

Madam Chair Peggy Clayton
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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
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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 October 27, 2021

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 Minutes

Minutes of September 22, 2021 P and D Meeting

A motion was made by Supervisor Gilbert and seconded by Supervisor Schack to approve the minutes of the September 22, 2021 P and D Meeting. Motion carried.

Minutes of October 18, 2021 Work Session re: Land Sales, Boat Landings, ARPA & Public Survey

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the minutes of the October 18, 2021 Work Session re: Land Sales, Boat Landings, ARPA & Public Survey. Motion carried.

Additions and Corrections

Madam Chair Clayton requested a correction for the Work Session on November 1, 2021 scheduled at 6 pm at the Town Hall be moved to the Service Center.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the correction for the Work Session on November 1, 2021 to be held at the Service Center. Motion carried.

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

Business from the Floor

Proposed 2022 Fire Contract Amount/Travis Cole

Travis Cole Fire Chief of the Grand Rapids Fire Department spoke about the proposed fire contract amounts for 2022. The proposed 2021 operations budget for the Fire Department is \$717,845.00 and proposed for 2022 budget is \$684,078.00. Harris Township Fire calls for 2019 was 20, and total contact amount for 2021 is \$115,148.00. Fire calls for 2020 was 16 and total contract amount for 2022 is \$102,182.00 (decrease of \$12,986.00)

Consent Agenda

Nothing at this time

Roads

Road Update

Supervisor Kelley drove the roads over the weekend and stated everything looks good except for a few of the roads with heavier travel have some slight potholes and wash boarding starting. A resident had called about some wash out issues on the shoulder at the end of Tolerick Road that will be checked into.

Supervisor Kelley and Bob Beaver of SEH reviewed entrance roads that serve the Wendigo Development. These roads include Golf Crest Road, the Interior Loop and Natureview Lane. There are plans to make improvements to these roads to meet Township standards.

Schedule Fall Road Tour/Public Water Access

Madam Chair Clayton spoke with Kory Cease, the land commissioner and he is going to have Roger Clark get Madam Chair Clayton an updated GIS map of the water accesses.

The Board discussed scheduling the Fall Road Tour & Public Water Access for Saturday November 13, 2021 at 9:00 am departing from the Harris Town Hall.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to Schedule the Fall Road Tour/Public Water Access for November 13, 2021 starting at 9:00 am, (departing from the Town Hall). Motion carried.

Recreation

Park and Cemetery Inspection Report for September 2021

A motion was made by Supervisor Schack and seconded by Supervisor Davies to approve the Park and Cemetery Report for September 2021. Motion carried.

Weed Inspector report

Supervisor Dan Gilbert stated there is not much to report on weeds this time of the year. It is recommended to put leaves on mound systems, check furnace filters and duct work as well as checking smoke alarms and carbon monoxide detectors.

Trails Task Force

Supervisor Schack gave an update on Trails Task Force meeting which was held on October 14, 2021. Topic was Visit Grand Rapids. The following was part of the meeting:

- Tourism economic impact on Itasca County is \$79,946,569.00 in Sales, \$5,085,933.00 in Taxes and 1,501 Employed from private sector
- Trail from Woodtick to the Airport, may lose the route due to a trespassing problem
- North Country Hiking Trail is scheduled to start clearing the trail from Tioga to Remer, spring of 2022
- Ski Trails are ready to go
- Nashwauk mountain bike trail is in the works
- Suomi Trail reroute has been approved
- Mountain biking, when all trails are complete there will be approximately 300 miles of bike trails between Crosby, Tioga, Giants Ridge, Duluth & Chisholm

Rinks

Supervisor Kelley would like to know the Board's thoughts on opening the warming shacks this winter. Discussion followed. It was decided to open the warming shacks and Madam Chair Clayton will reach out to Personal Dynamics to see if they could start advertising for rink attendants. Travis Cole from the Grand Rapids Fire Department stated that the fire department could flood the rinks if needed.

Correspondence

Township Association Minutes of October 11, 2021

Madam Chair Clayton gave an update on the Township Association Meeting.

Town Hall

Town Hall Report for September 2021

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Town Hall Report for September 2021. Motion Carried.

Maintenance

Maintenance Report for September 2021

Supervisor Schack gave an update on the Maintenance Report.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the Maintenance Report for September 2021. Motion carried.

Portable Cutting Torch for Maintenance

Supervisor Schack stated that Derrick would like to request to get a portable cutting torch for use in his maintenance work at the service center, which would cost roughly \$400.00.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to approve the purchase of a Portable Cutting Torch. Motion carried.

Old Business

Quote for Water Softener

Supervisor Schack received a verbal quote for a new Water Softener. The cost would be about \$2700.00 for the water conditioner with a sediment filter put in. Discussion followed. (The cost of the water softener will come from the ARPA funds.) Supervisor Schack will bring forward written quotes to the next board meeting.

WIPFLI Audit Letter (tabled from September 22, 2021 P&D Meeting)

Treasurer Kopacek stated that WIPFLI auditor letter mentioned that one of the areas of concern is the lack of segregation of duties which include lack of segregation of accounting functions specifically in paying of bills, check signers and bank reconciliations. Treasurer Kopacek reached out to WIPFLI to get more clarity. Treasurer Kopacek did receive an email from WIPFLI stating that a secondary person would do bank reconciliation. Discussion followed. Clerk Riendeau is willing to be that secondary person to perform bank reconciliation. The Clerk and Treasurer will meet to go over details, etc.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to approve the WIPFLI Audit Report for the financial statement of governmental activities for the Town of Harris for the year ending December 31, 2020. Motion carried.

Quote for Gutter/Town Hall Garage

Supervisor Kelley has not received a quote yet.

A motion was made by Supervisor Kelley and seconded by Supervisor Davies to Table Quote for Gutter/Town Hall Garage to the November 24, 2021 P and D Meeting. Motion carried.

Public Survey

Madam Chair Clayton spoke with Sarah Carling about the Public Survey. Sara is going to make some changes to the Public Survey that the Board suggested. The Board would like to look at the Public Survey again after the changes have been made.

New Business

Schedule Closed Work Session re: Probationary Performance of Clerk, Annual Performance of Treasurer & Maintenance

Madam Chair Clayton stated that annual performance appraisals will need to be conducted for the township's 3 employees (Clerk, Treasurer and Maintenance). The Clerk appraisal will be probationary, while the Treasurer and Maintenance will be annual appraisals.

Discussion held on holding the closed work session at 7:30 pm immediately following a currently scheduled work session beginning at 6:00 pm on November 15, 2021.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to schedule a Closed Work Session re: Probationary Performance of Clerk, Annual Performance of Treasurer & Maintenance on November 15, 2021 at 7:30 pm, immediately following the 6:00 pm work session. Motion carried.

Blue Cross Blue Shield Renewal

Treasurer Kopacek shared information and 2022 Blue Cross Blue Shield renewal rates with the Board. Discussion followed.

A motion was made by Madam Chair Clayton and seconded by Supervisor Schack to approve the 2022 estimated monthly premium of \$527.30. Motion carried.

Mornes Cartway

Donald Mornes has completed documents for a Cartway, to gain access to property that is landlocked. The tract of land is Township 54N Range 25W Section 2 - NE-SW, Parcel number 19-002-3100.

Discussion followed.

A motion was made by Supervisor Gilbert and seconded by Supervisor Kelley to accept the Petition for the Mornes Cartway and to send to Attorney Andy Shaw for Cartway paperwork, etc. Motion carried.

Bills

Budget Comparison

Treasurer Kopacek shared the 2021 Receipts and Disbursements as of September 30, 2021. Year to date receipts amount is \$725,958.28 and year to date disbursements amount is \$364,671.20.

Treasurer Kopacek will give an update at the P and D Meeting November 24, 2021.

Approve the Payment of Bills

Treasurer Kopacek reviewed the claims list for bills to be paid.

A motion was made by Madam Chair Clayton and seconded by Supervisor Gilbert to approve claims #20272 through #20280 and holding off on claim #20278 and EFTS #10272101 through #10272113 in the amount of \$23,914.00. Motion carried.

Public Input

Nothing at this time.

UPCOMING Events/Meetings

November 1, 2021	Work Session re: Boat Landings, Land, ARPA, Public Survey & City of Grand Rapids	6:00 pm Service Center
November 10, 2021	Regular Board Meeting	7:30 pm Town Hall
November 13, 2021	Work Session re: Fall Road Tour/Public Water Access	9:00 am Depart from Town Hall
November 15, 2021	Work Session re: Boat Landings, Land, ARPA, Public Survey & City of Grand Rapids	6:00 pm Town Hall
November 15, 2021	Closed Work Session re: Probationary Performance of Clerk, Annual Performance of Treasurer & Maintenance	7:30 pm Town Hall
November 24, 2021	P&D Meeting	7:30 pm Town Hall
November 29, 2021	Work Session re: Boat Landings, Land ARPA, Public Survey & City of Grand Rapids	6:00 pm Town Hall

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 9:08 pm.

Prepared by: Beth Riendeau
Beth Riendeau, Clerk

Signed by: Peggy Clayton
Peggy Clayton, Chair

