

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 Ryan Davies 929-0610  
Supervisor Dan Gilbert 259-4967  
Supervisor Jim Kelley 327-0317  
Treasurer Nancy Kopacek 398-3497  
Clerk Beth Riendeau 244-1811  
[harristownshipclerk@gmail.com](mailto: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](http://www.harristownshipmn.org)

## REGULAR BOARD MEETING December 8, 2021 AT 7:30pm MINUTES

**Present:** Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley; Treasurer Kopacek; Clerk Riendeau

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

### **Approve the Minutes Minutes of November 10 2021 Regular Meeting**

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to approve the minutes of the November 10, 2021 Regular Meeting. Motion carried.

### **Minutes of November 29, 2021 Boat Landings, Land, ARPA, Public Survey, City of Grand Rapids & Grant Application Work Session**

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 29, 2021 Boat Landings, Land, ARPA, Public Survey, City of Grand Rapids & Grant Application Work Session. Motion carried.

### **Minutes of December 2, 2021 Employee Performance Appraisals with Maintenance Employee, Treasurer, Clerk and Caretaker/Sexton Closed Work Session**

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the minutes of the December 2, 2021 Employee Performance Appraisals with Maintenance Employee, Treasurer, Clerk and Caretaker/Sexton Closed Work Session. Motion carried.

### **Additions and Corrections Nothing at this time.**

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Regular Agenda. Motion carried.

### **Business from the Floor Resolution and Agreement Granting Permits (Cable Service) / Beth George**

Beth George from ICTV spoke about the Resolution and Agreement Granting Permits. The suggestion was made to send this agreement to the township Attorney Andy Shaw so he can make contact with Brian Bissonnette at Paul Bunyan and Teresa Sunday at Mediacom to start the conversation of granting the Line Extension Agreement.

Madam Chair Clayton will send the updated Resolution and Agreement Granting Line Extension Permits Authorizing the Provision of Cable Service to Attorney Shaw so he can review the updates and draw up the official Resolution.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to authorize Madam Chair Clayton to send and discuss the Resolution and Agreement Granting Permits with Attorney Shaw. Motion carried.

## **Township Feedback Survey**

Madam Chair Clayton spoke about the Township Survey which is scheduled to close on December 10, 2021. There were 22 constituents that completed the Survey. Discussion followed regarding adding the Township Feedback Survey in the next Newsletter.

## **Consent Agenda**

### **Itasca County Township Association 2022 Meeting Dates**

Madam Chair Clayton shared the dates of the Itasca County Township Association Meeting Dates of 2022. Clerk Riendeau will post the 2022 Meeting Dates on the notice board at the Town Hall.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Consent Agenda. Motion carried.

## **Roads**

### **Road Update**

Supervisor Kelley stated the roads have been plowed and sanded. Supervisor Kelley would like to remind residents to not park on the road when plowing is needed.

## **Recreation**

### **SEH Agreement for Professional Services**

Supervisor Kelley spoke about the Agreement with SEH for Woodtick Boat Landing. The survey and drawing layout will be complete by December 31, 2021. Information will be available for discussion.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to approve and sign the Agreement for Professional Services with SEH. Motion carried.

## **Correspondence**

### **Cable Commission Minutes of September 13, 2021**

Informational

### **Township Association Minutes of November 8, 2021**

Informational

## **Old Business**

### **Blandin foundation Grant Application Update**

Madam Chair Clayton provided an update on the Grant Application which was submitted on November 30, 2021 to the Blandin Foundation. As part of the grant application Madam Chair Clayton did attach a list of the projects the Board would use the grant dollars on (Tennis and Basketball courts and Boat Landings.)

## **New Business**

### **Schedule Work Session re: Landings, Land Sale, ARPA Funds, City of Grand Rapids & Blandin Grant**

Discussion followed on continuing to schedule further work sessions for the purpose of land, landings, City of Grand Rapids, ARPA Funds and a Blandin Foundation Grant.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to Schedule Work Sessions re: Landings, Land Sale, ARPA Funds, City of Grand Rapids & Blandin Grant on December 20, 2021 and January 3, 2022 and January 17, 2022 all at 5pm at the Town Hall. Motion carried. Clerk Riendeau will post work session dates and time on the notice board.

Supervisor Kelley asked if the Board should schedule Budget Work Sessions. Madam Chair Clayton agreed that those should be scheduled as well. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to Schedule Work Sessions re: Budgets on January 13, 20, 24, 25 and 27 of 2022 all at 5pm at the Town Hall. Motion carried. Clerk Riendeau will post work session dates and time on the Notice Board.

## **Caretaker/Sexton Laptop**

Madam Chair Clayton provided a quote for an HP 470 G & 17.3 Notebook for the Caretaker/Sexton for \$2,055.49. Madam Chair Clayton recommended the funds for the laptop be paid from ARPA Funds.

Supervisor Kelley suggested checking with Computer Enterprises to see if they could extend workstation management out five years, which is what we did for the supervisor laptops.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the quote and use of ARPA Funds to purchase the Caretaker/Sexton a laptop and request an extension of five years for workstation mgmt. on the laptop. Motion carried.

**Locked Mailbox**

Supervisor Davies presented a couple of quotes for a new locked mailbox at the Service Center. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Oasis 360 Locking Parcel Mailbox with 2-Access Doors along with a Post Adapter and Mailbox Post for a total of \$208.11. Motion carried.

**Floor Steamer for Town Hall**

Supervisor Davies present a couple of quotes for a new Floor Steamer for the Town Hall. The floor steamer would be for cleaning after Town Hall rental.

Supervisor Kelley stated he had talked to Dorholt's and asked them what their thoughts would be regarding using a steamer on the type of flooring at the Town Hall. Dorholt's did not recommend using steam on the flooring, they did recommend just mopping with a neutral PH cleaner. Discussion followed. After discussion it was decided to not purchase a floor steamer for the hall.

**Resolution #2021-025 re: Winter Burials**

Madam Chair Clayton read Resolution 2021-025 in its entirety:

WHEREAS the Harris Town Board has always had winter burials at the Harris Cemetery; and

WHEREAS the Harris Board updated their cemetery policy on September 22, 2021 to include winter burial rates; and

WHEREAS M.S. 306.99 (Winter Burials) states that each municipal, town, or other cemetery governed by this chapter or other law shall, so far as possible, provide for burials at all times of year including winter. A cemetery may make an additional charge for the actual cost of a burial during difficult weather; and

WHEREAS the Harris Board Winter Burial Rates are in addition to the **regular burial rates** listed in this policy. Winter burial rates are effective as soon as a grave heater is necessary and will remain in effect until May of each year.

THEREFOR NOW BE IT RESOLVED winter burial rates are as follows:

Regular Burial Rates:		Winter Burial Rates:	
Traditional Casket Adult: \$500.00	PLUS	\$1,500.00 =	\$2,000.00
Traditional Casket Infant: \$150.00	PLUS	\$1,500.00 =	\$1,650.00
Cremation: \$125.00	PLUS	\$1,500.00 =	\$1,625.00

THEREFORE NOW BE IT FURTHER RESOLVED, the Harris Town Cemetery winter burials rates will be effective December 13, 2021 until May 1, 2022.

Madam Chair Clayton conducted roll call: Supervisor Kelley, Gilbert, Davies, Schack and Chair Clayton "yes".

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution #2021-025 Winter Burials. Motion carried.

**Audit Firm for Harris Township**

Treasurer Kopacek received contact about a week ago from WIPFLI, the Harris Township Audit Firm. WIPFLI stated that they are not able to complete the 2021 Audit and any future audits for the township. WIPFLI did state they would be available to assist a new Audit Firm with questions. Treasurer Kopacek did contact a couple of audit firms. There is one audit firm that may be able to perform the audit or could possibly recommend another audit firm. Discussion followed. Madam Chair Clayton has reached out to Steve Fenske with MAT and Couri and Ruppe for any recommendations they may have for the township.

**Treasure's report – dated November 1, 2021**

**Approve Treasurers Report**

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the Treasurers Report of November 2021 in the amount of \$1,752,784.43. Motion carried.

**Approve the Payment of Bills**

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the payment of bills claims #20315 through #20334, void #20335, approve #20336 through #20339 and EFT #1282101 through #11232112 in the amount of \$70,114.42. Motion carried.

**Public Input**

There was no Public Input.

**UPCOMING Events/Meetings**

December 20, 2021	Work Session re: Land, Landings, ARPA, City of Grand Rapids & Blandin Grant	5:00pm Town Hall
January 3, 2022	Work Session re: Land, Landings, ARPA City of Grand Rapids & Blandin Grant	5:00pm Town Hall
January 12, 2022	Regular Board Meeting	7:30pm Town Hall
January 13, 2022	Work Session re: Harris Township Budget	5:00pm Town Hall
January 17, 2022	Work Session re: Land, Landings, ARPA City of Grand Rapids & Blandin Grant	5:00pm Town Hall
January 20, 2022	Work Session re: Harris Township Budget	5:00pm Town Hall
January 24, 2022	Work Session re: Harris Township Budget	5:00pm Town Hall
January 25, 2022	Work Session re: Harris Township Budget	5:00pm Town Hall
January 26, 2022	P and D Meeting	7:30pm Town Hall
January 27, 2022	Work Session re: Harris Township Budget	5:00pm Town Hall

**Adjourn**

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Davies to adjourn the meeting at 8:29 pm.

Prepared by: Beth Riendeau  
Beth Riendeau, Clerk

Signed by: Peggy Clayton  
Peggy Clayton, Chair