

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 Vacant 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](http://www.harristownshipmn.org)

## **REGULAR BOARD MEETING NOVEMBER 9, 2022 MINUTES**

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

**Absent:** Supervisor Kelley

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

### **Approve the Minutes**

#### **Minutes of October 12, 2022 Regular Board Minutes**

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the minutes of the October 12, 2022 Board Meeting. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

#### **Minutes of October 24, 2022 Work Session Re: Maintenance, Sharepoint, FirstNet, Mediacom, and Isleview Road**

Motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the minutes of the October 24, 2022 Work Session Re: Maintenance, SharePoint, FirstNet, Mediacom, and Isleview Road. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

#### **Minutes of October 27, 2022 Emergency Meeting**

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the minutes of the October 27, 2022 Emergency Meeting. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

#### **Minutes of November 3, 2022 Work Session Re: Cell Phone Provider, Maintenance, Clerk, Paul Bunyan/Mediacom, Culvert Order Form & Policy, Mowing Contract, and ElderCircle**

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the November 3, 2022 Work Session Re: Maintenance, ElderCircle, Mowing Contract, Clerk, AT&T – Verizon, Culvert Policy and Order Form, and Paul Bunyan. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

## **Additions and Corrections**

Madam Chair Clayton requested to add Harris Township-Wendigo Park Road to 10 E. Schedule Work Session.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to add Harris Town Road-Wendigo Park Road to 10 E (schedule work session) and approve the rest of the regular agenda. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

## **Business from the Floor**

There was no business from the floor.

## **Consent Agenda**

**Wiedenhof Cemetery Deed**

**Whirley Cemetery Deed**

**Maki/Ellen Cemetery Deed**

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the Consent Agenda, as delineated above. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

## **Roads**

### **Sunny Beach Road Reclamation SAP**

Chair Clayton stated that the Letter of Transmittal From Braun Intertec is report #6. This is informational.

### **Sunny Beach Road Pay Request #4**

Chair Clayton stated that this is informational. On the field compaction report, (test number 7), there was one small spot that did not pass, due to the soil being very dry. That test result varied from 2 to 4% below. There will be a 20% deduction, or \$1000, from the total due .

Chair Clayton also stated that there are some inside corners on Sunny Beach Road that Supervisor Kelly will be talking to the Transportation Department about, so they are aware that when they are plowing they do not create any issues.

### **Sunny Beach Road Census Project Report Part 2**

Chair Clayton stated that this survey is informational only. It is part two of the construction progress reporting survey.

## **Recreation**

There were no items to be discussed under recreation.

## **Correspondence**

**Network Opportunity Minutes of September 28, 2022**

Informational only.

## **Krumrei Conditional Use Permit**

On October 18, 2022, the County Board unanimously approved the conditional use permit for Krumrei, as recommended by the Planning Commission. Chair Clayton stated that this is informational only.

**Old Business**  
**Mowing Contract**

Chair Clayton stated that at the November 3, 2022 work session, there were some minor changes made to the draft “lawn care and ground maintenance contract” (remove mowing at all of the landings and the service center) as noted in the draft. The board will need to decide when to open up for bids, and also a deadline date to accept bids. A work session will also need to be scheduled in the near future. Short discussion followed.

It was the consensus of the board to move this item to the ‘schedule work session” under 10E.

**New Business**  
**Resolution 2022-021 Culvert Policy (amended)**

Chair Clayton read Resolution 2022–021 Re: Culvert Policy, in it's entirety.

Roll call: Supervisor Gilbert-yes, Supervisor Davies-yes, Supervisor Schack-yes, Chair Clayton-yes, Absent-Supervisor Kelley.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2022–021 Re: Culvert Policy. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

**Culvert Order Form**

Supervisor Schack stated that the (draft) culvert order form was pulled together, and discussed at the November 3, 2022 work session. The board added “building permit information”.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the culvert order form. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

**New Clerk**

Chair Clayton stated that an interview was conducted with Loretta Kent for the Clerk position and the board offered her the position.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the hiring of Loretta (Lori) Kent as the Clerk, effective March 8, 2023. The “oath of office” will be administered at that time.

The board welcomed Lori, who was in the audience, as the new Clerk!

**Paul Bunyan**

Chair Clayton stated that the board approved moving forward with Paul Bunyan, at the emergency meeting held on October 27, 2022. Drop permits were completed and sent in for all four locations (Harris Town Hall, Harris Service Center, Wendigo Park, and Crystal Park). Business applications were also completed and sent. Paul Bunyan has already completed trenching at the hall. The Town Hall is a priority over the other 3 locations. The Chair will provide further information as Paul Bunyan moves forward.

**Schedule Work Session Re: Paul Bunyan, Isleview Road, AT&T-Verizon, ElderCircle, Mowing Contract, Land Sale, Harris Town Road – Wendigo Park Road**

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to schedule a work session for Monday, November 28, 2022 at 5:30 pm at the hall regarding Paul Bunyan, Isleview Road, AT&T/Verizon, ElderCircle, mowing contract, land sale, and Harris Town Road-Wendigo Park Road. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

## **2022 CliftonAllenLarson LLP Audit Agreement**

Treasurer Kopacek reviewed the Master Services Agreement between Harris Township and CliftonLarsonAllen LLP for audit services. Everything in the agreement is pretty standard, and the agreement will continue for five years out, from October 31, 2022, unless terminated earlier by giving appropriate notice.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve the Master Services Agreement between Harris Township and Clifton Larson Allen LL, effective October 31, 2022 and to continue for five years. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

Treasurer Kopacek reviewed the Statement of Work – Audit Services between Harris Township and CliftonLarsenAllen LLP for the year ended December 31, 2022. This contract covers the fee schedule. Treasurer Kopacek noted that the only change in fees will be an additional charge of \$1000 for software usage of up to 10 leases to implement GASB 87, plus \$250 per hour of assessing leases within the Town (plus a 5% technology and client support fee). Treasurer Kopacek explained that Harris Township does not actually have any leases in place, but was going to follow up on the lease agreement that is utilized for Hall rentals.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve the Statement of Work – Audit Services between Harris Township and CliftonLarsonAllen LLP for the year end of December 31, 2022. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

### **Treasurer's Report – October 1, 2022 Approve Treasurers Report**

Treasurer Kopacek reviewed the Cash Control Statement/Treasurer Report showing an ending balance of \$2,615,455.60. She also reviewed the outstanding checks and deposits in the report totaling \$69,092.98, and Schedule 1a, which is the statement of receipts, accrued interest, disbursements, and balances, also ending in \$2,615,455.60.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Treasurers Report in the amount of \$2,615,455.60. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

### **Approve the Payment of Bills**

Treasurer Kopacek presented the October 1, 2022 Claims List for approval, totaling \$51,150.31. Treasurer Kopacek also reviewed the additional transactions with regard to CenturyLink (incorrect and correct billing amounts).

The Treasurer will make a change in the line item description for MATIT to denote that it's Workers Compensation, and not property insurance (that is on the claims list to be paid).

A motion was made by supervisor Davies in seconded by Chair Clayton to approve claims #20729 through #20758, EFT's 1192201 through 1192206, EFT09282201 and EFT103122201, in the amount of \$51,150.31. Ayes-4, Nays-0; Absent Supervisor Kelley. Motion carried.

### **Public Input**

There was no public input.

**UPCOMING Events/Meetings**

- |                     |                              |                   |
|---------------------|------------------------------|-------------------|
| November 14, 2022   | Board of Canvass             | 5:30 pm Town Hall |
| November 14, 2022   | Township Association Meeting | 7:00 pm Town Hall |
| ➤ November 22, 2022 | P and D Board Meeting        | 7:30 pm Town Hall |
| November 28, 2022   | Board Work Session           | 5:30 pm Town Hall |
| ➤ December 14, 2022 | Regular Board Meeting        | 7:30 pm Town Hall |
- Special Note: November P and D Meeting will be held on Tuesday, November 22, 2022 instead of Wednesday, November 23, 2022, due to Thanksgiving week!
- Special Note: There will not be a P and D Meeting on December 28, 2022.

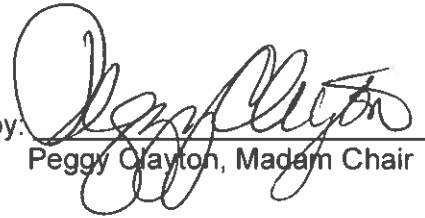
**Adjourn**

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 8:12 PM.

Prepared by:

  
Peggy Clayton, Interim Clerk

Signed by:

  
Peggy Clayton, Madam Chair

