

Madam Chair Peggy Clayton  
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# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Supervisor VC Mike Schack 340-8852  
Supervisor Ryan Davies 929-0610  
Supervisor Dan Gilbert 259-4967  
Supervisor Jim Kelley 327-0317  
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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](http://www.harristownshipmn.org)

**November 3, 2022**

**Work Session Re: Maintenance, ElderCircle, Mowing Contract, Clerk, AT&T-Verizon, Paul Bunyan  
5:30 pm Town Hall**

**Present:** Madam Chair Peggy Clayton, Supervisors Schack, Davies, Gilbert & Kelley

Pledge to the Flag was conducted.

### **ElderCircle**

Chair Clayton stated that ElderCircle contacted her and said that they received funding for a response recovery and rebuilding of the senior community centers in the area, and they are looking to rebuild community centers with maybe an updated TV etc. They wanted to meet at the Town Hall to see what, or if there any needs of the Township. Chair Clayton will be meeting with Elder Circle on Friday, November 4, 2022 at the hall.

Chair Clayton stated that there was no dollar amount provided from Elder Circle as to how much the township would be awarded. Updating the current water fountain was discussed. There are newer water cooler systems which allow for filling of water bottles, glasses, etc, directly from the system. The old water fountain would be removed and the new system could be placed in that same area. Chair Clayton will provide Information to the board after the meeting with ElderCircle on Friday.

### **Culvert Policy and Order Form**

Chair Clayton reviewed the culvert order form with the board. Chair Clayton did provide information that she received from another township, and the County, regarding the township providing one free culvert to a resident, and that at that same time the township should be asking (the resident) if they have a building permit, and obtaining the permit number. She also mentioned that the board needs to implement a system to record where our culverts are located on the township roads. Implementing the culvert order form would provide us the information on driveway culverts, etc. Discussion was held on maintenance implementing an Excel spreadsheet on culvert locations. Supervisor Kelley will contact the GIS Dept with the County, as GIS has a specific tool to locate road/culverts, etc.

The culvert policy was reviewed. Currently any new access off of a township road or in a platted development in the township needs approval by the board. Discussion held on how the township handles a resident requesting an additional culvert and if the township would purchase that culvert for them. The response was yes, the township would order the culvert, but the landowner would need to pay for the additional culvert.

Discussion held on when the Township provides a (free) culvert to a landowner and delivers that culvert, it's the landowners responsibility to have it installed properly. The board discussed having a time frame in place for installation. It was decided that it's the landowners responsibility to have the culvert installed properly "within 10 days". The culvert policy will be updated to denote that change and will come forward to the board for final approval.

## **Mowing Contract**

The mowing contract was discussed, with regard to the latest contract pricing for the township properties. Over a year ago, the Board had added additional mowing to the contract at the Service Center, Woodtick Landing, Casper Landing, Wendigo Picnic Park, LaPlant Landing, and Mishawaka Landing, for a total of \$300.00. In the spring of 2022 the mowing contractor increased the price for mowing at the cemetery by \$35.00. After discussion it was decided that the maintenance staff could take over the mowing of the Service Center, Woodtick Landing, Casper Landing, Wendigo Picnic Park, LaPlant Landing, and Mishawaka Landing, which would then be removed from the upcoming contract.

The Township will go out for bids on the mowing contract for 2023, with the contract to be in place for 2 years. This item will be placed on the agenda.

## **Maintenance**

At the previous direction of the board, Chair Clayton and Supervisor Schack met with Marlin Herbert, and offered him the regular part-time maintenance employee position, with a start date of December 1, 2022, at \$19 per hour. During the course of the winter the employee will be on-call, coming in when there is snow to plow, rinks to be cleaned off, etc. Any training that is needed will be provided to the temp employee.

## **Paul Bunyan**

Chair Clayton advised the board that all drop permits were sent into Paul Bunyan. The Paul Bunyan rep, who is working with Chair Clayton, will advise her when and/or if work will begin this construction season. The Paul Bunyan rep felt confident that work would begin and a priority was placed on getting the Town Hall completed first. Further information will be provided, as the Chair receives it.

## **AT&T – Verizon**

Chair Clayton reviewed the information that she received from Verizon regarding the public safety/frontline plan, and stated it is comparable with what AT&T offers with FirstNet. Both offer the \$39.99 costs for phones, provide free phones, etc. The current phone plan through Verizon for the three employees with cell phones is approx. \$48 per month per phone. The phones being offered at \$39.99, including tax, would be approx. \$46, which is a difference of \$2.00. AT&T would provide the iPhone 12, while Verizon would provide the iPhone SE, (which is comparable to the iPhone 12). Discussion held on the need of even making a change in the three employees phone plans. Before any decision is made, further information is needed from Verizon. Chair Clayton will contact the Verizon rep and provide further information to the board

## **Clerk**

Chair Clayton was contacted by another township Clerk who would be interested in providing Clerk duties to the board. Those duties would be providing and completing minutes for board meetings, work sessions, completing the agenda and agenda packets, uploading etc. (It would not be in the capacity of hiring a permanent Clerk). There would not be any training involved, as she is already a Clerk in another township. Discussion held. A few of the board members felt strongly on hiring the individual who would be willing to take on all of the duties versus hiring someone who would complete some of the duties (which would place the Chair in the position of having to fill-in the areas not being completed.)

Considerable discussion followed, with the decision made to offer the Clerk position to the individual who would take on all duties. Chair Clayton will make contact with both individuals and offer the Clerk position, as per board direction.

There being no further business, a motion was made by Supervisor Kelly and second added by Supervisor Davies to adjourn the meeting at 7:00pm.

Submitted by:

  
Peggy Clayton, Interim Clerk

  
Peggy Clayton, Chair

