as 12D,

and approve the rest of 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 Itasca County Land Use Permit SSTS Subsurface Sewage Treatment System Permit

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

Roads

2023 Updated Township Snowplowing Road Certification

Supervisor Kelley reported that some changes were made to the 2023 Township Snowplowing Road Certification as follows: added Isleview Road section of .66 miles, added Northwoods Road section of .20 miles, removed Hughes Road, which is .25 miles, and shortened .08 miles of Bayview Place.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve adding Isleview Road section of .66 miles, adding Northwoods Road section of .20 miles, removing Hughes Road, which is .25 miles, and shortening .08 miles of Bayview Place to the 2023 Township Snowplowing Road Certification. Ayes-5; Nays-0. Motion carried.

5-Year Road Plan

Supervisor Kelley reviewed the 5-Year Road Plan, which the board pulled together for the years 2023-2027.

In 2023, Sunny Beach Rd will be completed. Mishawaka Shores, and Mishawaka Road will be reclaimed and paved, while Sunny Beach Addition and Aspen Drive will be reclaimed, with base course.

In 2024, base course will be applied to Mishawaka Shores, Sunny Beach Addition, and Aspen Drive, and Wesleyan will be reclaimed and paved.

In 2025, Isleview Road will be reclaimed and paved.

In 2026, the Town Hall and Verde Lane will be reclaimed.

In 2027, Wendigo Park Road will see overlay, from River Road to Underwood Road.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the 5-Year Road Plan for the years 2023-2027, as delineated above. Ayes-5; Nays-0. Motion carried.

As part of the 5-year road plan, Braun Intertec will need to complete a geotechnical evaluation for the proposed reconstruction of Aspen Drive and Sunny Beach Addition.

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to approve and sign the Braun Intertec Proposal to complete a geotechnical evaluation for the proposed reconstruction of Aspen Drive and Sunny Beach Addition in the amount of \$4,975.00, which includes up to one hour of post deliverable consulting time, with additional requests for meeting, consulting, or modifications to the report billed at a rate of \$185 per hour. Ayes-5; Nays-0. Motion carried.

CSAH 64 and Wendigo Park Road Update

Supervisor Davies reported that as per Karin Grandia (Transportation Dept) the data collected last fall on CSAH 64 and Wendigo Park Road has not yet been completed. They have 48 hours of video that

they can use to get right/left turning movements, as well as traffic counts. The data has to be sent out for processing. Once that is completed, then she will contact the township.

Recreation

Park and Cemetery Inspection Reports for November and December 2022

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the Park and Cemetery Inspection Reports for November and December 2022. Ayes-5; Nays-0. Motion carried.

Driftskippers Snowmobile Club

Supervisor Davies stated that he was contacted by a rep. of the Driftskippers Snowmobile Club regarding an easement on the north end of township property to connect Greenway Club trails and Driftskipper Club trails. Supervisor Davies suggested the board make a visit to the area, and that the board combines that visit, with the work session (to be scheduled) for MATIT.

Correspondence

Hawkinson Conditional Use Permit

Informational

Trails Task Force Minutes of December 8, 2022

Informational

Town Hall

Town Hall Reports for November and December 2022

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Town Hall Reports for November and December 2022. Ayes-5; Nays-0. Motion carried.

Maintenance

Maintenance Reports for November and December 2022

A motion was made by Supervisor Kelly and second by Supervisor Gilbert to approve the Maintenance Reports for November and December 2022. Ayes-5; Nays-0. Motion carried.

FEMA Report

Supervisor Schack reported that the township will receive approximately \$4639.14 from FEMA on damages incurred from the May 2022 storm. The cost summary includes labor, material and equipment. The federal share is \$3479.36 and the non-federal share is \$1159.78 totaling the \$4639.14.

Old Business

Website Design

Chair Clayton stated that she was contacted by a representative from GovOff/Catalis stating that their annual fee of \$780 per year will be changing to \$3995 per year, in September 2023. Chair Clayton decided to check on different avenues to keep the township website intact, while not having to spend \$3995 per year.

She received three quotes for website design, creation, and transition. The first quote received was from Rosedah Public Affairs (affiliated with the Minnesota Association of Townships) for a total amount of \$1500 for website services, with moving pages, etc. and a \$200 annual fee for website hosting. The second quote received from a freelance individual, was for creating the website, and not moving any pages over, for a total of \$800, or creating the website and moving pages over, for a total of \$1900. The third quote was received from VC3, formerly CW Technology, for a total start up fee of \$10,000, with an annual web hosting fee of \$475. Discussion followed.

A motion was made by Supervisor Davies and seconded by Supervisor Schack to approve moving forward with Rosedahl Public Affairs for a total of \$1500, with a \$200 annual web hosting fee. Ayes-5; Nays-0. Motion carried.

Chair Clayton will reach out to GovOff/Catalis to find out if there will be any prorated refund of the \$780 annual web hosting fee, which carries the website through September 2023, while making a smooth transition to our new website. Chair Clayton will also contact Leslie Rosedahl.

New Business Employee Handbook

Chair Clayton reviewed the changes which the board made to the handbook at their January 19, 2023 work session. The changes made are reflected in the updated employee handbook, and are as follows: page 5-changing 40 hours to 35 hours; page 7-changing 40 hours to 35 hours; page 8-adding call out language, to not pay call out time to part-time employees; and page 16-which is paying holiday pay to part-time employees, as long as the part-time employee works the day before, and the day after the holiday.

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

Chair Clayton will provide copies to the Treasurer, Maintenance, and Caretaker/Sexton, and have those employees sign off as having read, and being in receipt of the updated employee handbook.

Estimated Market Values

Chair Clayton reported that the Stoney Point parcels have been fully annexed and the EMVs are included in the township EMV properties for 2022. Because the detachment of Isleview Road was not signed off until December 8, 2022, the parcels will not be annexed until after June 30, 2023.

Annual Township Meeting

Chair Clayton presented the Annual Township Meeting Notice to Harris Township Residents, which will be March 14, 2023 at 7:00 pm at the Town hall. This notice needs to be published and posted.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to publish and post the March 14, 2023 Annual Township Meeting Notice to Harris Township Residents. Ayes-5; Nays-0. Motion carried.

Schedule Work Session

A motion was made by Supervisor Schack and seconded by Supervisor Davies to schedule a work session re: snowmobile club/township property visit, and MATIT Consolidated Coverage, for Tuesday, January 31, 2023 at 4:00 pm, and cancel the January 31, 2023 4:00 pm Budget Session. Ayes-5; Nays-0. Motion carried.

Bills Approve the Payment of Bills

Treasurer Kopacek presented the January 25, 2023 Claims List in the amount of \$12,040.05.

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve claims #20849 through #20858, and EFTs 01252301 through 01252309 in the amount of \$12,040.05. Ayes-5; Nays-0. Motion carried.

Public Input

There was no public input.

UPCOMING Events/Meetings

January 31, 2023	Work Session re: Township Property Site Visit and MATIT Consolidated Cov.	4:00 pm Town Hall
January 31, 2023	Board of Audit	6:00 pm Town Hall
February 8, 2023	Regular Board Meeting	7:30 pm Town Hall
February 13, 2023	Township Association Meeting	7:00 pm Town Hall
February 22, 2023	P and D Board Meeting	7:30 pm Town Hall
March 8, 2023	Regular Board Meeting	7:30 pm Town Hall

Adjourn

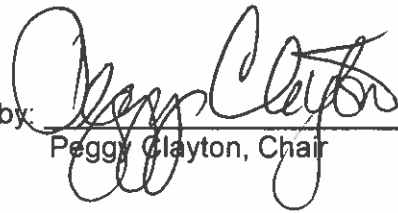
There being no further business to come before the board a motion was made by Supervisor Schack and second by Supervisor Davies to adjourn the meeting at 8:00 pm.

Prepared by:



Peggy Clayton, Interim Clerk

Signed by:



Peggy Clayton, Chair

