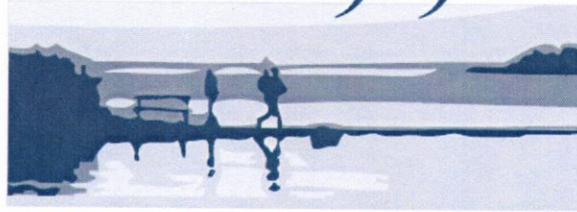


Chairman Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone #218-327-0317

Supervisor Dennis Kortekaas 326-1882  
Supervisor Burl Ives 259-1279  
Supervisor Ken Haubrich 327-1351  
Supervisor  
Treasurer Becky Adams 259-1192  
Clerk Cari Ann Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



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.

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

## REGULAR MEETING September 14, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on August 10, the P&D Meeting on August 24, Work session August 25, Work session August 29.
3. **Business from the floor**
  - Luke Gardner & Jeff Hayford about commercial ideas
  - John Casper- mailbox destroyed
4. **Consent Agenda**
5. **Roads**
  - Construction Update
  - 2016 Road Improvement Project
  - Pine Landing and Wesleyan Drive Culvert Replacement
  - Schmidt Road Metal Removal- update on bids
6. **Recreation**
  - Hale Lake- Talked to Roger- he is going to be writing up a letter for us describing what needs to be done to make that into a workable landing.
7. **Correspondence**
  - Board Action items:
    - Approve the cemetery deed for Beverly Carlson
    - Yellow pages directory listing
    - Update from Shaw and Shaw for the vacating of land
  - Noteworthy items:
    - Notes from meeting with Media Com
    - Notes from phone call with Lawyer about supervisor pay
    - Notes from text messages and emails between the supervisors
  - Non-action items
8. **Old Business**
  - Employee Manual- waiting on update from the lawyer

- Just received word doc of comp plan- updated the sheet we wanted and is in the packet
- We have received 3 that are interested in the open Supervisor seat- I have forwarded all the emails onto the supervisors- Interviews will be held September 19 at 7 pm at the town hall
- Lighting for town hall- Supervisor Ives update
- Noxious weed update

**9. New Business**

- Dumpster at the service center
- Tree removal letter
- FEMA Meeting- update

**10. Treasurer's Report** – dated September 14, 2016 (of August 2016 financials)

**11. Approve payment of bills** for August, 2016

**12. Public Input** *(please limit comments to 5 minutes)*

**13. Adjourn**

**UPCOMING Events / Meetings**

Mon. Sep. 19 Work Session.....	7:00pm Harris Town Hall
Wed Sep. 28 Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon Oct. 10 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Oct. 12 Regular Meeting.....	7:30pm Harris Town Hall

**REGULAR MEETING**  
**August 10, 2016 at 7:30pm**  
**MINUTES**

- 1. Pledge to the flag**, followed by the reading of the township mission statement

Approval of agenda with addition with Paul Bunyan-

- 2. Consider approval of Minutes** from the Regular Meeting on July 13, the P&D Meeting on July 27, Work session August 3. Work session August 1- will be approved next month on September Motion to approved the minutes by Supervisor Kortekaas seconded by Supervisor Ives

- 3. Business from the floor**

- Retirement of Gary Rosato- retirement letter read by Clerk Alleman during meeting; motion to accept by Supervisor Haubrich seconded Supervisor Ives Three accepted Supervisors Haubrich, Kelley, and Ives Supervisor Kortekaas opposed. Motion to appoint a Vice chair: nominated was Supervisor Kortekaas by Supervisor Ives, Seconded by Supervisor Haubrich motion passed by all

- 4. Consent Agenda**

- 5. Roads**

- Wood tick culvert-email- trouble with water level can't get inside the culvert, we will wait until the water level goes down before we get a complete inspection, and that's when we can see if the subgrade needs a repair. This subgrade repair if needed can be done at a later date.
- Lakeview trail- email- proposed culvert- followed up on photo site visit took additional photos standing water, culvert nearby about 150 feet does cross Lakeview trail ideal location with gathering both north and south, not a good way to get out, could do more monitoring and see what options would be available. Would it be on the western side of the corner where there is new construction could maybe ditch it out a little to go the current culvert, elevation is hard to drain the water. Good luck to see if the current land owners to see what they are willing to do and how much ditching we could do. Brief survey to see what it would cost to do the ditch work. Communicate with the current land owners to see what they would be willing to let us do. Monitor and see where the water is currently going to see possible solutions
- Sunny Beach road update- Jayson handled the complaint about mailboxes- not much progress shouldering aggregate has been laid and covered concerned areas, ditch is not built up a lot, top soil on the shoulder and there are three in the area that need to be looked at. Areas could use ditch work that are not included in the current scope of work, pin point the three areas that need to be worked on. Striping has been completed and the cracked area was replaced by the contractor and the striping will be re-done. Other activated have been working out there to and make sure the communication between all who is working out there. Compacting the shoulders a little more and dealing with the angles out there already. Need it to bind it a little
- Isleview gravel patch not much progress Monday to start reclaiming the road and subgrade should be going, in the next couple of weeks the area should be about done
- Gravel roads- regraded the roads, wash out in some areas, not much of an established ditch, and potential ditch work checking out the depths and to pay the invoice of 22875 to Casper construction. Motion to pay Casper Construction for the gravel work done in the amount of 22875 by Ives and seconded by Supervisor Kortekaas.
- Westlyn drive culvert has been replaced, just gravel ramp and will be patched up in the near future pine landing is depending on Mr. Rudd, project and observations are there is not much of a water issue, we could just remove the culvert and not put one back in as the homeowner who would be

ok with that drainage to the culdusax at the end of the road, could save money by not putting in culvert and put into the area to keep from having hazardous conditions at the end of the road, it is still the right decision to replace the culvert and look at the end of the road, maybe two more trees need to be taken out and also needs two more trees taken. Another area that could use a survey to see what the water

- Schmidt road- destroyed tires because of scrap metal, S.E.H. Found a nail right in the middle of the road, have talked to other residents. It was 4-5 class five reclaimed concrete and metal that was brought in by Casper Construction and we are seeing it come up again. Casper will provide a quote and see what services they could provide and put magnets on the road to get the metal. Will put the magnet together with the Harris township maintenance crew to grade it and walk it to pick up any extra metal. There are 4 options, metal detector if there is a hot spot, tar the road, go over with a large magnet, or walk after the grading. Bass brook has a 3 foot wide magnet and see if they could get a lot of it. The grading is in the rotation in 2017. Call around to see if the larger ones would be available to How to fix the residents tire, what do we want to do with the road? Get a quote for the magnet, have to do something,
- Township Right of Way's (ROW)- Reno Wells clarification on the ROW's and a couple of road that need to be done this fall for brushing, going to be doing work orders for the maintenance crew to get them done.

## 6. Recreation

- Hale Lake Access- nothing new waiting on getting together
- New resort in Harris township- will be to the next meeting
- Vacating land- copy in the agenda packet- petition to the land owner please see the attached information, letter from Anderson, Ophoven, and Stauffer, road authority is what the township has, set a matter of statues 60 days' notice is request to go to the natural resources, the week of October 24 will be the public hearing, the town board or designee to meet with the natural resources DNR to get the feed set. The matter for hearing is set a designate to meet with DNR; adjourn the meeting, go look at the area, and come back to the meeting. Motion to set meeting on October 24 at 5:30 pm by Supervisor Ives seconded Supervisor Kortekaas Motion to set designee who will be meeting with the DNR is Mr. Andy Shaw made by Supervisor Kelley and seconded by Supervisor Kortekaas.

## 7. Correspondence

- Board Action items:
  - None
- Noteworthy items:
  - Noxious weed training- Supervisor Kortekaas contacted the county, should be done in the next couple of days.
- Non-action items

## 8. Old Business

- Computer email system, attached is the quote from Computer enterprises. - taking some time to look at the previous bids we have received, Table to P & D meeting. Waiting to hear from Google

## 9. New Business

- L & R committee meeting in September 21-22 in St. Cloud motion for the clerk and Supervisor Huabrich to go to the L & R committee meeting by Supervisor Ives seconded by Supervisor Kortekaas
- Tree Service quote- local tree services and how they were charging Plackner is more affordable then the other contractor and we have been using the same tree service. Motion for first call would be Plackner made by Supervisor Ives seconded by Supervisor Kortekaas
- FEMA Meeting- responded with an email- Supervisor Haubrich and Supervisor Ives attending

- Paul Bunyan- call from Steve Howard broad band coming to the area only in the no service area on the map, they are applying for a 5 million dollar grant, would like a letter to show we would welcome them to come to the Harris Township, inner circle south Harris Town Road west of Wendigo Road, has no service could get grant funding, any letters of support would be appreciated and if this happens we could possibly have this happen in 2017. The only area they are looking at this time would be where there is no service. Invite Steve back to get a clearer area of where they would like to out in service, get the petitions for the residents who need better service.

**10. Treasurer’s Report** – dated August 10, 2016 (of July 2016 financials) motion to approve treasures report by Supervisor Ives seconded by Supervisor Kortekaas; motion to pull the balance of (\$448,704.90) from American Bank to add to the Wells Fargo and to close the account at American Bank account made by Supervisor Ives Seconded by Supervisor Haubrich; Did Roll Call to verify the withdrawal of the money and close the account motion: Supervisor Haubrich: Yes; Supervisor Ives: Yes; Supervisor Kortekaas: Yes; Supervisor Kelley: Yes. Passed by all.

**Savings at another bank and would looked at as the account at American Bank is closed**

**11. Approve payment of bills** for July, 2016- some online bills the supervisors did not see and would you like to audit payment for Wipfli, wanted to confirm the amount needed to pay so the amount is empty on the line item, motion to pay the bills made by Supervisor Ives seconded by Supervisor Kortekaas passed by all.

**12. Public Input** *(please limit comments to 5 minutes)*

- Dan Butterfield mentioned a storm related debris drop off area, ¼ mile south of county road 67 will be open until September 6

**13. Adjourn** motion to adjourn by Supervisor Ives seconded by Supervisor Haubrich at 8:38 pm

**UPCOMING Events / Meetings**

Thurs. Aug 11 Work Session employee manual.....	7 pm Harris Town Hall
Wed Aug 24 Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed Aug 25 Work Session .....	7 pm Harris Town Hall
Mon Sep 12 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Sep 14 Regular Meeting.....	7:30pm Harris Town Hall
Mon Oct 25, vacating land public hearing.....	5:30 pm Harris Towns Hall

**PLANNING & DEVELOPMENT MEETING**  
**August 24, 2016 – 7:30pm**  
**Minutes**

**1. Pledge to the flag**

**2. Business from the Floor**

- Mike Erickson- resort- didn't come to the meeting
- Speed Bump on Isleview; resident request by Ken Merwin-would like to get a speed bump on the Birch Street and Isleview Road. Peter Nord is grateful for the improvement in Birch Street and Isleview Road; he speaking against the speed bump. Michelle White spoke, the speed limit dropped from 40 to 30 mph. Both are against he speed bumps because of the speed limit drop. It is important and to monitor the situation before the board decides to put in a speed bump, and we have history or experience to make sure that it warrants one. Supervisor Ives suggested signage to say "children at play" there are pedestrian signs, and maybe another sign where the township property line is, that could be a "children at play" or a "caution" sign. The board can ask for the assistance from the Itasca County Sheriff Department to make more passes, try to get point across with signs and not with a speed bump; The Board would have a hard time to put in a speed bump in at this time without any history to back up the decision. Sheriff monitoring more is an option, put up some signs, take up a petition of the neighbors to who would like the speed bump, and look at alternatives at this time. Pedestrian walking sign, look in our sign book to see if we have a sign that would be the right fit. Look the area over before we do anything, no benefit or cost savings to be put on this current road project, could have the portable speed limit sign placed there displaying the speed and it records the data, see if we can get the free signage first and look into it to see if this is where is sign should go. Suggested to table and follow up at a later date. Table to the September P & D meeting. Motion by Supervisor Ives to table until the P & D meeting in September, Supervisor Haubrich seconded the motion; passed by all. A resident complimented the contractors of Casper and Hawkinson Construction Companies they did a great job and they did it with great efficiency and operation was done with attention to residents, and thanked the town board.
- Davis road gravel portion and people are driving fast and the resident is concerned that someone is going to get hurt, had a gate that said no trespassing private property, there is a fence and concerned someone is going to hit the pole. Quite a distance between the gate and the fence, there is a barricade that the resident put up and is concerned that they are driving cars on the trails, Motion to table the concern to September P & D meeting made by Supervisor Ives seconded by Supervisor Kortekaas passed by all.

**3. Consent Agenda**

**4. Roads**

- Twp. Construction Updates- Pay estimate number 2 no action to be done right now,
- Twp. Construction Updates
  - Road Improvements Project
    - Sunny Beach Road
      - Mailbox coordination
        - All mailbox posts have been replaced. Corner boxes to be relocated back to Wendigo Park Parking lot area.
    - Isleview/Birch

- Soft spots repaired per direction of engineer as T&M prior to paving. – Change Order #2 Pending
- Paving Complete – Reduction of 550LF will save project on the costs
- Mailbox memo delivered
  - 12 residents have opted out for Twp provided post.
- Pine Landing and Wesleyan Drive Culvert Replacement
  - Wesleyan Drive
    - Completed Tasks – Culvert install, erosion control, aprons, grass is beginning to be established
    - Pending Tasks – Bituminous Patch
  - Pine Landing
    - Completed Tasks – Culvert install, erosion control, aprons, trash guard option for twp ~ \$500 extra.
    - Pending Tasks – Bituminous Patch
- Lakeview Drive/Lakeview Trail intersection discussion
  - Contacted residents
    - Residents have expressed the desire for work to be completed to protect road intersection from washouts. They are willing to work with the twp. as required.
    - Harris Township has voted to not perform any additional work due to recent ditch work performed by local resident.
- Schmidt Road
  - Cost estimate pending
    - Rapids Rental - \$14/day for magnetic nail pick-up tool
    - Hammerlund Construction – Has provided an hourly rate to use magnets on road
    - Casper Construction –Is putting together quote for service
    - Hawkinson Construction – Does not have industrial sized magnet

## 5. Recreation

- Hale lake access and letter to county to have it assessed- waiting on response from county
- Mishawaka landing and why the township never ditched the south side of the landing, picnic area, where the tree fell down. Residents wan the board to look at the land across the road and try to get more parking in the area, DNR, County, and private land owners would all have to come to a meeting to get the idea, pictures before the snow fall and maybe in the winter would have more time to discuss table discussion until the December regular meeting made by Supervisor Haubrich seconded y Supervisor Ives. ADD TO DECEMBER
- Mishawaka porta potty was tipped over, maintenance crew found it when ding inspections

## 6. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 8/9/16- look at the windows Ives to look at the windows

- **7. Maintenance Report:** 7/1/16-7/29/16 Tyler last day august 4, and Ambers last day will be September 2, for the mowing and additional help to with the maintenance crew. Safety training the county and Cohasset do training together, it's about 3 hours and they go through a lot of stuff... (Look at Supervisor Haubrich's email) will have the maintenance workers go to that next spring when it is happening again.

## 8. Old Business

- Town Hall lighting- when going to the LED we could almost go with every other light fixture and they are expense and they can go from 4 lights to 2. Maybe the ballasts are getting weak, they have replaced two fixtures in the town hall to the LED, are the lights worthy of the kits, could we

eliminate a couple of rows of lights if we go with LED. We don't know the cost of the ballast, how much energy savings are we going to get and we need to get some price handlings, Supervisor Ives to look at the new ballasts and see if it is worth it... should be able to two weeks should be able to have numbers by September regular meeting...

- American bank two signers need to be taken off Larry Key and Gary Rosato- Becky and Cari will go and get the money, prefer a wire transfer. Motion to remove Larry Key and Gary Rosato from American bank account made by Supervisor Ives, seconded by Supervisor Haubrich passed by all. Payment to Hawkinson has been delayed to have the funds available. Motion to have Supervisor Kelley take check to Wells Fargo made by Supervisor Ives and Seconded by Supervisor Haubrich passed by all.

## 9. New Business

- Cemetery Deeds: Judy Meyers, Kenneth Averill, Jason & Jesse Karnes, Duane & Delores Herfindahl, and Judith Hukriede, Please approve the attached deeds. Motion to approve the deeds made by Supervisor Haubrich seconded Supervisor Ives passed by all...
- Supervisor "C": vacancy- looking for interested parties, and advertised in the newspaper, and do interviews and appoint, timeframe, website also. Run Wednesday and a Sunday dead line to apply by September 16<sup>th</sup> and the interviews on the 19 & 26 in the paper August 31 and September 4, Motion to approve made by Supervisor Haubrich seconded by Supervisor Ives passed by all
- Facebook- motion to use Facebook made by Supervisor Ives and Supervisor Haubrich seconded passed by all
- Licensing of the vehicle- optional commercial vehicles- anything over 26K LBS one rig would have to inspect both truck and trailer, licensing and drivers licensed and both have to be class A. One ton pickup truck when it comes to putting something on the trailer it is harder to pull, what else are we pulling but only one truck has to be classified commercial, both employees need to have class A license and take a test, motion to have both employees to have class A license read the book and take the test made by Supervisor Ives seconded by Supervisor Kortekaas passed by all.
- Call from realtor asking about our comp plan. And change the comp plan- working on waiting to see if we can get a "word" copy of the com p plan.

## 10. Public Input-

Ants on the floor in the building... needs to be looked at and could call pest control or have the maintenance crew spray around the bottom of the building.

Clarification on comp plan- county can only approve the zoning... email out to supervisors with the changes. Motion to have meeting on August 29 comp plan made by Supervisor Ives, seconded by Supervisor Haubrich motion passed by all.

## 11. Upcoming meetings/events

- Thur. Aug. 25 Work session.....7:00pm Harris Town Hall
- Mon, Sept. 12 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Wed. Sept. 14 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Sept. 28 Planning & Development Meeting..... 7:30pm Harris Town Hall

**12. Adjourn motion by Supervisor Ives to adjourn, seconded by Supervisor Haubrich adjourned at 8:42 pm**

**Work Session  
August 25, 2016  
Minutes**

1. **Pledge to the flag**, followed by the reading of the Harris Township mission statement
  
- 2. Specific Job descriptions for the
  - Weed inspector-Inspection for noxious weeds, Annual training for the weed class, refresher course, inspect the road ROW and what the findings are to bring back to the board.
  
  - Collaborative Opportunities Team or similar-Attend the monthly meetings, report points of interest back to the board.
  
  - Trails task force-attend the monthly meetings and report back to the board points of interest.
  
  - Maintenance crew leader/ Safety Representative-
  
  - Human Resources/Personal Representative- Communicate with the employees in an event of issues, available to person negation from truth and handle the situation....keeping the rules and regulation in check to make sure everything is in line....go to people for insurance, pay and vacation issues and hiring and firing of employees
  
  - Cable Commission Representative attend the quarterly meetings, regulates the franchise agreement or harris township represent harris township when needed and report back points of interest
  
  - County zoning & Environmental services Rep- to attend meetings report any points of interest attend site visits as needed for zoning
  
  - Northwest Gas Joint Powers Board- attend meeting and report points of interest back to board.
  
  - Firewise- represent harris township at any meeting
  
- Supervisor pay rate: you are on call 365/24/7 storm clean up and clean road on call responsible for the over a million dollar budget, a lot of responsibility and in charge of a lot.
  
- *A supervisor can be paid for work outside of a board meeting, but the pay needs to be pre-set by the board and guidelines should be established to distinguish "duties of the office" and actual employment or independent contractor work.  
If the supervisor in question has taken it upon himself to "supervise" the road crew, he would not be compensated as he was not authorized to do the work. If he were to be authorized by the other*

*supervisors to do periodic inspections, etc. then he could be compensated for the extra time. The rate of pay would need to be set by the board and a claims form submitted for payment. In the situation at hand, if the effort is just a periodic type check for board reports, that would be ok. If he were to be assigned times, duties, etc. The effort begins to look like a job and then conflict of interest rules would need to be applied. Please let me know if you have specific follow up questions*  
Kent

**Work Session  
August 29, 2016  
Minutes**

1. **Pledge to the flag**, followed by the reading of the Harris Township mission statement

- Comprehensive plan, changed the wording on page 26:
  - Amend: **West side of Highway 169 would have the option of classification of their property residential or commercial. This would include all of the 169 corridor and only those parcels that a-but the highway.**

The supervisors made sur that the existing businesses would be covered and options for avoiding an annexation. The supervisors didn't come up with any; still looking at all options. It was brought up to make Harris into a city.

Motion to adjourn at 7:52 made by Supervisor Haubrich and seconded by Supervisor Ives.



Paul M. Shaw  
(1926-2008)

Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
**DEER RIVER, MINNESOTA 56636**

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

August 18, 2016

Mr. Tom Landwehr, Commissioner  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4040

RE: Vacation Petition, Harris Township, Itasca County

Dear Mr. Landwehr:

This follows my letter of August 12, 2016 to you regarding the above captioned matter. Please be advised the hearing is scheduled for October 25<sup>th</sup> as stated in the Order and not October 24<sup>th</sup> as stated in my letter.

I apologize for any inconvenience this may have caused and would request you contact me with any questions.

Sincerely,

LAW OFFICE OF SHAW & SHAW, P.A.

ANDREW M. SHAW  
AMS:cas

cc: Harris Town Board  
Mr. Jerry Ophoven, Esq.

Paul M. Shaw  
(1926-2008)

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Andrew M. Shaw

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August 12, 2016

Mr. Tom Landwehr, Commissioner  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4040

Re: Vacation Petition, Harris Township, Itasca County

Dear Mr. Landwehr:

You will find attached and served upon you an Order setting a hearing date on a petition for vacation of a platted right-of-way, together with the petition. This matter is venued in Harris Township, Itasca County. This notice is being served upon you in accord with the provisions of Minn. Stat. §164.07 Subd. 2(b). The hearing is scheduled for October 24, 2016 at the Harris Town Hall, Grand Rapids, Minnesota.

I have been selected by the town board as its designee to consult with you in your review of the proposed vacation pursuant to Minn. Stat. §164.07 Subd. 2(c), and would request that you provide an evaluation of:

- (1) The proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

I will await your contact and evaluation and thank you for your assistance and consideration.

Sincerely,  
LAW OFFICE OF SHAW & SHAW, P.A.

ANDREW M. SHAW  
AMS/pjs  
Enclosure

cc: Harris Town Board  
Mr. Jerry Ophoven, Esq.

Notes from phone call with a MAT lawyer August 30, 2016 (Present: Supervisor Haubrich, Supervisor Ives, Clerk Alleman)

Cannot delegate the supervision of employees, should be done with at least 2, so not all the responsibility is on one supervisor.

One supervisor can be the point person, but should have one more to help with some of the other responsibilities.

\*Responsibilities: Setting priorities, making sure maintenance requests are getting done, looking over the work done, talking to the residents that need road work done...

The supervisor has the opportunity to evaluate the work and the performance of the employees.

Can set the expectations for the employees.

Supervisor has the right to look at cost comparison for the employees vs outside contractors.

Notes from meeting about the internet, Media Com August 22, 2016 (Present Jason, Media Com, Supervisor Haubrich, Clerk Alleman)

Talked about what they need from the township:

Surveys – from the target area, Letters from area businesses, easements, any petitions, Letter from ISD 318 school district, letter about service taken, letter from realtors.

Working on getting all these and making sure we are covered, Clerk Alleman working on a grant from Blandin Foundation.

## Cari Ann

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**From:** Kent Sulem <ksulem@mntownships.org>  
**Sent:** Monday, September 12, 2016 9:18 AM  
**To:** Cari Ann  
**Subject:** RE: Open meeting law

Cari Ann

During training sessions MAT stresses that board members should get in the habit of not hitting "reply all" so as to minimize the risk of an OML violation occurring. The reason for this is that any discussion of town business outside of a properly noticed meeting is a violation. That said, the key issue is no discussion of business by a quorum of the board. You can send an e-mail asking when they would be free for a special meeting and even if they hit reply all saying "yes" or "no" offering dates they are free, scheduling the meeting does not violate the OML. What would cross the line is if the members started discussing the merits of the purpose of the meeting, or how they want to proceed with the issue, etc. Similarly, sending an e-mail attaching draft minutes, the agenda for the next meeting, etc. is all fine, but again the supervisors should not start discussing with each other how to amend the minutes, debating agenda items, etc.

I hope this clarifies things a bit more. Please let me know if you or the board have further questions on the issue. It is good that the board is sensitive to the issue as of course violations are personal liability for the offending members.

Sincerely,

Kent Sulem  
MAT General Counsel &  
Director of Governmental Relations

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**From:** Cari Ann [mailto:harristownshipclerk@gmail.com]  
**Sent:** Monday, September 12, 2016 8:48 AM  
**To:** Kent Sulem <ksulem@mntownships.org>  
**Subject:** Open meeting law

Good Morning Kent,

I have a question,

When I, the clerk, sent out a text message or an email to all the supervisors and they respond, is this a violation of the open meeting law? We needed to set a meeting, it would have been announced at the regular scheduled meeting but the supervisors thought would have been a violation of the open meeting law.

Can you clarify this for me so I don't make a mistake, and we are on the same page.

I appreciate all the time you take to answer my emails.

Thank you!

*Cari Alleman*  
**Harris Township Clerk**  
**218-244-1811**