

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Harris Township SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor/VC Mike Schack 340-8852
Supervisor A vacant
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk vacant 244-1811

harristownshipclerk@gmail.com

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 MARCH 24, 2021

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

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

Approve the Minutes

February 24, 2021 P & D Board Meeting Minutes

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the February 24, 2021 P & D Board Meeting Minutes. Motion carried.

March 5, 2021 Treasurer and Maintenance Employee Appraisals, and Boat Landing Work Session Minutes (tabled from March 10, 2021 Regular Meeting)

A motion was made Supervisor Gilbert and seconded by Supervisor Schack to approve the March 5, 2021 Treasurer and Maintenance Employee Appraisals, and Boat Landing Work Session Minutes. Motion carried.

March 15, 2021 Supervisor and Clerk Vacancy Work Session Minutes

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to approve the March 15, 2021 Supervisor and Clerk Vacancy Work Session Minutes. Motion carried.

Additions and Corrections

Madam Chair Clayton requested that American Rescue Act Plan Fund be added to the agenda under New Business-12E, and Stony Point Mailbox be added under Roads-6G.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to add American Rescue Act Plan Fund under New Business-12E, and Stony Point Mailbox under Roads-6G and approve the rest of the Agenda. Motion carried.

Business from the Floor

There was no business from the floor.

Consent Agenda

March 10, 2020 Annual Meeting Minutes

A motion was made Supervisor Kelley and seconded by Supervisor Schack to accept the minutes of the March 10, 2020 Annual Meeting. Motion carried.

Roads

LRIP Grant Update

Supervisor Kelley stated he received an email from the State regarding the LRIP Grant. De to an overwhelming application response received, the review/notification period was extended to June 2021 from

May 2021. The State received 431 applications. Supervisor Kelley will continue to update the Board on the LRIP Grant status as necessary.

Casper Construction 2021 Grading Proposal

Supervisor Kelley recommended the Board accept the Casper Construction 2021 Grading Proposal of \$190.00/hour for grading, and \$150.00/hour for mobilization (if required).

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Casper Construction 2021 Grading Proposal of \$190.00/hour for grading, and \$150.00/hour for mobilization (if required). Motion carried.

Dust Control

Supervisor Kelley told the Board that he contacted Dust B Gone, which the township did contract with in 2020. They would charge \$3,650/mile for dust control application vs. the County rate of \$2100/mile. The difference in price is due to a heavier product application of .30 for Dust B Gone vs. a lighter product application of .18 for the County. As per Supervisor Kelley the Dust B Gone application could last all season. Discussion followed. Supervisor Kelley will do further checking to see if there could be a .24 vs .30 product application provided by Dust B Gone, which would bring their price down.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to table this item to the April 28, 2021 P and D Meeting. Motion carried.

Annual Snowplow Contract

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to table the Annual Snowplow Contract to the April 28, 2021 P and D Meeting, until such time the Board has further information on the Dust Control Contract. Motion carried.

Road Inspection Report of March 14, 2021

Supervisor Gilbert reviewed the March 14, 2021 Road Inspection Report. Not a lot of changes in the roads with the exception of some potholes starting to develop on some roads. Overall, roads are in pretty good shape!

A motion was made by Supervisor Kelley and seconded by Chair Clayton to approve the Road Inspection Report of March 14, 2021. Motion carried.

Road Vacate

Chair Clayton provided an "fyi" on an upcoming road vacate at 28955 Sunny Beach Road. The constituent wants to divide two pieces of property. Chair Clayton will need Board approval to start the process with the Township Attorney, Andy Shaw.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to authorize Chair Clayton to begin discussions regarding the road vacate, with the township paying for their share of the vacate process, and the constituent paying their share of the vacate process. Motion carried.

Stony Point Mailbox:

Supervisor Kelley reported that he received an email and pictures from a constituent on Stony Point Road, stating that her Manneys Shopper receptacle was damaged, and her fire number sign was bent by the county snowplow. Supervisor Kelley and County Foreman did visit the site. In looking over the Manneys Shopper receptacle damages, and the fire number sign, it was determined that the county snowplow did not hit/damage either the receptacle or the sign, as they found no evidence to support or back up the constituents claim.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to have the Clerk send a letter to the constituent advising her of the Township/County findings. Motion carried.

Recreation

Park and Cemetery Inspection Report for February 2021

Chair Clayton reviewed the Park and Cemetery Inspection Report of February 2021. Skaters still took to the ice at both rinks, until the later part of February. Volunteers continued to clean off the ice when needed.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Park and Cemetery Inspection Report for February 2021. Motion carried.

Trails Task Force

Supervisor Schack reported on the February 11, 2021 Trails Task Force Meeting. The season was short and sweet. Mt Itasca had a good year. There were some snowmobiles trespassing on mining land. The bike trail at Tioga is closed, and no word yet on when it will reopen. The Trails Task Force is moving into the ATV season.

Correspondence

There was no correspondence.

Town Hall

Hall Occupancy Rating

Chair Clayton reported that Travis Cole, Grand Rapids Fire Chief was able to provide a rating occupancy for the Harris Town Hall, for both seating (only), and tables/chairs. The maximum seating for the hall would be 120, under normal circumstances. With the Governor orders of hall openings, events, meetings, etc. the percentage of seating arrangements vary.

Chair Clayton will do further digging to obtain information on the occupancy rating for meetings, as the current order does not state % of occupancy but addresses social distancing guidelines. Under this same order, it does address hall events/rentals % of occupancy but does not address social distancing. At any rate when the hall does open for events, etc., the Board already has the required Preparedness Plan in place.

A motion was made Supervisor Kelley and seconded by Chair Clayton to table this item to the April 14, 2021 Regular Meeting, when further information will be presented so the Board can make a determination on opening the hall for rentals. Motion carried.

Maintenance

Maintenance Report for February 2021

Supervisor Schack reviewed the Maintenance Report for February 2021. Maintenance has been busy with a variety of tasks involving all the township properties, which are included in the report.

Chair Clayton stated that Personnel Dynamics was contacted regarding the temporary maintenance help needed for 3 weeks in May 2021, to help with maintenance at the cemetery. This information was also placed on the FB page.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Maintenance Report for February 2021. Motion carried.

Fence at Mishawaka Landing

Supervisor Schack told the Board that he received a call regarding the fence at Mishawaka Landing. The owner, next to the landing, inquired about the fence bordering the landing and his property. The fence is in shambles! The fence is owned by the township. Discussion held on replacing, tearing down the fence. Supervisor Schack will meet with the property owner to discuss the plan of action on the fence, as the property owner was not opposed to helping out monetarily. Further information will be provided by Supervisor Schack at a future board meeting.

Old Business

Harris Township Supervisor A Vacancy and Clerk Vacancy

Chair Clayton advised the Board that the Supervisor A vacancy, and the Clerk vacancy have been posted on FB, the township website, and published in the Herald Review. Resumes will be accepted for both positions until April 1, 2021.

Chair Clayton read the letter of resignation of Ken Haubrich, Supervisor A, which was effective March 1, 2021, and the letter of resignation for Roxanne Christie, Clerk, effective March 7, 2021. Chair Clayton recognized Ken for his 6 years on the board and his expertise with roads, and maintenance.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to accept the resignation of Ken Haubrich, Supervisor A. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to accept the resignation of Roxanne Christie, Clerk. Motion carried.

Letter of Support to DNR

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Letter of Support for DNR ramp access assistance at the boat landings in Harris Township. Motion carried.

Updated Treasurer Job Description-Appendix D

Chair Clayton stated that some changes were made in the Treasurer job description during her performance appraisal held on March 5, 2021 and these changes have been incorporated.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the updated Treasurer Job Description (Appendix D) and add it to the Administrative Policy. Motion carried.

New Business

Annual Township Meeting Donation Recommendations

- Itasca County Fair Board

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to approve the recommendation of a \$1,000 donation from the constituents during the March 9, 2021 Annual Meeting. Motion carried.

- Itasca County Historical Society

A motion was made by Supervisor Kelley and seconded by Chair Clayton to approve the recommendation of a \$3,253 donation from the constituents during the March 9, 2021 Annual Meeting. Motion carried.

- City of Grand Rapids

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the recommendation of no donation for fireworks from the constituents during the March 9, 2021 Annual Meeting.

- First Call for Help/2-1-1

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the recommendation of a \$1000 donation from the constituents during the March 9, 2021 Annual Meeting. Supervisor Kelley stated that he believed this \$1,000 donation should be coming out of the 2022 adopted budget.

May 10, 2021 Regular Board Meeting Pay Requests-Bills

Treasurer Kopacek requested that the billing/claims list cut off for the May 12, 2021 board meeting be adjusted to Wednesday, May 5th vs the Friday, May 7th cut off, due to a planned vacation with her family. The board had no issues or concerns with this adjustment.

2020-2022 (updated) MowDaddy Mowing Contract

Chair Clayton stated that the current MowDaddy contract needed to be amended to include the mowing of the Service Center, Wendigo Picnic Park, and the boat landings. MowDaddy took over the mowing of those properties last August 2020, and the cost of \$300 associated with the respective mowing needed to be added to the contract. Jim Talonen was in agreement with the \$300 amount.

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the amended MowDaddy Contract for 2020-2022, to include the \$300.00 for the mowing of the Service Center, Wendigo Picnic Park and the boat landings. Motion carried.

Rezone Request

Chair Clayton reported that she was contacted by a realtor regarding his clients who own 160 acres in Harris Township, and are looking to rezone a parcel off on Hwy 169 from residential to commercial. Supervisor Clayton directed the realtor to the Environmental Services Department to start the process of a rezone application. This was just an "fyi" for the board.

American Rescue Plan Act Funding

Chair Clayton told the board that she was invited to attend a zoom session on March 16, 2021 regarding the American Rescue Plan Act Funding. The funding is part of the \$1.9 trillion package signed by President Biden. Sixty-five billion (\$65B) is allocated to cities through a modified community development block grant. Eligible uses are revenue replacement, investments in water, sewer, broadband infrastructure, tourism, and entertainment.

Harris Township is slated to get approximately \$370,000. The first installment is due to be sent sometime in June 2021, with the second and final installment to be sent 12 months from the date of the first installment. The spending deadline is December 31, 2024.

There will be additional zoom sessions to provide more information to cities, counties and townships.

Discussion held on revenue replacement lost with the hall being closed to renters, etc. The board discussed scheduling a work session to possibly include Sarah Carling, CEDA to advise us as we move forward. Chair Clayton will provide further information as it comes into play.

Bills

Approve the Payment of Bills

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the payment of bills-claims #20024 through #20036, and EFTs #3242101 through #3242110 in the amount of \$20,299.40. Motion carried.

Claim #20228 in the amount of \$1,000 was pulled from the claims list.

Public Input

Chair Clayton reminded the viewing audience that the township is looking for temporary maintenance help for 3 weeks in May 2021 to help with maintenance at the Cemetery. Those interested can contact Personnel Dynamics.

Also mentioned was the accepting of resumes until April 11, 2021 for both the Supervisor A vacancy, and the Clerk vacancy. Those interested can send their resume, and/or obtain the job description for either position, via the Clerk email: harristownshipclerk@gmail.com

Chair Clayton addressed the question raised at the March 10, 2021 Board Meeting regarding the buy back of cemetery sites and who pays for the filing fee. When an individual purchases a cemetery site, they pay the filing fee. Chair Clayton reiterated that the filing fee for a cemetery buy back is paid for by the township, so it is recorded properly. This same process has been followed prior to 2003.

UPCOMING Events/Meetings

April 14, 2021	Regular Meeting	7:30 pm Town Hall
April 28, 2021	P and D Meeting	7:30 pm Town Hall
April 29, 2021	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 Schack and seconded by Supervisor Gilbert to adjourn the meeting at 8:26 pm.

Prepared by:


Peggy Clayton, Acting Clerk

Signed by:


Peggy Clayton, Chair