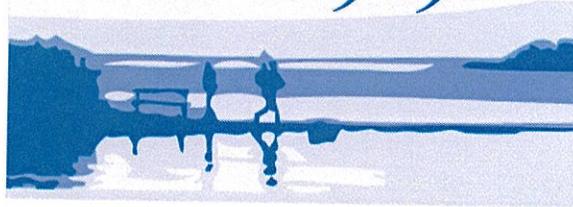


Madam Chair Peggy Clayton  
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Grand Rapids, MN 55744  
Phone 218-326-1551

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  
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# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

[www.harristownshipmn.org](http://www.harristownshipmn.org)

**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 September 25, 2019, 7:30 pm MINUTES

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

Absent: Supervisor Dennis Kortekaas

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 add Item 7E (Portable John End of Season) and approve the agenda as amended by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent.
3. **Approve the Minutes**
  - A. P&D Meeting, August 28, 2019  
Motion to approve the P&D Meeting minutes of August 28, 2019 by Supervisor Kelley, seconded by Supervisor Schack, and passed by all, except Kortekaas absent.
  - B. Work Session Re: Insurance, September 16, 2019  
Motion to approve the Work Session Re: Insurance minutes of September 16, 2019 by Supervisor Haubrich, seconded by Supervisor Schack and passed by all, except Kortekaas absent.
4. **Business from the Floor**
  - A. Joe Pelawa, Sunny Beach Addition Road resident, addressed the Board regarding the possibility of exporting granular dirt material from his property to be utilized on Harris Township roads. It was the consensus of the Board to have Mr. Pelawa provide a written plan to the Board as his plans for building begin to firm up.
5. **Consent Agenda**  
Motion to approve the Consent Agenda, as delineated below, by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent.
  - A. Zoning, Land Use, and Subsurface Sewage Treatment Systems (SSTS) Permits for August 2019

## 6. Roads

### A. Lakeview Drive Update

Supervisor Haubrich reported that he and Supervisor Kelley met with Bob Beaver, SEH Engineer, who has provided the letter included in the agenda packet and indicated that their next step would be to meet with the residents. Item was discussed for informational purposes only; no action taken.

## 7. Recreation

### A. Park and Cemetery Inspection Reports

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

### B. Township Land Appraisal

Supervisor Haubrich reported that he does not yet have the appraisal, but provided a brief update regarding his conversations with the vendor. Motion to table the item to the October 9, 2019 Regular Meeting by Supervisor Kelley, seconded by Supervisor Schack, and passed by all, except Kortekaas absent.

### C. Trails Task Force

Supervisor Schack reported that he was not able to attend the recent meeting. The item was discussed for informational purposes only; no action taken.

### D. Firewise

Supervisor Schack reported that October 3, 2019 is the deadline for Firewise forms. The item was discussed for informational purposes only; no action taken.

### E. Portable John End of Season

Chair Clayton reported that Portable John has been in contact regarding possible dates for end of season pick up of units at Township landings. It was the consensus of the Board to see what the weather does and suggested waiting until the end of October. Chair Clayton will stay in contact with Portable John.

## 8. Correspondence

### A. Cable Commission Meeting Minutes of May 29, 2019

Chair Clayton provided a review of the Cable Commission meeting of May 29, 2019. The item was discussed for informational purposes only; no action taken.

## 9. Town Hall

### A. Town Hall Report

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

## 10. Maintenance

### A. Maintenance Report

Supervisor Haubrich reviewed the Maintenance Report, as submitted for August 2019. Motion to approve the Maintenance Report for August was made by Supervisor Schack, seconded by Supervisor Kelley, and passed by all, except Kortekaas absent.

## 11. Old Business

### A. Use of Equipment

Chair Clayton reported that the current policy does not currently provide coverage if an accident occurs while using township equipment. It was the consensus of the Board to direct Chair Clayton to draft an incident/accident report form and bring it to an upcoming meeting for approval.

- B. Town Hall Phone Update  
Chair Clayton reported that the modem was replaced and that the Town Hall phone is back in working order; however, the handset for the telephone and answering machine in the office is not working. Motion to direct Chair Clayton to purchase a telephone and answering machine replacement for the telephone and answering machine in the office by Supervisor Kelley, seconded by Supervisor Schack, and passed by all, except Kortekaas absent.
- C. Reschedule October 10, 2019 Work Session Re: Security  
Chair Clayton reported that the hall rental on October 10, 2019 could pose an issue for the Work Session Re: Security scheduled for October 10, 2019. Motion to change the location of the Work Session Re: Security from the Town Hall to the Service Center by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent.
- D. New PC for Service Center  
Chair Clayton reported that a new laptop has been purchased for the Service Center and that the purchase included an external hard drive to facilitate automatic back-up service. The item was discussed for informational purposes only; no action taken.

**12. New Business**

- A. New Water Tank for Town Hall  
Supervisor Haubrich reported that the issues previously experienced with the hot water heater are occurring again and indicated that it may be time to do a replacement. It was the consensus of the Board to direct Supervisor Haubrich to research replacement options and bring it back to an upcoming meeting.
- B. Schedule Work Session Re: Review of Treasurer and Clerk Positions  
Chair Clayton reported that both the Treasurer and Clerk are halfway through their six month probation and suggested holding a Work Session to discuss current progress. Motion to add this item to the agenda for the October 10, 2019 Work Session being held at the Service Center by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent.

**13. Bills**

- A. Approve Payments  
Treasurer Thoennes reviewed the claims for approval, totaling \$14,909.64. Motion to approve claim numbers 19132-19137 and Electronic Fund Transfers (EFTs) 1-5, in the amount of \$14,909.64 was made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent.

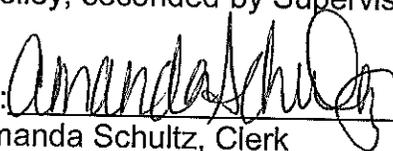
**14. Public Input** – There was no public input provided.

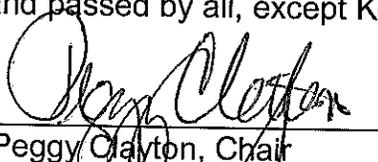
**15. Upcoming Meetings and Events**

September 28, 2019	Fall Road, Public Access, and Park Tour	9:00 am Town Hall
October 7, 2019	Township Association Meeting	7:00 pm Blandin Foundation
October 9, 2019	Regular Meeting	7:30 pm Town Hall
October 10, 2019	Work Session Re: Security & Position Reviews	7:00 pm Service Center
October 23, 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 Kelley, seconded by Supervisor Haubrich, and passed by all, except Kortekaas absent, at 8:15 p.m.

Submitted by:   
Amanda Schultz, Clerk

Signed by:   
Peggy Clayton, Chair