

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

Supervisor/VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 259-0317
Treasurer Nancy Kopacek 398-3497
Clerk Beth Riendeau 244-1811
harristownshipclerk@gmail.com

Reorganizational/Administrative Policy 5-Year Road Plan Work Session January 21, 2022 4:00 pm Town Hall

Present: Madam Chair Clayton, Supervisors Schack, Davies, Gilbert, and Kelley; Clerk Riendeau

Madam Chair Clayton called the meeting to order at 4:00 pm.

Pledge to the flag was conducted.

The purposed of the work session was for the 2022 reorganizational structure of the town board, approve resolutions and pay for employees, etc and review the administrative policies for 2022-2023

Madam Chair Clayton asked for nominations for Chair.

A motion was made by Supervisor Schack and seconded by Supervisor Gilbert to elect Madam Chair Clayton for chair. Motion carried.

Madam Chair Clayton asked for nominations for Vice Chair.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to elect Supervisor Schack for Vice Chair. Motion carried.

Re-organizational items for 2022-2023:

- Elect Chairman – Peggy Clayton was elected Chair
- Elect Vice Chairman – Mike Schack was elected Vice Chair
- Appoint Deputy Clerk – Newly appointed Clerk Beth Riendeau will pursue finding a Deputy Clerk, therefore, a Deputy Clerk was not appointed at this time
- Appoint Deputy Treasurer – Becky Adams was appointed Deputy Treasurer
- Designate official newspaper – Grand Rapids Herald Review was designated as the official newspaper
- Designate a township attorney – Andy Shaw was designated as the Township Attorney.
- Designate a township road engineer – SEH was designated as the Township Road Engineer.
- Designate a bank as the town depository – Grand Rapids State Bank was designated as the Township Depository.
- Designate official posting sites – Harris Town Hall was designated as the official posting site.
- Authorize the Treasurer to set up automatic payment/EFTs from the Bank Account: Grand Rapids State Bank

- Affirm / appoint members to committees/boards:
- A. Weed Inspector – Dan Gilbert was appointed as the Weed Inspector; Mike Schack as Alt.
- B. Network Opportunities (aka Local Collaborative) – Peggy Clayton was Appointed as Rep; Ryan Davies Alt.
- C. Trails Task Force – Mike Schack was appointed as Township Representative.
- D. Maintenance Crew Leader –Mike Schack and Dan Gilbert is Alt. were appointed Maintenance Crew Leaders
- E. Safety Representative – Mike Schack and Dan Gilbert were appointed as Safety Representatives.
- F. Human Resource / Personnel Representatives (2) – Peggy Clayton and Mike Schack were appointed as HR/Personnel Reps.
- G. Cable Commission Representative – Peggy Clayton was appointed as Cable Commission Rep; Dan Gilbert Alt.
- H. County Planning Commission/Environmental Services Representative (to attend meetings) – Peggy Clayton was appointed as Rep; and Jim Kelley is Alt.
- I. Northwest Gas Joint Powers Board (Resolution 2013-007-2 Reps) - Peggy Clayton was appointed as Rep; and Ryan Davies is Alt.
- J. Firewise – Mike Schack was appointed as Rep.
- K. Rinks (Wendigo and Crystal-winter) – Jim Kelley
- L. Road Inspections – Jim Kelly, Mike Schack and Ryan Davies were appointed
- M. Park/Cemetery Inspections – Peggy Clayton was appointed as Rep; and Dan Gilbert Alt.
- N. Boat Landings – Mike Schack and Ryan Davies was appointed as Alt.
- O. Security Camera – Dan Gilbert was appointed, and Mike Schack as Alt.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Appointments to the committees and Harris Town Board. Motion carried.

Administrative Policy

The Board reviewed the Administrative Policy in its entirety, and made changes as follows:

- ◆ Resolution 2022-006 Resolution Designating the Compensation of the Board
No changes in compensation were made.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2022-006 Designating the Compensation of the Board. Motion carried.

- ◆ Resolution 2022-007 Administrative Policy
The following changes will be made:
 - 6.1 Regular Minutes: all agenda items will need to be submitted to the Clerk by 12:00 PM the Friday prior to the next meeting.
 - 6.2 Planning and Developments (P & D) Minutes: all agenda items will need to be submitted to the Clerk by 12:00 PM the Friday prior to the next meeting.
 - 12Aa Fees for Photocopies: Madam Chair Clayton will check on the fee for color printing
- ◆ Appendix A Rules of Parliamentary Procedures for Town Board Meetings- no changes
- ◆ Appendix B Harris Township Information Request Form-no changes
- ◆ Appendix C Board Supervisor Duties- no changes
- ◆ Appendix D Appointed Treasurer- no changes
- ◆ Appendix E Appointed Clerk- remove wording of Number 29 and change to (Clerk does deposit of checks)
- ◆ Appendix F Sexton Duties- no changes
- ◆ Appendix G Maintenance Worker- no changes
- ◆ Appendix H Caretaker Harris Township- removed rate of pay \$13 per hour
- ◆ Appendix I Harris Township Employee Compensation Policy-

- A. Maintenance Crew- Starting wage was changed from \$13.00-\$15.00/hour to between \$15.00-\$17.00/ hour
 - B. Town Hall Caretaker- Starting wage was changed from \$13.00-\$15.00/hour to between \$14.00-\$16.00
 - C. Election Judges – Starting wage was changed from \$11.00/hour to \$12.00
 - D. Head Election Judge – Starting wage was changed from \$12.00/hour to \$13.00
- ◆ Appendix J Compensation for Current Regular Township Employees- no changes

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2022-007 Administrative Policy. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to recess the work session at 5:00 pm. Motion carried.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to reconvene the work session at 8:30 pm. Motion carried.

5-Year Road Plan

The Board met to discuss and update the 5-year road plan for the years 2022-2026. Sunnybeach Road will be completed in 2022 with fund assistance coming from the LRIP Grant. Other roads discussed which will make up the 5-year road plan are Aspen Drive, Verde Lane, Mishawaka Shores Trail, Wesleyan Drive and the Town Hall parking lot.


The plan will be finalized so it's ready for the annual township meeting report.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 9:00 pm. Motion carried.

Submitted by:


Beth Riendeau, Clerk

Signed by:


Peg Clayton, Madam Chair

