

**Minutes from the Harris Town Board
Work Session – new Supervisor Orientation
May 22nd, 2014 at 7:30pm**

A work session of the Harris Town Board was held on Thursday, May 22, 2014 starting at 7:30pm at the Harris Town Hall for the following purpose:

- **The purpose of this work session was to serve as an orientation for the two newly elected supervisors, elected May 6, 2014 in response to option A being adopted for a five person board of supervisors.**

The following officers of the board were present: Supervisors Larry Key, Gary Rosato, Burl Ives, & Jim Kelley, Treasurer Becky Adams, and Clerk Michele Smith. *Absent: Supervisor Dennis Kortekaas.* Also in attendance were residents Judy Myers and Marge Kelley.

Chairman Rosato called the work session to order at 7:35pm, followed by the pledge to the flag and reading of the township mission statement.

The new Supervisors, Burl Ives and Jim Kelley, were welcomed with a township coffee mug and copy of the Harris Township Centennial book. They were also given a copy of the township's comprehensive plan, and a "Manual on Town Government 2014", published by the Minnesota Association of Townships.

The following items were then reviewed and discussed, with comments by the current officers and questions by the new officers, throughout the evening. **No board action was taken on any item.**

1. Watch Township Government DVD from MN Association of Townships (MAT)

This 21 minute video explained the history of townships, the importance of grass roots government & annual Township Day, as well as what the MN Association of Townships is all about.

2. Brief review of "Manual on Town Government 2014" (published by MAT)

- a. Open Meeting Law
- b. Duties of town officers: Supervisors, Clerk, Treasurer
- c. Urban Powers
- d. Contracting levels
- e. Audit – mandatory and "board of audit"
- f. Town Roads

3. Harris Township's ordinances reviewed

- a. #1: Intoxicating Beverages #2: Subdivision Bituminous Surfacing #3: Lodging Tax

4. "Committees" that the board (and/or residents) are appointed to:

- a. Weed Inspector: Kortekaas
- b. Collaborative Opportunities Team (or similar): Rosato & Key – on a volunteer basis; others can join anytime
- c. Trails Task Force: Ives
- d. Maintenance Crew Leader: Key
- e. Safety Representative: Rosato
- f. Human Resource / Personnel Representative: Rosato and Adams
- g. Cable Commission Representative: Adams
- h. Northwest Gas Joint Powers Board: Kortekaas & Rosato (and resident John Howrey)
- i. Firewise: Kortekaas
- j. County zoning and environmental services representative (to attend meetings): Key
- k. IRRRB Residential Redevelopment Program: Resident Dan Butterfield

**Discussed what 'representing the township' means, when serving on outside committees*

5. Meetings

- a. Current town board meeting schedule: Regular Mtg – 2nd Wed/month, P&D Mtg – 4th Wed/month – 7:30pm
- b. Itasca County Township Association, and their meeting schedule: 2nd Monday of the month – 7pm – at the Blandin Foundation
- c. Agenda packets: Given out in advance for the Regular meeting only, usually the Monday before at the Itasca Twp Association Meeting. If this meeting is not the Monday prior to the Regular meeting, the clerk makes other arrangements to get the board their packets.
- d. Posting requirements for work sessions / special meetings (“3 days” notice): Five finger method explained.
- e. Review Resolution #2013-004 – *Establishing an Administrative Policy*: This was read aloud, in its entirety, by the board as it contained a lot key information in how meetings are to be run.

6. Township owned /maintained properties:

- a. Service Center (explained purposes)
- b. Cemetery – different sections discussed (see map), new addition planned, and maintenance garage
- c. Parks: Crystal Park, Wendigo Park, & Wendigo Picnic Park
 - o Role of Mike Hendricks – Recreational Advisor
- d. Public accesses: Mishawaka, LaPlant, Casper (*aka Troop Town*), & Woodtick
 - o Wendigo Picnic Park (walk-in access only)
- e. “Adopt a Highway” portion of River Road explained: a 2 mile section, from Mornes Road to the Park Road, adopted in honor of two former township maintenance workers who were killed while on duty, in 2004.

7. Personnel items:

- a. How/when to submit pay claim forms - and what to include: Treasurer Adams explained this to Kelley & Ives. Claims are submitted once a month, the Monday prior to the Regular Meeting.
- b. PERA and insurance for officers: Adams also explained this information to the new board members.

8. Contact information

- a. Public: The clerk asked what information the board wanted to be public (posted at the town hall, on the website, and on answering machines). She will type up the contact information as provided, and ask the board to review at the May 28th P&D meeting prior to her posting.
- b. Private (board use only): Cell phone numbers and email addresses were gathered, and the Clerk will prepare a list for board – noting which numbers are to use between board members only (not to be given out to the public).

9. **Questions & Answers:** All questions were taken care of during the discussions above.

10. **Adjourn** – followed by a Town Hall tour of office / basement

At 10:33 p.m., a motion was made by Supervisor Key, seconded by Supervisor Rosato, to adjourn tonight’s work session and have a brief tour of the township office and town hall basement. Meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk