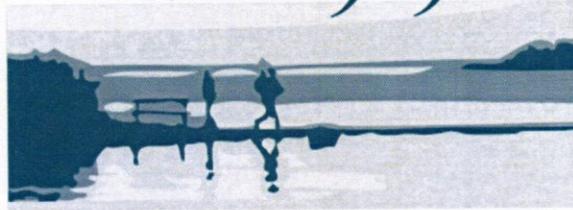


Chairman Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 326-1551
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-5070
Deputy Clerk Kati Pierce 256-7411
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

REGULAR MEETING January 10, 2018 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes** of the Regular Meeting December 13 and work session December 27.
3. **Additions and Corrections-**
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
6. **Roads**
7. **Recreation**
 - Rink Attendant status
 - Trails Task Force
8. **Correspondence**
 - Letter from Wells Fargo
 - Collaborative Opportunities Team Meeting Minutes
 - Grand Rapids Area Cable Commission Notes
9. **Old Business**
 - Report on Public Hearing Vacate of Property on Sunny Beach Road from Jan. 10th
 - Report on Work Session on Duties from Jan. 10th
 - Secure room in the basement-Derrick (Room was approved 2/8/17 for \$750-\$1000)
 - Admin policy
10. **New Business**
 - Set maintenance Work Session
 - Chairman to attend clerk training either 1/11/18 or 1/25/18
11. **Treasurer's Report** – dated January 10, December financials, 2017
12. **Approve payment of bills for the month**
13. **Public Input** (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record

14. UPCOMING Events / Meetings

- Wed. Jan. 17 Work Session - Budgets..... 6:30 pm Blandin Foundation
- Wed. Jan. 24 Planning and Development meeting..... 7:30 pm Harris Town Hall
- Feb. 12 Itasca County Township Association.....7:00 pm Harris Town Hall
- Wed. Jan. 31 Board of Audit & Budgets.....6:30 pm Harris Town Hall
- Wed. Feb. 7 Board of Audit & Budgets.....6:30 pm Harris Town Hall
- Wed Feb. 14 Regular Meeting..... 7:30pm Harris Town Hall

15. Adjourn

REGULAR MEETING
December 13, 2017 at 7:30pm
Minutes

Present: Supervisors, Jim Kelly, Dennis Kortekaas, Mike Schaak, Peggy Clayton, Ken Haubrich
Treasurer: Becky Adams Clerk: Cari Alleman Deputy Clerk: Kati pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes Listen to them on ICTV-** of the Regular Meeting October 11 1st page under roads, 4th bullet down- was a low quote, it should say SHE reviewed- insert SEH - 2nd page top line crack filling- 10k left, it should be allot more than that- double check the figure \$52,xxx double check with Becky gravel road there is major gravel has 20,000 in the account. & November 8, always add who was at the meeting- work session's admin policy #6 should say agenda to chair-supervisor job description add who was in the meeting. And 11/29 who was at the meeting I already fixed the minutes for the 11/29 meeting except fixing Jim's name. Fix the spelling of Kelley or special meetings held since the last Regular Meeting 11/8/17, Work session minutes 12/6/17, Work Session minutes 12/8/17. Add our names on the bottom of who did the minutes Fix Mikes name also. Misspelled – Nov 10th. **Motion to approve minutes with corrections made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.**

Approved, motions need to be double checked- totally missed who motioned. Heard all Passed with the corrections

TO BE APPROVED AT THE JANUARY 24 P & D MEETING MINUTES FROM NOVEMBER 29TH P & D MEETING.

3. **Additions and Corrections-** Sunny beach road and wendigo road, WIPFLI should be under new business, website not updated, new business plowing driveways.
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
None
5. **Consent Agenda**
 - Resolution designating polling place there was no discussion. The resolution was out loud. **Motion to approve made by Supervisor Kelley seconded by Supervisor Clayton passed by all.**
6. **Roads**
 - MEMO From Glen to address items below- Jason Newman, works for SHE also. 1st item the pay estimate, 63k- any questions? **Motion to pay the bill made by Supervisor Haubrich seconded by Supervisor Kortekaas.** HOLDING OF 5% THROUGH THE WINTER IS THE DIFFERENCE- Becky will void the check and rewrite the correct amount. ROLL CALL TO APPROVE THE PAYING OF THE BILL: Mike Schack, Peggy Clayton, Ken Haubrich, Dennis Kortekaas, Jim Kelley, Passed by all. The \$63K is for the work completed so far, an additional bill will come when they finish next year. The erosion control needs to stay up till the turf is done- they recommend putting some signs up for drivers "bump"- \$500 quote from Casper, if they tip over they will be the townships job to fix them, \$200 quote to purchase them and be able to reuse them- we would have to do our sticks/posts to have them stick in the ground. Derrick did get a quote from Newman for the road signs, they would be: \$123.50. **Motion to approve the ordering of the sign in the amount of \$123.50 made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.** They will order the signs and have them made, it may be after the first of the year we receive them, and it shouldn't be a problem.

- Letter to MNDOT- zoning changes along 169- request to authorize the letter draft and send it out- **Motion to sign and mail the letter made by Supervisor Kelley seconded by Sueprvisor Haubrich passed by all.**
- Wood Tick Culvert Pay request- covered above
- “Bump” sign quotes- covered above
- Meeting with County for Road Issues- Sunny Beach Road and culvert, meet with the County and snowplowing foreman, we are going to plow the 4 roads: The County will salt and widen them when needed. The Wendigo Sunny Beach intersection will be maintained by the County and they will work on the washout. Supervisors Haubrich and Kelley meet with the County and they said the township has done a good on maintaining the roads.

7. Recreation

- Rink Attendant status- Supervisor s Clayton and Kelley went down and interviewed a few more attendants, should be good by the 22nd to have them open.
- Cemetery Grave Heater- Supervisor Haubrich said it is all taken care of- Derrick said it's all good.

8. Correspondence

- Dan Butterfield email-
- WIPFLI
- WM
- Century Link
- Minnesota Association of Townships Agency
No Discussion on any correspondence above.

9. Old Business

- Vacate Notice of Property on Sunny Beach Road- New hearing date set for March 14 at 3 pm at the Town hall, **Motion to move the hearing date made by Supervisor Kelley seconded by Supervisor Kortekaas, passed by all.**
- Cemetery Monuments- online orders- Supervisor Kelley checked with the city and they have had that happen, where a resident only orders the monument and asked the cemetery to set the stone. The city tells anyone who has to have a monument company come and set it. They supply the concrete, and all we do is lay out the place for them to place the concrete. Derrick will mark it and the monument company will have to come and do the concrete base and set the stone. We should add this to the cemetery policy- Update it online, but don't print new ones yet. Bring to next meeting for approval.
- Website- the minutes and agenda is not on the meeting. Nov 8th was the last minutes on the website.
- Admin policy- we already corrected, we had the correspondence on the same line- all updated, **Motion made to add “minutes shall include who attended the meeting at the top and who submitted the minutes at the bottom” by Supervisor Kelley seconded by Supervisor Haubrich passed by all.** Add in to always have who is in attendance and to sign our minutes. Add a section at the top of 6, the minutes shall include who is present and then the recorder of the minutes listed at the bottom. Bring those changes to the next meeting. **Motion to bring to the next meeting made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.**
- Wipfli flyer- Audit, yes we will have them do the audit again for 2017- we don't need to look elsewhere- \$7500 is the fee, a little higher than it was before but they do a good job and Becky will look and see what the bill was for last year. **Motion to sign and agree to next year made by Supervisor Kelley seconded by Supervisor Kortekaas passed by all.**

10. New Business

- Admin Policy- This was added up above in those notes.
- Plowing – Ken had a call about pushing snow over the road to the other side, Cannot plow stuff across the roads- there is a statute on it and it is against the law, it's a MSD charge do not push it across the road. Site the statute 160.2715.
- Notice for the Town Hall – The clerk and deputy do work in the office here and we should put a sign on the door for the people who rent the hall to know we are coming in and out. Something simply and sweet.
- Notice of ICTA meeting dates- no action. Motion to approve the ICTV meeting dates made by Supervisor Clayton seconded by Supervisorfor the quorum notice...
- Work Session- Duties Continued the sooner the better....Monday January 8th @ 6:30 at the service center- please post- approval for these will be done at the 10th- **Motion to approve the meeting date made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.**
- Work Session Budget- Wednesday January 17th, 1st meeting- please post. 6:30 @ the Blandin foundation. **Motion to approve the meeting date made by Supervisor Haubrich seconded by Sueprvisor Clayton passed by all.**
Next meeting will be the Board of Audit will be at the Town Hall Wednesday January 31st, if not it will be pushed back to February 7th 6:30 also at Blandin or at the Town Hall. If not complete another meeting will be set. **Motion set these meeting made by Supervisor Clayton seconded by Sueprvisor Haubrich passed by all.**

11. Treasurer's Report – dated December 13, November financials, 2017- We are at the lowest point as we get the apportionment check in December. **Motion to approve the treasurer report made by Supervisor Kortekaas seconded by Supervisor Schack passed by all.**

12. Approve payment of bills for the month- Casper Construction to \$63,270.43 changes the overall total to \$134,471.36. Motion to sign check number 17724-17755 made by Supervisor Kortekaas seconded by Supervisor Haubrich, passed by all. Two large ticket items going out, Wood tick culvert and 2nd half of fire contract, MATIT is annual amount. Has that been adjusted? It will adjusted again next year. We do not pay sales tax, for the most part. **Motion to approve the bills made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.**

13. Public Input (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record, Mr. Burl Ives- Wendigo Sold, the new owners bought all of it. Major ATV/snowmobile artery trail that goes through the property. District 5: Ben Denuchi won the election. Snow plowing is it going all right. Other things going on in Itasca County that are watching the Blandin Land Case... big land owners are watching this to see how it all pans out. Itasca County is in a lot of law suits about land valuations right now. All land values that are set by the State of MN.

Dan Butterfield- State messed up with the land values, we need more of the books, and expenditures at the county level, and \$12 million out of general fund and we could have had a cushion for things like this.

14. UPCOMING Events / Meetings

Mon Nov. 13 Itasca County Township Association.....	7:00 pm Blandin Foundation
Fri. Nov. 10 Work Session.....	12:00pm Town Hall
Wed Nov. 29 Planning and Development meeting.....	7:30 pm Harris Town Hall
Mon. Dec. 6 Work Session.....	6:30 pm Town Hall
Wed Dec. 13 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan 10 Public Hearing Vacate of Property on Sunny Beach Road.....	3:00 pm Harris Town Hall

15. Adjourn motion to adjourn made by Supervisor Schack seconded by Supervisor Haubrick passed by all. 8:55 pm
Submitted by: Clerk Cari Ann Alleman

**Work Session
December 27, 2017 at 12:00 pm
Minutes**

Present were Jim Kelley, Dennis Kortekaas, Mike Schack, Cari Alleman

Meeting called to order by Supervisor Kelley at 12:05 pm

Purpose of this meeting was the rescheduling the vacate hearing meeting: **Motion to move the Vacate hearing to January 10 at 3 pm made by Supervisor Kortekaas seconded by Supervisor Schack passed by all.** Duties meeting rescheduled for January 10th at 4 pm following the vacate hearing. **Motion to have the scheduled meeting made by Supervisor Kelley seconded by Supervisor Schack passed by all.** Ask Andy Shaw to be at the duties meeting and to clarify what communication the clerk can have with the town attorney. **Motion to have Mr. Shaw at the Duties meeting made by Supervisor Kelley seconded by Supervisor Schack, passed by all.** Motion to adjourn made by Supervisor Kelley seconded by Supervisor Schack, passed by all.

Submitted by: Cari Ann Alleman, Clerk

DRAFT



December 12, 2017

Township of Harris
Attn: Cari Alleman and Rebecca Adams
20876 Wendigo Park Rd.
Grand Rapids, MN 55744

Subject: Account(s) # [REDACTED], [REDACTED], [REDACTED] and [REDACTED]

Dear Ms. Alleman and Ms. Adams:

As a result of your inability to provide information that is necessary for us to comply with new and existing federal regulations, regulatory expectations, and/or our own internal compliance and risk standards and policies, Wells Fargo Bank, N.A. (the "Bank") has determined that it is no longer in the mutual best interests of the Bank and The Township of Harris ("Company") to continue to maintain the two (2) DDA Accounts and two (2) Business Platinum Credit Cards.

Pursuant to our rights under your Account Agreement, please be advised that deposit accounts numbered [REDACTED], [REDACTED], and [REDACTED] will be closed, and all services and related agreements will terminate, effective thirty (30) days from the date of this letter. Please use this thirty (30) day period to provide the requested documents or establish alternative banking arrangements with another financial institution.

On January 11, 2017, a cashier's check will be issued for all remaining collected and available funds in the above-mentioned account(s) and mailed to the last address of record for The Township of Harris ("Company"). Uncollected funds, if any, will be forwarded after collection.

If you have questions, please contact me at 215-670-4464, Monday – Friday, 8:00 a.m. to 5:00 p.m. Eastern Time.

Thank you.

Sincerely,

Louis A. Coon
Relationship Manager
Government & Institutional Banking

COLLABORATIVE OPPORTUNITIES TEAM MEETING

Collaboration to improve efficiency, maintain service levels and save money
while preserving our individual community identities

November 29, 2017

The next meeting will be January 22 at the Cohasset Community Center from 11-1, lunch included.

Present: Peggy Clayton (Harris), Max Peters (Cohasset), Peggy Smith (Coleraine), Burl Ives (Itasca County), Brett Skyles (Itasca County), Joni Olson (ISD 318), Tom Pagel (Grand Rapids), Bill Zeige (Grand Rapids), Jamie Mjolsness of the Active Living Center and Mary Jo Wimmer, Coordinator.

Active Living Center presentation by Jamie Mjolsness, Coordinator

Open Market Itasca County

- The levy for next year will be the lowest in many years.
- Tourism is down this year. 80% of our tourists are Minnesotans
- Working on animal control with Grand Rapids
- A Blandin response team is exploring ways to help people losing their jobs at the paper mill.
- Pre-legislative luncheon in January.

Harris Township

- Looking for rink attendants through Express Employment
- Wendigo golf course has been sold to a Minnesota firm.

Cohasset

- bike trail will build 10-30 miles this coming year depending on funding. They are collaborating with IRRRB since Chisholm and Giants Ridge are also doing bike trails. They would like to hire one technical design manager and jointly hire construction. Trails would be for year-round use.

Coleraine

- in need of a clerk/treasurer

ISD 318

- referendum will be April 10
- trying to get the building cost below \$70M, asking IRRRB to contribute.

Grand Rapids

- mobility mania has worked with home depot and Boy Scouts to build picnic tables that are wheel-chair accessible for use around the county
- Civic Center has run into roof issues.

The January meeting will focus on economic development and how we could collaborate to improve it. Mark Zimmerman of IEDC and Rob Mattei will be invited.

Future meeting to focus on:

- tourism and trails
- NRRI speaker

Mary Jo Wimmer

Trillium Leadership Development, mjwimmer80@gmail.com

Grand Rapids Area Cable Commission

Tuesday, Sept. 6, 2017

Room 2 B Grand Rapids City Hall

Members Present:

Margie Ritter, Dale Adams, Peggy Clayton

Staff: Beth George

Guest: Mary Jo Wimmer

Dale Adams called meeting to order at 12:01 P.M.

Agenda:

Adams added an item under New Business at the request of Tom Pagel

Minutes May 2017 Meeting:

Motion made to accept by Ritter; seconded by Clayton. Passed unanimously.

Financials:

Motion made to accept by Clayton; seconded by Ritter.. Passed unanimously.

Approval of bills/secretary fee:

Motion made to pay ICTV secretarial fee of \$75 by Ritter; seconded by Clayton.
Passed unanimously.

Old Business:

Franchise/PEG Fees

George shared that the last public hearing is Tuesday, the 12th in Cohasset.

Clayton shared that Jason Janesich will be at the next Harris Township meeting to work on getting their internet issues worked out and discuss their agreement.

Presentation:

Mary Jo Wimmer presented on the workings of the Grand Rapids Human Rights Commission. It was the HRC's goals to share what they do, and in-turn, learn what other commissions do so as to work together on common goals.

New Business:

2018 Budget

Budget presented is slightly higher in revenue than 2017 based on actuals received to date.

Motion made to accept by Clayton; seconded by Ritter. Passed unanimously.

Discussion on possible request for design, video in cities and Township.

George explained the aging camera equipment in the City of Grand Rapids and Itasca County. The hope is to have them HD compatible in the near future. George and Jennifer Vail-Storrs of ICTV have been introduced to systems that can automate not only these locations, but the other communities as well. Commission agreed to discuss with each of their entities what they'd like to see in video/audio improvements and be prepared to discuss that at the December meeting. ICTV staff will do the same. Then as a group prepare a Request for Design document to go to audio/visual companies.

Added item of franchise agreement and discussion of connections

It wasn't precisely clear what was being asked of the Commission given the information Adams received. It was agreed that a meeting would be set up with Pagel, Adams and George to determine the City of Grand Rapids' need. Adams suggested having Kim Gibeau set up the meeting.

ICTV Report:

Working on hiring a new assistant

George and Storrs are in training this day to improve the workings of Two Rivers Video.

Meeting adjourned: 12:45 P.M.

Next meeting Dec. 6, 2017

*James
Township
to Introduce
to like
Adams
By W
Goren*

Resolution 2017-006

A Resolution to Update the ADMINISTRATIVE POLICY for

Board Meetings and Access to Public Information

(This resolution will replace the former Administrative Policy via Resolution #2016-006)

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: *The Town is rural in nature, has a limited budged which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2003-008, regarding board meetings and access to public information:

1. **Scope:**

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

1.1 **Data Practices Act.**

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

2. **Meeting times and location:**

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

a. **Exceptions:**

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

3. Holidays

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat 645.44 subd.5.

4. Calling a special board meeting, emergency meeting, or work session:

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statute 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

5. Presiding officer:

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

a. Appeal of presiding officer's ruling:

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

b. Rights of presiding officer:

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the Supervisors. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours

of receiving the agenda. No additions after this point will be added to the agenda until the night of the meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the Supervisors. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda until the night of the meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Public input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

a. Varying order of business:

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

b. Consent agenda:

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

7. Rules of parliamentary procedure:

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. We will keep all minutes of all the other meeting the board members attend in a binder.

10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

12. Access to public information:

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

A. Request for Information.

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

a. Fees for Photocopies.

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

b. Prepayment of Fees

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

Adopted this 29th day of November, 2017

Town Chair

Attest: _____
Cari Ann Alleman, Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

**HARRIS TOWNSHIP
INFORMATION REQUEST FORM**

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____ # Hours Hourly Rate		_____	_____
Photocopying	_____ x _____ Rate Hourly Rate		_____	_____
Mailing	_____		_____	_____
Other Costs	_____ _____		_____ _____	_____ _____
Totals:			_____ *	_____

Difference: _____ To be paid by requestor.
 To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.