

Madam Chair Peggy Clayton
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Grand Rapids, MN 55744
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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

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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

**PLANNING & DEVELOPMENT MEETING MINUTES
March 23, 2022**

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

Absent: Clerk Riendeau

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

Approve Minutes

Minutes of February 23, 2022 P and D Meeting

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of the February 23, 2022 P and D Meeting. Motion carried.

Minutes of February 17, 2022 Land Sale/City of Grand Rapids Work Session

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the minutes of the February 17, 2022 Land Sale/City of Grand Rapids Work Session. Motion carried.

Minutes of March 17, 2022 Closed Work Session re: Performance of an Employee under Board Supervision.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the March 17, 2022 Closed Work Session Re: Performance of an Employee under Board Supervision. Motion carried.

Additions and Corrections

Supervisor Gilbert requested to add Weed Inspector Report to agenda under Recreation as item 7E.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to add Weed Inspector Report to the agenda under Recreation, as 7E, and approve the rest of the Regular Agenda. Motion carried.

Business from the Floor

Digital Billboard/Chad Christiansen/ASV

Chad was not available, so Madam Chair provided an update on his request. Chad is looking to rent/place a digital billboard at the intersection of Hwy 169 and Harris Town Road, to feature an ASV product, and was in need of size limitations, etc. Discussion followed. It was the consensus of the board that Chad come forward when he has more information, and DOT approval. Madam Chair will contact Chad with the information from the board.

Consent Agenda Zoning/Land Use Permit

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

Roads Sunny Beach Road Update

Supervisor Kelley stated that the project is off to the State, as per SEH. Once that process is completed, the next step would be to go out for bids.

Turn Lane (Sunny Beach-Harris Town Rd)

Supervisor Kelley received further information on the status of the turn lane. There has only been one accident in that area in the last 10 years, and adding a turn lane could increase speed. It is a county road, so if the county deems it necessary to have the turn lane, the cost would be borne by county.

Recreation Park and Cemetery Inspection Reports for February 2022

A motion was made by Supervisor Kelley and second by Supervisor Davies to approve the Park and Cemetery Inspection Report for February 2022. Motion carried.

Trails Task Force Minutes of March 10, 2022 Informational only.

Recreation Participation Survey Discussion held on the completion of the Itasca County Park and Recreation Resources Survey.

A motion was made Supervisor Kelley and seconded by Supervisor Davies to table the completion of the survey, to the April 27, 2022 P and D Meeting to allow supervisors additional time to pull together their information/responses. Motion carried.

Rinks Supervisor Kelley reported rinks are now closed for the season. Rinks were busy throughout the season.

Weed Inspector Report

Supervisor Gilbert reported he is now able to remove buckthorn, (of which berries, roots and bark are toxic), with a specific tool. Constituents who do have this species growing and want it removed, should contact Dan at 218-259-4967.

Township Association Minutes of February 14, 2022 Informational only.

Network Opportunity Minutes of February 23, 2022 Informational only. Madam Chair Clayton has contacted the facilitator to correct: BOA is April 28 and not April 8; the township does not have a new auditor, but contracted with an audit firm to audit.

Supervisor Legal Short Course Minutes

Madam Chair Clayton gave a brief overview of the supervisor legal short course, which was held on March 16. A great refresher course in some areas, and some good road reports were provided which will be helpful for the Township.

Town Hall

Town Hall Reports for February 2022

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve the Town Hall report for February 2022. Motion carried.

Maintenance

Maintenance Reports for February 2022

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the Maintenance Report for February 2022. Motion carried.

Trailer Repair

Supervisor Schack stated that one of the maintenance trailers is in need of repair, as there's a hole which needs to be patched. Discussion followed.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to table this item to the April 13, 2022 Regular Board Meeting so Supervisor Schack can bring forward quotes for repair of the specific trailer. Motion carried.

Old Business

2022 Comprehensive Plan/CEDA Contract

Chair Clayton updated the board on the direction of the comprehensive plan. John Powers, who was the comp. plan consultant for the township in 2012 and 2017, has retired. Chair Clayton did receive the PDF comp plan file, along with additional information, from John, which we will need moving forward with our 2022 comprehensive plan.

Sarah Carling, with CEDA, had originally presented the board with a contract for a dollar amount not to exceed \$13,000, for working on our comprehensive plan for 2022. Because the board will not have significant changes, Sarah had stated that she will move forward with an up-to-date dollar figure on a contract. Discussion followed on tabling the approval of a contract with CEDA.

In moving forward on the Comprehensive Plan, the first step for the board would be the "preparation of the foundation" which would be a meeting between CEDA, and the board. This meeting would then be followed up with the "community planning workshop" which would include the public, CEDA, and the board. Discussion held on providing a few dates to Sarah to schedule (on their end) the Preparation of Foundation Meeting.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to table the CEDA Contract to the April 13, 2022 Regular Board Meeting, and schedule the dates of April 25, 2022 at 5:00 pm and/or April 28, 2022 at 6:00 pm for "Preparation of Foundation" meeting. Motion carried.

*NOTE: Sarah was able to provide an update on a dollar figure of "not to exceed" \$8,000.00 for the contract between CEDA and the Township.

Employee Handbook Sign-offs

Chair Clayton stated that with the recently approved/updated Employee Handbook, employees will need to sign off on the handbook. Changes in the handbook were made to (now) call "vacation", "PTO"; and adding additional language and exhibits to the "drug and alcohol policy".

New Business

Resolution 2008-004/Contributions and Donation Options

Chair Clayton reviewed Resolution 2008-00804 regarding Contributions. The resolution has not been followed consistently over the last few years.

Steve Fenske, MAT Attorney, had weighed in on options with the Chair for the board to consider regarding approving or denying contribution requests coming from the electors at the annual meeting. The Contribution and Donation language, from MAT, spells out guidelines in several categories that should be followed. The electors decisions are binding on the town board only "if a statute has granted electors such authority." MS 365.10 does grant the electors that authority.

Discussion held on revoking/amending Resolution 2008-004, and pulling together a policy, moving forward.

2022 Annual Annual Meeting Donation Requests

Chair Clayton suggested when deciding to approve or deny the contribution requests coming from the annual meeting, that the board go through the "determining authority" 3 questions, keeping in mind that if there is no statute to authorize the contribution then it cannot be made, not even if the voters approved the expense. Town expenditures must also be for a public purpose.

- **City of Grand Rapids \$5,266.00 (budgeted)**- 1. Is the contribution statutorily authorized? Yes; 2. Is the contribution for a public purpose and in the towns interest? Yes; 3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution? Yes.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the electors recommendation of \$5266 to the City of Grand Rapids, for fireworks. Motion carried.

- **First Call for Help \$1,000.00 (not budgeted or levied)**-1. Is the contribution statutorily authorized? Yes; 2. Is the contribution for a public purpose and in the towns interest? Yes; 3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution? Yes; refer to discussion.

Discussion held on the \$1,000.00 not budgeted. Chair Clayton stated that in 2021, FCFH was approved for \$1000, and that money was not budgeted. Supervisor Gilbert stated he felt that this request was important as FCFH does provide a very important service to constituents, and further added that if the board could not find the \$1000 he would donate money from his pay.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the electors recommendation of \$1,000.00 for information and referral services provided. Motion carried.

- **Support Within Reach-\$1,000.00 (not budgeted or levied)** 1. Is the contribution statutorily authorized? Yes; 2. Is the contribution for a public purpose and in the towns interest? Yes; 3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution? Yes; refer to discussion.

Discussion held on the \$1,000.00 not budgeted. Chair Clayton stated that in 2020, Support Within Reach, was approved for \$1000, contingent upon them not receiving funds from the county. It was determined that they were receiving funding from the county, therefore, the Board denied the \$1,000.00. Again, that money was not budgeted.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the electors recommendation of \$1,000.00 for mental health services provided. Motion carried.

- **ElderCircle** – The Electors denied granting any contribution to ElderCircle, at the March 8, 2022 Annual Meeting.

A motion was made by Supervisor Schack and seconded by Chair Clayton to approve the electors recommendation. Motion carried.

- **Itasca County Agricultural Association-\$1,000.00 (levied)** 1. Is the contribution statutorily authorized? Yes; 2. Is the contribution for a public purpose and in the towns interest? Yes; 3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution? Yes.

Chair Clayton stated that even though the Agricultural Association's request of \$1,000.00 was levied by the board, the contract attached is inaccurate. Minnesota Statute 365.10 gives the authority to electors to contribute to several categories. In reviewing the contract provided, the Agricultural Association is a nonprofit but they are not providing "health, social or recreational services to those within the town". That area needs to be changed because they are not providing those services, as they fall under MS 38.12, and the services they are providing (as per their contract) is to focus on youth programming, while providing annual County fair.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the electors recommendation of \$1,000.00, to include an updated contract prior to release of the funds. Motion carried.

- **Itasca County Historical Society \$3,253.00 (levied)**. 1. Is the contribution statutorily authorized? Yes; 2. Is the contribution for a public purpose and in the towns interest? Yes; 3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution? Yes.

Chair Clayton stated that even though the Historical Society's request of \$3,253.00 was levied by the board, the contract attached is inaccurate. Statute 365.10 gives the authority to electors to contribute to several categories. In reviewing the contract provided, the Historical Society is a nonprofit but they are not providing "health, social or recreational services to those within the town". That area needs to be changed because they are not providing those services, as they fall under MS 138.053 and the services they are providing (as per their contract) is the facilities, research, and documentation of historical and genealogical information.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the electors recommendation of \$3,253.00, to include an updated contract prior to release of the funds. Motion carried.

Board of Appeal and Equalization Information

Chair Clayton reminded the constituents that the Harris Board of Appeal and Equalization is Thursday, April 28, 2022 beginning at 9:00 am at the Town Hall. The Chair provided "14 reasons why property taxes vary from year to year", along with the Itasca County "guide to the property tax process." This information will also be shared to the FB page.

Resolution 2022-011, Re: Discrimination and Harassment in the Workplace

Chair Clayton stated that this resolution came from the supervisor Legal Short Course training. The Township does have a "Sexual or other Harassment" Policy in place, within the employee Handbook. Resolution 2022-011 would reaffirm the boards stance on harassment in the workplace.

Chair Clayton read Resolution 2022-011, in its entirety.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve Resolution 2022-011. Motion carried.

Bills

Approve the Payment of Bills

A motion was made by Supervisor Gilbert and seconded by Chair Clayton to approve claims #20458 through #20470, and EFTs #03232201 through #03232209, in the amount of \$19,428.19. Motion carried.

Public Input

Constituent Dan Butterfield provided input on Resolution 2008-004, and also made mention of the upcoming public hearing on April 12, 2022 at 2:30 pm at the county boardroom Re: elected vs. appointed County Auditor-Treasurer.

1. UPCOMING Events/Meetings

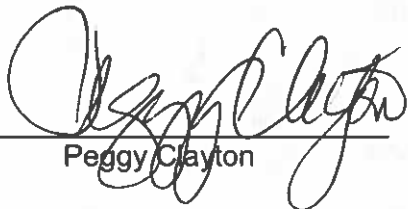
April 11, 2022	Township Association Meeting	5:00 pm Blackberry T. Hall
April 13, 2022	Regular Meeting	7:30 pm Town Hall
April 25, 2022	Preparation of Foundation Meeting	5:00 pm Town Hall*
April 27, 2022	P and D Meeting	7:30 pm Town Hall
April 28, 2022	Board of Appeal & Equalization	9:00 am Town Hall
April 28, 2022	Preparation of Foundation Meeting	6:00 pm Town Hall*

Preparation of Foundation Meeting will either be April 25 or April 28

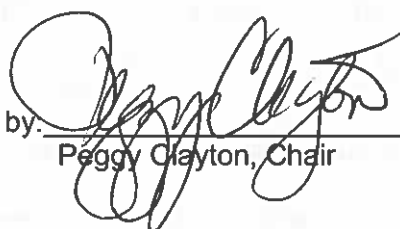
Adjourn

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 P and D Meeting at 8:48 pm.

Prepared by:


Peggy Clayton

Signed by:


Peggy Clayton, Chair