

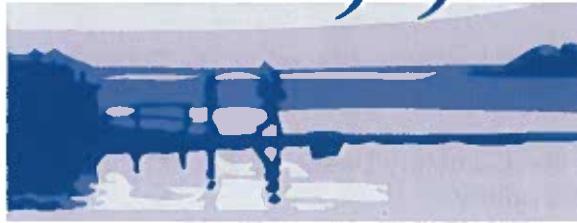
Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

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 Beth Riendeau 244-1811

harristownshipclerk@gmail.com

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

PLANNING & DEVELOPMENT MEETING MINUTES January 26, 2022

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

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

Approve Minutes

Minutes of November 23, 2022 P and D Meeting

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the minutes of the November 23, 2021 P and D Meeting. Motion carried.

Minutes of January 3, 2022 Work Session re: Boat Landings, Land, ARPA, City of Grand Rapids & Blandin Grant

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of January 3, 2022 Work Session re: Boat Landings, Land, ARPA, City of Grand Rapids & Blandin Grant. Motion carried.

Additions and Corrections

Madam Chair Clayton requested a replacement of the Annual Alarm Invoices under 11A, and additional information for 11B the Audit Firm.

Madam Chair Clayton requested the Additions of ARPA Funds under Business from the floor 4A and the Reorganizational Committees under Consent Agenda under 5G.

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

Business from the Floor

ARPA Funds

Madam Chair Clayton spoke with Burl Ives. Burl requested that the American Rescue Plan Request Form be completed by the Board.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to have the American Rescue Plan Request form be completed by Madam Chair Clayton. Motion carried.

Consent Agenda

Casper Cemetery Deed

Gould Cemetery Deed

Prebeck Cemetery Deed

Stangland Cemetery Deed

**SSTS Permits
Zoning/Land Permits
Reorganizational Committees**

A motion was made by Supervisor Kelley and seconded by Supervisor Gilbert to approve the Consent Agenda as delineated above. Motion carried.

Madam Chair Clayton noted that Cemetery Deeds no longer need to be signed by all Supervisors. The Chair only needs to sign and a notary.

Roads

Road Update

Supervisor Kelley stated the roads are good for the winter, they are snow covered. Supervisor Kelley would like to remind residents that it is illegal to push snow across the road.

Supervisor Kelley stated Bob from SEH would like to have a meeting regarding Sunny Beach Road before the Regular Board Meeting on February 9, 2022 at 5:30 PM

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to schedule a meeting with Bob regarding Sunny Beach Road on February 9, 2022 at 5:30 PM at the Harris Town Hall. Motion carried.

Transportation Department 5-Year Road Plan Public Input

This is informational and can be found on the Itasca County Transportation Department website

Signage Update

Supervisor Schack has been in contact with the Itasca County Transportation Department, and they have ordered Welcome Signs for Harris Township.

Recreation

Park and Cemetery Inspection Report for November & December 2021

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the Park and Cemetery Report for November & December 2021. Motion carried.

Trails Task Force

This is informational and can be found on the Harris Township Website.

Crack Filling Tennis & Basketball Courts

Supervisor Schack spoke with Brock Morrison from Little Falls MN; Brock came to Harris Township to take a look at the courts. Brock stated he could fix them; he will be getting a quote to Supervisor Schack in the near future. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to allow Supervisor Schack to move forward with getting quotes for the courts. Motion carried.

Town Hall

Town Hall Report for November & December 2021

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Town Hall Report for November & December 2021. Motion Carried.

Maintenance

Maintenance Report for November & December 2021

Supervisor Schack gave an update on the Maintenance Report. November included grounds keeping for winter, warming shack preparation and park maintenance. December included snow plowing, flooding rinks and equipment maintenance.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Maintenance Report for November & December 2021. Motion carried.

Verizon Connect Update

Madam Chair Clayton stated that this is a training through Verizon Connect. If Supervisors wish to attend, they need to go online to register.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley for Supervisor's to attend training through Verizon Connect. Motion carried.

Old Business

Annual Alarm Invoices and Change of Information (tabled from January 12, 2022)

Madam Chair Clayton stated that this was tabled due to inaccurate invoices which went from \$30.00 to \$20.00

Audit Firm (tabled from January 12, 2022)

Madam Chair Clayton spoke on behalf of the Treasurer. The information provided is from ABDO and CLA. The Treasurer has spoken with both Audit Firms, and both are responsive. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to sign contract with CLA (CliftonLarsonAllen) Audit Firm. Motion carried.

Drug and Alcohol Policy Update

Madam Chair Clayton shared the Service Agreement from Northern Drug Screening, Inc. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to sign the Service Agreement for Northern Drug Screening Inc. Motion carried.

New Business

Resolution 2022-006 Designating the Compensation for the Officers of the Harris Town Board
WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town; and

WHEREAS, Minn Stat. 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rated conjunction with the employee compensation at the same time each year via Resolution #2022-006; and

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2022-006; and

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 21, 2022; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers.

BE IT FURTHER RESOLVED, that these rates will be used in calculating all pay requests paid during the February 2022 check run, and there forward until the next annual review of Township Officer compensation in January 2023:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – February 2022-January 2023

Township Board Supervisor

Serving as Chairman:

\$450.00 per month plus

\$19.00 per hour for allocated pre-approved labor, and

\$60.00 per regularly scheduled, or legally required

Township meetings

Township Board Supervisors

(non-chairman)

\$400.00 per month plus,

\$19.00 per hour for allocated pre-approved labor, and

\$60.00 per regularly scheduled, or legally required

Township meetings

Additional for Resolution 2022-006 includes:

Annual Town Meetings

Newsletter

Website Updates

Mileage Reimbursement

Detailed Claims

Retirement

Resolution 2022-006 can be viewed on the Harris Township Website.

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

Resolution 2022-007 Administrative Policy

Resolution 2022-077 covers the following:

Scope

Data Practices Act.

Meeting times and location

Holidays

Calling a special board meeting, emergency meeting, or work session

Presiding officer

Order of business

Rules of parliamentary procedure

Public participation

Record of meetings

Audio Recordings

Continue Meetings

Access to public information

Amending or updating the policy

Severability

Description of Job Duties

Employee Compensation Policy – Appendix I

Compensation for Current Regular Township Employees – Appendix J

Resolution 2022-007 can be viewed on the Harris Township Website

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve Resolution 2022-077 Administrative Policy. Motion carried.

Resolution 2022-008 Adopting Reorganization 2022

WHEREAS, Harris Township conducts their yearly Reorganization; and

WHEREAS, Harris Township elected Supervisor Peggy Clayton as Chair, and Supervisor Mike Schack as Vice Chair for 2022; and

WHEREAS, Harris Township designated Grand Rapids State Bank, as their official town depository; and

WHEREAS, Harris Township designated Chair Peggy Clayton, Vice Chair Mike Schack, Treasurer Nancy Kopacek, and Clerk Beth Riendeau as signers on said account; and

NOW THEREFORE BE IT RESOLVED, The Township of Harris, Itasca County, Minnesota, approves and adopts Resolution 2022-008

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

A motion was made by Supervisor Schack and Supervisor Kelley to approve Resolution 2022-008 Adopting Reorganization 2022

Resolution 2022-009 Sexton Wages, Stipend

WHEREAS, Harris Township has a Cemetery Sexton who handles all burial, funeral home, constituent calls, sales of cemetery sites, and cemetery business; and

WHEREAS, The Cemetery Sexton currently receives a monthly stipend of \$150.00/month; and

WHEREAS, During the months of November through April of each year, Harris Township has a winter burial rate, and during the months of May through October of each year, Harris Township reverts back to summer burial rates; and

WHEREAS, During the months of November through April of each year, burials at the cemetery are extremely sporadic; and

WHEREAS, During the months of May through October of each year, the Sexton could work many hours over and above the \$150.00/month stipend resulting in receiving less that minimum wage; and

WHEREAS, The Town Board needs to set the Sexton wage/stipend for winter burial months, and wage/stipend for summer burial months; and

NOW THEREFORE BE IN RESOLVED THAT, The Harris Township Board of Supervisors authorizes and approves the \$150.00/month stipend during the months of November through April of each year, and an hourly rate of \$15.00/hour during the months of May through October of each year (in lieu of stipend); and

BE IT FURTHER RESOLVED, The Harris Township Board of Supervisors authorizes and approves back pay at a rate of \$15.00/hour for the last two pay periods of the Sexton where minimum wage was not met.

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

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve Resolution 2022-009 Sexton Wages, Stipend

Comprehension Plan 2022

Madam Chair Clayton spoke about the Comprehensive Plan, the Board will need to start having discussion about this plan.

Sarah Carling from Itasca County would like to attend the work session for the Comprehension Plan.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to table the Comprehension Plan 2022 to the March 9, 2023 Regular Meeting. Motion carried.

Bills

Approve the Payment of Bills

Madam Chair Clayton (in place of Treasurer Kopacek) reviewed the claims list for bills to be paid.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve claims #20382 through #20398, and EFTS 1262201 through 1262213 with the addition of \$440.00 to SEH in the amount of \$34,699.73. Motion carried.

Public Input

Nothing at this time.

UPCOMING Events/Meetings

January 27, 2023	Budget Session	5:00 pm Town Hall
January 28, 2023	Work Session re: Land, Landings, ARPA City of Grand Rapids & Blandin Grant	4:00 pm Town Hall
February 4, 2023	Budget/Board of Audit	4:30 pm Town Hall
February 9, 2023	Work Session re: SEH	5:30 pm Town Hall
February 9, 2023	Regular Board Meeting	7:30 pm Town Hall
February 26, 2023	P and D Meeting	7:30 pm Town Hall

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Schack and seconded by Supervisor Kelley to adjourn the meeting at 8:17 pm.

Prepared by: Beth Riendeau
Beth Riendeau, Clerk

Signed by: Peggy Clayton
Peggy Clayton, Chair