

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

# 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)

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

[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

## REGULAR BOARD MEETING SEPTEMBER 14, 2022 MINUTES

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

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

### **Approve the Minutes**

#### **August 10, 2022 Regular Board Meeting Minutes**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the August 10, 2022 Regular Board Minutes. Ayes-5; Nays-0. Motion carried.

#### **August 31, 2022 Work Session Minutes Re: Boat Landings, Cemetery Equipment, Town Hall, Isleview Road, and Maintenance**

A motion was made by Supervisor Kelley, and seconded by Supervisor Schack to approve the August 31, 2022 Work Session Minutes Re: Boat Landings, Cemetery Equipment, Town Hall, Isleview Road, and Maintenance, with the correction to the minutes pertaining to "rubber-track and not rubber-tire". Ayes-5; Nays-0. Motion carried.

### **Additions and Corrections**

Chair Clayton requested to add "lighting at boat landings" under Recreation as 7C. Supervisor Schack requested adding "additional road information" under Roads as 6E.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to add boat landings under Recreation as 7C, and additional road information under roads as 6E, and approve the rest of the Regular Agenda. Ayes-5; Nays-0. Motion carried.

### **Business from the Floor**

#### **Sunny Beach Road Parcel Split**

Mike Andrews, Grand Rapids, represented Mike Erickson regarding a minor subdivision. Mike Erickson is looking to divide a 5 acre parcel on the east end of Sunny Beach Road. Because there has already been splits on the government lot, Mike has to create a minor subdivision to create two parcels as indicated in the survey (in the packet).

Mike Erickson is requesting a letter from Harris Township regarding accesses of the parcels which are located directly on Sunny Beach Road. Discussion followed

Mike Andrews provided some wording to put in a letter regarding engineering data and road design, from the application. Environmental Services stated that the Board was required to approve the accesses from a publicly maintained road (split into 2 parcels). Discussion followed.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve sending a letter in support of the minor subdivision request. Ayes-5; Nays-0. Motion carried.

### **Airport Road**

Tom Neustrom, Airport Road, Grand Rapids, came before the board, on behalf of himself and other residents living on Airport Road requesting some type of support regarding the trucks that are hauling and going in and out of the Hammerlund gravel, pit off of Airport Road. There are an excess of 40+ trucks going in and out of the pit and all are driving over the speed limit. This is creating a safety hazard for those living on that road. Tom asked if the board would send a letter requesting that Casper Construction respect the speed limit/slow down on that road and/or possibly use the exit and entrance off of Harris Town Road to Hwy.169. Tom was reminded that Airport Road is a county road, therefore, there is not a lot the township can do, other than reminding the truck drivers to slow down on the road. Discussion followed. Tom had suggested the board make a motion to show their support.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to send a letter on behalf of the constituents living on Airport Road, to Casper Construction, to respect the speed limit/slow down for those trucks traveling in and out of the Hammerlund gravel pit and/or use the entrance/exit off of Harris Town Road to Highway 169, more often. Ayes-5; Nays-0. Motion carried.

### **Consent Agenda**

There were no items on the Consent Agenda.

### **Roads**

#### **Storm Damage Reporting**

Supervisor Schack stated that meetings regarding both May and June storm damages continue to take place with FEMA. Itasca County was declared a disaster (weather), therefore, all (damage) expenses incurred will be reimbursed to the township by FEMA.

#### **Sunny Beach Road**

Supervisor Kelley reviewed the Sunny Beach Road pre-construction conference minutes (included in the packet). Road work will begin on September 15<sup>th</sup> and providing there are no surprises, will be completed by October 15, 2022. The first step will be installing 2" of class 5, followed by culvert replacement. Road closure signage will be placed in specific areas, as work progresses. Chair Clayton has already posted road construction information on FB, and she will be update as necessary.

#### **Bayview Road Update**

Supervisor Kelley provided further information on the Bayview Road vacate. Schwartz has already added 4" of gravel, and small pines are to be removed. The board discussed getting Andy Shaw (township attorney) on board and involved in the road vacate. The Chair will contact Mr. Shaw, and Supervisor Kelley will contact Randy Helmbrecht.

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to authorize Chair Clayton to contact Andy Shaw regarding the road vacate, paperwork, etc. Ayes-5; Nays-0. Motion carried. Supervisor Kelley will advise Mr. Helmbrecht of the board decision.

#### **Woodtick Landing Quotes**

At the August 31, 2022 Board Work Session, a motion was made to approve the Hawkinson Construction quote in the amount of \$18,884.00, and the Casper Construction quote in the amount of \$10,740.00, for Woodtick Landing.

A motion was also made by Supervisor Davies and seconded by Supervisor Gilbert to approve the Hawkinson Construction quote in the amount of \$18,884.00, and the Casper Construction quote in the amount of \$10,740.00. Ayes-5; Nays-0. Motion carried.

### **Additional Road Work**

Supervisor Schack reported that Bergen Inc. has started their sealcoating/crack sealing of the (previously specified) roads within the township.

The maintenance crew has been busy trimming trees (in the ditches/ROW) on township roads, therefore, Supervisor Schack is reminding those traveling on the township roads to slow down and adhere to the safety cones in place, on the roadways.

### **Recreation**

#### **Town Hall Lease Agreement & Policy**

Chair Clayton reviewed the changes in the Town Hall Lease Agreement and Policy which the board recommended at their August 31, 2022 work session, effective October 1, 2022, as follows:

- Resident rental fee will be \$100/damage deposit \$100
- Non-resident rental fee will be \$200/damage deposit \$200
- All holiday rentals will be an additional \$100 (on top of their rental fee)
- Hall will be open until 9:00 pm for all hall rentals, excluding board meetings
- Proof of residency will be required for all rentals
- Only one (1) day rentals will be allowed

These changes came about due to the continued issues with hall rentals.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the changes in the Town hall lease agreement and policy, effective October 1, 2022. Ayes-5; Nays-0. Motion carried.

#### **Mishawaka/Woodtick Landings Update**

Supervisor Davies provided an update on Mishawaka and Woodtick Landings. The board will move forward with work at Woodtick landing, which will also coincide with road work on Sunny Beach Road. Additional parking spots, and clean up at the landing will take place. The Board will hold off on work on Mishawaka landing work until 2023. This will allow for the potential of grant opportunities for Mishawaka Landing, and will coincide with Mishawaka Shores work.

#### **Lighting at Boat Landings**

Supervisor Gilbert received a constituent request on lighting at one of the boat landings. It is difficult to see the boat landings in the evening (when landing watercraft) and having lighting at all landings would be a great safety feature, as per Dan. Discussion followed.

A motion was made by Chair Clayton and seconded by Supervisor Kelley to authorize Supervisor Gilbert to obtain quotes on solar lighting for the boat landings, and to also check with the DNR to see if lighting could be obtained through them. Ayes-5; Nays-0. Motion carried.

### **Correspondence**

#### **Township Association Minutes of August 24, 2022**

Informational only.

### **Old Business**

#### **CW Technology One Drive Project Update**

Chair Clayton provided information of SharePoint/One Drive discussions. The Administrator (Chair) and Clerk were "locked down" as far as uploading documents. Supervisors were also "locked down" on having access and search capabilities. Chair Clayton also let the board know that folders will be set up and suggested the following as folders: agenda, agenda packet, board minutes, work session minutes, annual meeting minutes, board of appeal minutes, resolutions, contracts, as a start. She had suggested the board come up with other folders etc. they would like to see set up. Discussion followed. This item will be added to the next scheduled work session.

## **New Business**

### **Schedule Fall Road Tour and Township Properties**

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to schedule the Fall Road Tour and Township Properties for Saturday, October 22, 2022 at 8:00 am, departing from the town hall. Ayes-5; Nays-0. Motion carried.

### **Schedule Work Session Re: Isleview Road, Boat Landings, Maintenance, Caretaker/Sexton, and Land Sale**

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to schedule a work session Re: boat landings, land sale, maintenance position, caretaker/sexton position, clerk, AREMA, and Isleview Rd for Monday, September 19, 2022 at 6:00 pm at the town hall. Ayes-5; Nays-0. Motion carried.

### **Caretaker/Sexton Job Description**

Chair Clayton reviewed the changes in the Caretaker job description, and the Sexton job description. The changes in both job descriptions came about over the course of the last six months with regard to duties.

Chair Clayton also discussed getting the position ready to be posted as it will be vacated by the end of December. The Caretaker/Sexton will be resigning at that time.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the changes in the job description of the Caretaker/Sexton, and to move forward with the getting the posting of the Caretaker/Sexton position ready, so that it can be (hopefully) filled by December. Ayes-5; Nays-0. Motion carried.

### **Resolution #2022-018 2023 Levy Certification**

Chair Clayton read Resolution #202-018 Re: Adopting the Levy Collectable in 2023 for \$1,126,253.00, in its entirety.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution #2022-018 2023 Levy Certification for \$1,126,253.00. Roll Call: Ayes-5; Nays-0. Motion carried.

### **Treasurer's Report**

A motion was made by Chair Clayton and seconded by Supervisor Schack to approve the Treasurers Report for August 2022 in the amount of \$2,758,451.25. Ayes-5; Nays-0. Motion carried.

### **Payment of Bills**

Discussion on invoice from VC3, Inc. in the amount of \$700.00 for foundational security and cyber liability insurance set up, and configuration. Chair Clayton will check on what originally was proposed by CW Technology as there were some areas that the board did not need. The board also paid five years in advance for antivirus and Microsoft office 365 to Computer Enterprises, so the Chair wants to be sure that the board is not double paying. (Computer Enterprises changed their business make up, and is now called CW Technology.)

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve claims #20671 through #20690, void #20691, and approve EFTs #9142201 through #9142207, and approve EFT #8102208 and #8312201 in the amount of \$25,380.00. (Claim #20689 will be held until further follow up is completed). Ayes-5; Nays-0. Motion carried.

### **Public Input**

No public input.

**UPCOMING Events/Meetings**

September 19, 2022

Work Session Re: Landings, Land Sale, Clerk, Caretaker/Sexton, AREMA, Isleview Rd, Maintenance,

September 28, 2022

SharePoint/One Drive 6:00 pm Town Hall

October 1, 2022

P and D Board Meeting 7:30 pm Town Hall

October 10, 2022

Township Legal Seminar 9:00 am Cotton T. Hall

October 12, 2022

Township Association Mtg 7:00 pm Town Hall

October 22, 2022

Regular Board Meeting 7:30 pm Town Hall

October 26, 2022

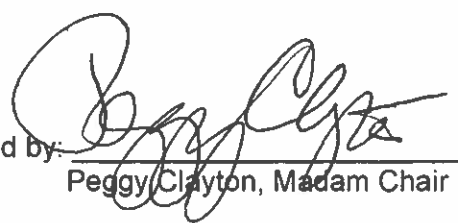
Fall Road Tour/T. Properties 8:00 am Town Hall

P and D Board Meeting 7:30 pm Town Hall

**Adjourn**

There being no further business to come before the Harris Town Board, a motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the meeting at 8:37 pm.

Prepared by:   
Peggy Clayton, Interim Clerk

Signed by:   
Peggy Clayton, Madam Chair