

**Minutes from the Work Session
Harris Town Board
Tuesday, March 22, 2016 at 7:30pm**

A work session of the Harris Town Board was held on Tuesday, March 22, 2016 at The Harris Township Service Center, 20876 Wendigo Park Road, Grand Rapids, MN. The work session was called to order at 7:00pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

The purpose of this meeting, as posted, was to:

- Discuss and plan for the upcoming annual reorganizational meeting (scheduled for March 23, 2016) and discuss board officer roles and duties.

In attendance were Supervisors Rosato, Kortekaas, Kelley, Ives, and Haubrich, as well as Clerk Smith and Clerk-elect, Cari Ann Alleman. *Absent:* Treasurer Adams.

Also in attendance were residents Marge Kelley, Cyndy Martin, and Judy Myers.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Discuss and plan for the following Reorganizational Meeting items:** Clerk Smith reminded the board that tonight was not to necessarily determine/approve these items, but rather to discuss any issues or changes the board may want to make at the March 23rd reorganization meeting. The official designation would occur during that meeting.

Reorganizational agenda items

- ◆ Oaths of Office
 - Supervisor Ken Haubrich
 - Clerk Cari Ann Alleman
 - Consider approval to supply the township Clerk with an iPhone (ASAP)
 - Clerk Smith recommended the board approve adding a phone line and ordering a new township iPhone for the new clerk for township business, so that her personal cell phone can remain personal (she does not have a land line). This phone/number can then be passed on to future clerks down the road. Cari Ann expressed she would be fine carrying two cell phones. The board agreed to approve this item during the P&D meeting on March 23rd.
 - Discuss setting up a new email address for the Clerk (needed ASAP)
 - The board was fine with the new clerk setting up a 'generic' Gmail account for the clerk, as without IT people on staff, the board expressed it would be difficult to move to a hosted email account. Clerk Smith said it will be beneficial to have the generic email account as it can be passed on to the next clerk with all the history. Alleman agreed to set up a Gmail account the next day, for township related emails.
- ◆ Elect Chairman
 - Supervisor Rosato explained that in the past, when the board of supervisors was only 3 people, they used to rotate the Chairman position. However, now that there are 5 supervisors, he asked for suggestions on deciding who would be chair.

The board discussed who was interested in being chair, and what duties they have other than running the meetings. The board also agreed that with a new clerk coming on, an experienced chair would be beneficial for continuity.

Supervisor Rosato had been the chair for the past two years, and expressed he may need a break as being the focal point of all meetings is stressful. However, if recommended, he agreed to be chair again one more year – and then next year, let someone else be the chair.
- ◆ Elect Vice Chairman
 - No decisions were made; this will be determined during the reorganizational meeting.

- ◆ Appoint Deputy Clerk:
 - ◆ Michele Smith will be appointed.
- ◆ Appoint Deputy Treasurer:
 - Paula Trombly will be appointed.
- ◆ Designate official newspaper
 - This has traditionally been the Grand Rapids Herald Review; there were no concerns by the board
- ◆ Designate a township attorney
 - Reappointing Andy Shaw was recommended and agreed to by the board.
- ◆ Designate a township road engineer (*see reappointment request letter from SEH*)
 - The board did not have any issues or concerns in reappointing SEH as the township road engineer, but Ives and Haubrich agreed they would like a breakdown of costs in their billings (i.e., an itemized list of what is being billed for).
- ◆ Designate a bank as the town depository
 - This has been Wells Fargo for many years, for the township's checking and savings accounts. Clerk Smith noted that the new clerk-elect will need to be added as a signer to the current account, as she will be signing checks in April 2016. The board had discussed using more local community banks in the past, but determined they could always change banks in the future, after doing some research.
- ◆ Designate official posting sites
 - This has been the physical posting board just outside the town hall, and the boards at the two parks when 3 are legally required, such as for a public hearing; there were no concerns by the board
- ◆ Affirm / appoint members to committees/boards:
 - a. Weed Inspector:
 - Kortekaas agreed to continue this position
 - b Collaborative Opportunities Team (or similar):
 - Ives and Haubrich agreed to continue attending these meetings
 - c. Trails Task Force:
 - Ives agreed to attend the Trails Task Force meetings
 - d. Maintenance Crew Leader:
 - Rosato had been meeting with the maintenance crew once a week since March 2015, when former Supervisor Key resigned. Rosato expressed that the maintenance crew is self-sufficient and doesn't really need a 'crew leader'. However, Ives suggested Haubrich be the Maintenance Crew Leader.
 - e. Safety Representative:
 - In this position, the safety representative investigates any accidents, makes sure a 'first report of injury' is completed, and write up accident/injury reports. Rosato had been the safety rep for many years, given his work experience, and the board agreed he'd be a good person for this position for the upcoming year.
 - f. Human Resource / Personnel Representative:
 - The board agreed to change the title of this position, to EMPLOYEE REPRESENTATIVE, to better reflect its purpose.
 - Adams agreed to continue in this position, along with Rosato.
 - g. Cable Commission Representative:
 - Adams currently holds this position, but shared with the clerk that she'd like to roll off. Ives agreed to take this position over if the have daytime meetings.

h. County zoning and environmental services representative (to attend meetings and site inspections, and county board public hearings.)

- This position attends the Itasca County Variance and Conditional Use public permit hearings; Rosato offered to fill this position, but any other supervisor could also attend if available.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)

- Resident John Howrey is currently one of the representatives and he shared with Rosato he is willing to continue his position. In an even years, only one other representative is needed – preferably a board member. Haubrich agreed to be this person. (It was noted in *odd* years, the town board chairman serves as a third member for the township, on the NW Gas Joint Powers Board.

j. Firewise

- Kortekaas had been the representative for this organization in the past; he agreed to continue, and Kelley agreed to also be a representative who would guide residents interested in the program, and to attend meetings.

k. IRRRB Residential Redevelopment Program

- The board agreed they do not want to participate in this program, after their experience in 2015. Dan Butterfield had been the representative for several years, but it was unlikely he would want to participate again, give the amount of work that is involved.

l. Other?

- Consider appointing a temporary “assistant clerk”, for up to 1 year, to train and assist the new clerk as needed, at the hourly allocated labor rate of the clerk.
 - The board agreed this was a good idea, to provide a new clerk with support during the transition period. However, they may likely want to reevaluate after 90 days.

◆ Review board policies; discuss if any need to be examined in detail, or amended:

- Administrative Policy via Resolution #2015-007, regarding board meetings and Access to Public Information:
 - Ives indicated that on Page 3 of 7, he’d like to amend this policy to have the Clerk provide the P&D agenda packets in advance – similar to the Regular meeting. Clerk Smith agreed this was probably a good idea, given how full the P&D meeting agendas had become over the years. Ives will request a change to this policy during the reorganizational meeting.

The rest of the following policies and ordinance were not reviewed in detail, but may be brought up at the reorganization meeting – or any time after. Clerk Smith just wanted to make sure the board knew what policies and ordinances are current on the books:

- Consent Agenda Policy via Resolution #2014-001
- No Donation / Contribution Policy via Resolution #2008-004
- Road Establishment Policy via Resolution #2014-009
- Road Vacation Policy
- Culvert Policy via Resolution #2015-005
- Road Sign Policy via Resolution 2012-001
- Town Hall Policy
- Cemetery Policy / Fee Schedule
- Any new policies needed? (none noted)

- ◆ Review Harris Township Ordinances: (FYI only – per Smith)
 1. Ordinance No. 1 – Consumption of Intoxicating Beverages
 2. Ordinance No. 2 – Subdivision Bituminous Surfacing
 3. Ordinance No. 3 – Lodging Tax in Harris Township

4. Adjourn

Upon a motion by Kelley, and a second by Haubrich, tonight's work session adjourned at 8:37pm.

Respectfully submitted,

Michele Smith – Harris Township Clerk