

Madam Chair Peggy Clayton
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Harris Township

SINCE 1909

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Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Josh Thoennes 398-0617
Clerk Amanda Schultz 244-1811
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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.

PLANNING & DEVELOPMENT MEETING July 24, 2019, 7:30 pm MINUTES

Present: Chair Peggy Clayton; Supervisors Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack; Treasurer Josh Thoennes; and Clerk Amanda Schultz.

Chair Clayton called the meeting to order at 7:30 p.m.

1. Pledge of Allegiance – The Pledge of Allegiance to the Flag was conducted and the Mission Statement was read.

2. Additions and Corrections

Motion to move Item 12A (Itasca County Emergency Alert System, Everbridge) to Item 4A, add Item 11D (Cost for Moving Fireproof Safes), correct Item 8A (Itasca County Township Association Meeting Report for June 2019, and approve the agenda as amended by Supervisor Kortekaas, seconded by Supervisor Haubrich, and passed by all.

3. Approve the Minutes

A. P&D Meeting, June 26, 2019

Motion to approve the P&D Meeting minutes of June 26, 2019 by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

B. Work Session Re: Security, July 9, 2019

Motion to amend the Work Session Re: Security minutes of July 9, 2019 to update Supervisor Dennis Kortekaas' attendance by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

C. Work Session Re: Security, July 17, 2019

Motion to approve the Work Session Re Security minutes of July 17, 2019 by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

4. Business from the Floor

A. Itasca County Emergency Alert System, Everbridge

Itasca County Emergency Manager Marlyn Halvorson provided information regarding Everbridge, the new Itasca County Emergency Alert System. Itasca County citizens can opt into Everbridge to be informed before, during, and after incidents including severe weather. To opt into the program, interested parties may register by completing a form which can be completed and mailed, completed online, completed and emailed, completed and dropped off at receiving locations, or by calling (218) 327-7483. The form is available at: <http://www.co.itasca.mn.us/DocumentCenter/View/5055/Itasca-County-Emergency-Alert-System-Registration-Form>.

5. Consent Agenda – There were no Consent Agenda items.

6. Roads

A. Road Project Updates

Supervisor Kelley reported that roads are paved and that the 2019 Road Improvement Projects should be complete by the end of August.

B. 2018 Road Improvement Projects Final Application for Payment

Supervisor Kelley reviewed the 2018 Road Improvement Projects Final Application for Payment in the amount of \$9,778.24.

Motion to approve final payment to Hawkinson Construction in the amount of \$9,778.24 for 2018 Road Improvement Projects made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

C. 2019 Road Improvement Projects First Application for Payment

Supervisor Kelley reviewed the 2019 Road Improvement Projects First Application for Payment in the amount of \$288,417.59.

Motion to approve first payment to KGM Contractors in the amount of \$288,417.59 for 2019 Road Improvement Projects made by Supervisor Kortekaas, seconded by Supervisor Haubrich, and passed by all.

D. Drainage/Flooding Issue at 32455 Lakeview Dr

Supervisor Haubrich reported on constituent concerns received regarding a drainage/flooding issue at 32455 Lakeview Dr. It was the consensus of the Board to have Supervisor Kelley to review the history of the Lakeview Dr drain issue.

Motion to table the Lakeview Dr drain issue to the August 14, 2019 Regular Session was made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.

7. Recreation

A. Park and Cemetery Inspection Reports

Chair Clayton reviewed the Park and Cemetery Inspection Reports, as submitted for June 2019. Motion to approve the Park and Cemetery Inspection Reports for June was made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

B. Portable John Contract

Supervisors Kortekaas, Clayton, and Schack reported recent contact with Portable John, unit inspections, and questions regarding the cleaning of debris within the units. It was the consensus of the Board to continue unit inspections and to have Supervisor Kortekaas contact Portable John to request a service date change from Thursday to Monday and to clarify the questions regarding the cleaning of the units.

C. Firewise

Supervisor Schack reported on the Firewise Program. If you are interested in the Firewise Program or are in need of tracking forms, please contact Supervisor Schack at 218-340-8852.

8. Correspondence

A. Itasca County Township Association Meeting Report for June 2019

Supervisor Clayton provided the Itasca County Township Association meeting report for June 2019.

9. Town Hall

A. Town Hall Report

Supervisor Clayton reviewed the Town Hall Report, as submitted for June 2019. Motion to approve the Town Hall Report for June was made by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

10. Maintenance

A. Maintenance Report

Supervisor Haubrich reviewed the Maintenance Report, as submitted for June 2019, and indicated that the crack sealing project has been started.

Motion to approve the Maintenance Report for June was made by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.

11. Old Business

A. Schedule Work Session Re: Security

Motion to schedule a Work Session Re: Security on Wednesday, July 31, 2019 at 7:00 pm at the Town Hall was made by Supervisor Kelley, seconded by Haubrich, and passed by all.

B. Woodbine Easement Agreement

Supervisor Kelley reported that the Woodbine Easement Agreement has been completed and is waiting on signatures.

C. WIPFLi Annual Financial Report for Year Ended December 31, 2018

Treasurer Thoennes reviewed the WIPFLi Annual Financial Report for Year Ended December 31, 2018.

Motion to authorize the Treasurer to make electronic fund transfer payments in 2019 was made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

Motion to accept the WIPFLi Annual Financial Report for Year Ended December 31, 2018 was made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

D. Fireproof Safe

Treasurer Thoennes reported on quotes received from Northern Business Products (NBP) in the amount of \$400 and Any Way You Want It Moving and Storage in the amount of \$500 for the moving of fireproof safes purchased.

A motion was made to accept the quote from Northern Business Products (NBP) in the amount of \$400 for the moving of fireproof safes was made by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

It was the consensus of the Board to have Treasurer Thoennes make the scheduling arrangements.

12. New Business

A. Itasca County Emergency Alert System, Everbridge

Item was moved and handled at Item 4A.

B. Agendas

Supervisor Haubrich shared concerns regarding agenda management and suggested that items stay on the agenda until action is taken or the project is complete. Chair Clayton suggested that Supervisors contact Clerk Schultz if they have items that need to be on the agenda.

13. Bills

A. Treasurer's Report

Motion to approve the Treasurer's Report dated July 24, 2019 was made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

B. Approve Payments

Treasurer Thoennes reviewed the claims for approval, totaling \$314,529.04.

Motion to approve claim numbers 19055-19067 and Electronic Fund Transfers (EFTs) 1-5, in the amount of \$314,529.04 was made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

14. Public Input – There was no public input provided.

15. Upcoming Meetings and Events

July 31, 2019	Work Session Re: Security	7:00 pm Town Hall
August 12, 2019	Township Association Meeting	7:00 pm Blandin Foundation
August 14, 2019	Regular Meeting	7:30 pm Town Hall
August 28, 2019	P and D Meeting	7:30 pm Town Hall

16. Adjourn

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all at 8:45 p.m.

Submitted by: *Amanda Schultz* Signed by: *Peggy Clayton*
Amanda Schultz, Clerk Peggy Clayton, Chair