

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 244-1811

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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

March 22, 2023 at 7:30 pm

Minutes

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

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

Approve the Minutes

February 22, 2023 P and D Minutes

A motion was made by Supervisor Davis and seconded by Supervisor Schack to approve the minutes of the February 22, 2023 P and D Meeting. Ayes-5, Nays-0. Motion carried.

March 13, 2023 Emergency Road Meeting Minutes

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the minutes of the March 13, 2023 Emergency Road Meeting. Ayes-5, Nays-0. Motion carried.

Additions and Corrections

No additions and corrections.

Business from the Floor .

Flowers for Pollinators

Bonny Siegford, Master Gardener, presented a plan for a pollinator meadow at Crystal Springs Park to create a habitat for Minnesota's native beneficial insects, bumble bees, butterflies and birds. Discussion and questions from the Board members followed concerning plant types, planting and maintaining the garden.

Supervisor Gilbert will follow up with CEDA to see if there is a grant to fund the project. Future meetings concerning the planning of the pollinator meadow will be forthcoming.

A motion was made by Supervisor Shack and seconded by Supervisor Davis to authorize moving forward with the creation of a pollinator meadow located at Crystal Spring Park. Ayes-5; Nays-0. Motion carried.

Consent Agenda

Zoning/Itasca County Land Use Permits

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

Roads

Road Update

Supervisor Kelley reported the roads have become narrower, he suggested the residents drive with caution and slow down.

2023 Bituminous Road Improvement Projects

Supervisor Kelley reviewed SEH advertisement for bids for 2023 road improvement at Mishawaka Shores, Mishawaka Landing and Mishawaka Road. The total project with alternatives is estimated to be \$749,000. The cost in 2023 is estimated to be \$507,000 with an additional \$34,000 for Mishawaka Landing. The costs in 2024 would be approximately \$242,000 for the topcoat on all three of the roads.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to have SEH to advertise for bids for the 2023 Bituminous Road Improvement Project for Mishawaka Shores, Mishawaka Landing and Mishawaka Road. Ayes-5; Nays-0. Motion carried.

Township Road Grading

Supervisor Kelley stated the need to request 2023 quotes for township road grading.

A motion was made by Supervisor Gilbert and seconded by Supervisor Shack to authorize Supervisor Kelley to obtain quotes for township road grading. Ayes-5; Nays-0. Motion Carried.

Dust Control

Supervisor Kelley stated the need to request 2023 quotes for township road dust control.

A motion was made by Supervisor Gilbert and seconded by Supervisor Shack to authorize Supervisor Kelley to obtain quotes for township dust control. Ayes-5; Nays-0. Motion carried.

Construction Progress Reporting Survey

Supervisor Kelley reported there were no changes to the Survey.

2023 Dirt Material Pricing

Supervisor Kelley stated the need to request quotes for Dirt Material.

A motion was made by Supervisor Gilbert and seconded by Supervisor Shack to authorize Supervisor Kelley to obtain quotes for dirt material. Ayes-5; Nays-0. Motion carried.

Recreation

Park and Cemetery Inspection Reports for February 2023

A motion was made by Supervisor Shack and seconded by Supervisor Gilbert to approve the Park and Cemetery Inspection Report for February 2023. Ayes-5; Nays-0. Motion carried.

Rink Report

Supervisor Kelley reported the attendance was high. The closing of the rinks was within three days of last year's closing date.

A motion was made by Madam Chair Clayton and seconded by Supervisor Shack to approve the Rink Report. Ayes-5; Nays-0. Motion carried.

Bids for Lawn Care and Ground Maintenance Contract

Madam Chair Clayton stated only one bid had been received, but many phone calls were received. Madam Chair Clayton requested an extension of the acceptance of bids through Saturday, April 22, 2023.

A motion was made by Supervisor Shack and seconded by Supervisor Davies to extend the acceptance of bids for the Lawn Care and Ground Maintenance Contract to April 22, 2023. Ayes-5; Nays-0. Motion carried.

Correspondence

Trails Task Force Minutes of March 9, 2023

Informational.

Annual Township Meeting Minutes of March 9, 2022

Informational.

Town Hall

Town Hall Reports for February 2023

Madam Chair Clayton reported there were 4 residents who rented the hall in February.

A motion was made by Supervisor Davies and seconded by Supervisor Shack to approve the Town Hall Report for February 2023. Ayes-5; Nays-0. Motion carried.

Blinds in the Hall

Madam Chair Clayton pointed out the condition of the blinds in the town hall. The blinds need repair and professional cleaning.

A motion was made by Supervisor Davies and seconded by Supervisor Shack to authorize Madam Chair Clayton to obtain quotes for new blinds. Ayes-5; Nays-0. Motion carried.

Hall Addition Discussion

Madam Chair Clayton entertained the possibility of a discussion on a Town Hall addition.

A motion was made by Supervisor Gilbert and seconded by Supervisor Shack to schedule a Work Session regarding a hall addition discussion. Ayes-5; Nays-0. Motion carried.

Maintenance

Maintenance Reports for February 2023

Supervisor Schack reported maintenance was busy plowing snow and painting. There was one burial. Discussion followed concerning Hughes Road. An easement for a turnaround will be looked at once the snow melts.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Maintenance Report for February 2023. Ayes-5; Nays-0. Motion Carried.

Old Business

Harris/Skoglund Conditional Use Permit Update

Madam Chair Clayton reported that herself and Supervisor Kelley attended the Planning Commission meeting. The Planning Commission recommended the approval of the Harris/Skoglund Conditional Use Permit.

The Itasca County Board approved the Harris/Skoglund Conditional Use Permit on March 14th. A 60 day waiting period takes place after receipt of notice of the final decision by the County Board in the event there are any appeals.

New Business

Schedule Work Session Re: MATIT Coverage Insurance, Admin Policy, and Resolution 2008-004

Madam Chair Clayton asked for dates of availability in order to schedule a Work Session to cover MATIT coverage insurance, Admin Policy, Resolution 2008-004 and the Hall addition discussion.

A motion was made by Supervisor Kelley and seconded by Supervisor Shack to schedule a Work Session on MATIT Coverage Insurance, Admin Policy, Resolution 2008-004 and Hall Addition discussion on March 27, 2023 at 6:00 PM. Ayes-5; Nays-0. Motion carried.

Schedule Closed Work Session Re: Appraisal of Employee under Board Direction

Madam Chair Clayton asked the Board and Treasurer for times of availability in order to schedule a Closed Work Session regarding the appraisal of an employee under Board direction (Treasurer).

A motion was made by Madam Chair Clayton and seconded by Supervisor Shack to schedule the Closed Work Session Re: Appraisal of Employee under Board Direction on March 28, 2023 at 5:00 PM. Ayes-5; Nays-0. Motion carried.

MAT Spring Short Courses

Madam Chair Clayton presented the dates and times for the MAT Spring Short Courses. She will contact MAT to see if remote access is available for Treasurer Kopacek.

Madam Chair Clayton, Supervisor Shack, Supervisor Kelley, Clerk Kent will be attending the courses on April 6th in McGregor. Supervisor Davies and Supervisor Gilbert will attend the courses on April 7th in Duluth.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to allow the Board Supervisors attend the MAT short courses on either April 6th or April 7th. Ayes-5; Nays-0. Motion carried. Clerk Kent will post that a possible quorum may be present at the April 6th MAT Spring Short Course.

Loffler Printer Order Agreement Purchase

Madam Chair Clayton reviewed the purchase and maintenance contract for the imageCLASS X MF164iF II printer.

A motion was made by Supervisor Shack and seconded by Supervisor Davies to approve the order agreement purchase and maintenance agreement for the imageClass X MF164iF II with Loffler. Ayes-5; Nays-0. Motion carried.

Rosedahl Public Affairs Website Service Agreement

Madam Chair Clayton reviewed the Website Service Agreement and discussion with Leslie Rosedahl. She is moving everything forward from 2020 to the present. Madam Chair Clayton hopes to have the website to present to the Board in the near future.

A motion was made by Supervisor Shack and seconded by Supervisor Kelley to approve the Rosedahl Website Service Agreement. Ayes-5; Nays-0. Motion carried.

2022 Audit (Zoom) Meeting

Treasurer Kopacek reported the Auditors would like to review the results of the 2022 Audit with the Board at a Work Session on April 26th at 5:30 PM. This will be a Zoom Work Session with the auditors on Zoom; Board will be present at the Township Hall.

A motion was made by Supervisor Kelley and seconded by Supervisor Shack to approve a Work Session regarding the 2022 Audit results on April 26th at 5:30 PM. Ayes-5; Nays-0. Motion carried.

Bills

Payment of Bills

Treasurer Kopacek presented the Claims List for March 22, 2023. The total amount of claims for #20905-#20919 and EFT3222301-EFT3222310 is \$12,662.35.

A motion was made by Supervisor Shack and seconded by Supervisor Kelley to pay the claims list for #20905 through #20919 and EFT3222301 through EFT3222310 totaling \$12,662.35. Ayes-5; Nays-0. Motion carried.

Public Input


No public input.

UPCOMING Events/Meetings

March 27, 2023	Work Session RE: MATIT Coverage Insurance, Admin Policy, Resolution 2008-004 and Hall addition discussion	6:00 PM Town Hall
March 28, 2023	Closed Work Session RE: Employee Appraisal	5:00 PM Town Hall
April 10, 2023	Annual Township Association Dinner/Meeting	5:00 PM Balsam Town Hall
April 12, 2023	Regular Board Meeting	7:30 PM Town Hall
April 26, 2023	P and D Board Meeting	7:30 PM Town Hall
April 27, 2023	Local Board of Appeal & Equalization	9:00 AM Town Hall

Adjourn

There being no further business to come before the Board, a motion was made by Supervisor Shack and seconded by Supervisor Davies to adjourn the meeting at 8:28 PM.

Prepared by: 
Lori Kent, Clerk

Signed by: 
Peggy Clayton, Chair

