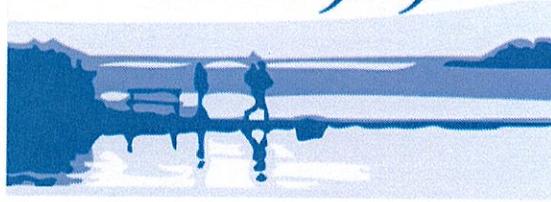


Madam Chair Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
Phone 218-326-1551

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  
Clerk Amanda Schultz 244-1811  
[haristownshipclerk@gmail.com](mailto:haristownshipclerk@gmail.com)

# 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.

## **REGULAR MEETING November 13, 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. **Approve the Minutes**
  - A. Regular Meeting, October 9, 2019  
Motion to approve the Regular Meeting minutes of October 9, 2019 by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all.
  - B. Closed Work Session Re: Treasurer, October 30, 2019  
Motion to approve the Closed Work Session Re: Treasurer minutes of October 30, 2019 by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.
3. **Additions and Corrections**  
Motion to add Items 7A (Rinks), 10N (November P&D Meeting), and 10O (December P&D Meeting, and approve the agenda, as amended, by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.
4. **Business from the Floor**  
Grand Rapids resident John Hicks addressed the Board regarding his interest to bow hunt on Harris Township property in 2020 beginning mid-September through December. It was the consensus of the Board to research the topic further.
5. **Consent Agenda** - None
6. **Roads**
  - A. 2019 Certification of Town Road Mileage to MnDOT  
Motion to direct Supervisor Kelley to work with the County regarding changes to the 2019 Certification of Town Road Mileage to MnDOT by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.
  - B. Sunny Beach Road Sidewalk Request Email  
Supervisor Haubrich reported on an email received regarding the request to consider putting in sidewalks on Sunny Beach Road and suggested that residents wanting sidewalks in their neighborhood should present a petition to the Board to do so. The item was discussed for informational purposes only; no action taken.

C. Stony Point

Supervisor Haubrich reported on his attendance at a recent County Board meeting to request their support for the Township's annexation of the Stony Point area. Motion to direct Supervisors Clayton and Haubrich to meet with the Township Attorney to proceed with the annexation process by Supervisor Schack, seconded by Supervisor Kelley, and passed by all.

D. Resolution Closing Nicholas Street

Motion to adopt the Resolution 2019-016 Re: Closing Nicholas Street for Maintenance by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

E. Resolution Closing Sunset Lane

Motion to adopt Resolution 2019-017 Re: Closing Sunset Lane for Maintenance by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.

F. Resolution Closing Sunset Drive

Motion to adopt Resolution 2019-018 Re: Closing Sunset Drive for Maintenance by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

**7. Recreation**

A. Rinks

Supervisor Clayton reported that resumes have been received for interviews to occur soon, flooding of the rinks is underway, and discussed concerns regarding well usage at Wendigo for flooding. Motion to direct Supervisors Clayton and Kelley to proceed with scheduling interviews for rink attendants made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

**8. Correspondence - None**

**9. Old Business**

A. Overland Valuation Summary of Township Buildings/Properties

Supervisor Clayton reported that she has scheduled a Valuation Survey at 11:00 a.m. on November 14, 2019 with Overland Surveys. The item was discussed for informational purposes only; no action taken.

B. Variance Hearing Update

Supervisor Clayton reported on the Site Visit for the Michael Erickson Variance Application and presented the amended facts of finding and minutes, which recommended approval of the variance application, as amended. Dan Butterfield, Itasca County Planning Commission/Board of Adjustment representative, reported that the variance was approved with changes, contingent upon submission of a design for a compliant septic system. The item was discussed for informational purposes only; no action taken.

C. Estimate for Installation of Video Security System

Supervisor Haubrich reported on the updated quote from Stewart Sound Systems, LLC. The Board discussed waiting until 2020 to proceed with the project. It was the consensus of the Board to direct Supervisor Haubrich to ask about holding the quoted price. The item was discussed for informational purposes only; no action taken.

**10. New Business**

A. Approve Newsletter

Motion to approve the newsletter, with an amendment to the newsletter date, and pay postage in the amount of \$447.05 made by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.

The Board expressed thanks to Cyndy Martin and Dan Butterfield for their work on the newsletter.

B. Job Description of Maintenance

Supervisor Clayton reviewed changes made to the Job Description of Maintenance. Motion to approve the Job Description of Maintenance with the addition of requiring a valid MN CDL Driver's License made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.

C. Job Description of Sexton

Supervisor Clayton reviewed changes made to the Job Description of Sexton. Motion to approve the Job Description of Sexton made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

D. Harris Township Cemetery Policy

Supervisor Clayton reviewed changes made to the Harris Township Cemetery Policy. Discussion took place regarding rates for the placement of footstones and prepping/digging of graves. It was the consensus of the Board to research rates and time needed for prepping/digging of graves. Motion to table the Harris Township Cemetery Policy made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

E. Town Hall Lease Agreement and Policy

Motion to approve the Town Hall Lease Agreement and Policy made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

F. Painting of Town Hall Interior

Supervisor Haubrich presented the idea of painting the Town Hall interior. It was the consensus of the Board to review the budget and discuss the item again at a meeting in February 2020. The item was discussed for informational purposes only; no action taken.

G. Clerk Election Training in January 2020

Supervisor Clayton reported on her attendance at the recent Election Judge training and noted that Clerk Election Training will be held in January 2020. Motion to authorize Clerk Schultz to attend the Clerk Election training event by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

H. Schedule Closed Work Session Re: Clerk

Motion to schedule a Closed Work Session Re: Clerk, pursuant to M.S. 13D.05, Subd. 3(a), on December 4, 2019 at 6:00 p.m. at the Town Hall made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

I. Set Up to 10 Hours for Clerk to Work Through Files in Office

Motion to approve setting up to 10 hours for the Clerk to work through files, etc. in the Town Hall Office made by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.

J. Set Up to 10 Hours for Sexton to Work Through Files at Service Center

Motion to approve setting up to 10 hours for the Sexton to work through files, etc. at the Service Center made by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

K. E-Storage

Supervisor Clayton and Clerk Schultz reported on needs for electronic storage. It was the consensus of the Board to review electronic storage options and to report back at a future meeting. The item was discussed for informational purposes only; no action taken.

L. Verizon Phone Plan

Treasurer Thoennes reported on the current phone plan utilized by the Township, which has 1200 shared minutes, and indicated that a new plan is available with unlimited talk, text, and data at a cost savings. Motion to authorize Treasurer Thoennes to proceed with changing to the new available plan made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.

M. 2019 Independent Audit – WIPFLi, LLP

Motion to table the item to the December 11, 2019 Regular Meeting made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

N. November P&D Meeting

Supervisor Clayton presented the idea of cancelling the November 27, 2019 P&D meeting. The item was discussed for informational purposes only; no action taken.

O. December P&D Meeting

Supervisor Clayton reported that there is not a P&D meeting scheduled for December and that the recent change to a bi-monthly payroll requires approval for payroll. Motion to authorize the Chair to approve and sign off on township bills and payroll with a check date of December 25, 2019, on behalf of the Harris Town Board of Supervisors made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.

**11. Treasurer’s Report**

A. Approve Treasurers Report

Motion to approve the Treasurer’s Reports for September and October dated November 13, 2019 by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

B. Approve the Payment of Bills

Treasurer Thoennes reviewed the claims for approval, totaling \$24,375.91. Motion to approve claim numbers 19175-19195, Electronic Fund Transfers (EFTs) 1-10, and gross payroll in the amount of \$24,375.91, by Supervisor Kelley, seconded by Supervisor Schack, and passed by all by roll call vote.

**12. Public Input**

Dan Butterfield provided information regarding action taken by the Itasca County Board of Commissioners to not proceed with the purchase of property for the possible location of a new jail and to establish a New Jail Committee to discuss the needs further.

**13. Upcoming Meetings and Events**

November 26, 2019	Work Session Re: CEDA Brainstorm	7:00 pm Town Hall
November 27, 2019	P and D Meeting	7:30 pm Town Hall
December 4, 2019	Closed Work Session Re: Clerk	6:00 pm Town Hall

**14. Adjourn**

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all at 9:08 p.m.

Submitted by: *Amanda Schultz*  
Amanda Schultz, Clerk

Signed by: *Peggy Clayton*  
Peggy Clayton, Chair