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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 Becky Adams 259-1192
Clerk Cari Alleman 244-1811
Deputy Clerk Kati Pierce 256-7411
harristownshipclerk@gmail.com

Harris Township

SINCE 1909



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

January 23, 2019, 7:30pm

AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
 - A. P&D Meeting, November 28, 2018
 - B. Work Session re: Administrative Policy, January 15, 2019
 - C. Work Session re: Budgets, January 16, 2019
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - A. Will Richter, Director, Grand Rapids Area Library
5. **Consent Agenda-**
6. **Roads-**
 - A. 2019 Road Project Update (SEH)
 - B. Sunnybeach Road Addition
 - C. Little Crystal Lane Easement Survey
 - D. Norway Road Constituent Question
7. **Recreation-**
 - A. Park and Cemetery Inspection Reports as prepared, for November 2018, and December 2018
 - B. Trails Task Force Update
 - C. FireWise Update
8. **Correspondence-**
 - A. Minutes of November 30, 2018 Census Meeting
 - B. Minutes of December 10, 2018 Census Training
9. **Town Hall-**
 - A. Review town hall report as prepared, for November 2018, and December 2018
10. **Maintenance-**
 - A. Review maintenance report as prepared, for November 2018, and December 2018

11. Old Business-

- A. Newsletter
- B. Town Hall TV
- C. Treasurer Job Description and Qualifications
- D. Mediacom Service Center Hi-speed Internet Update
- E. LaCrosse, Soccer, and Little League Update
- F. Reschedule Board of Audit Work Session and Budget Session (January 29, 2019)
- G. Reschedule Budget Work Session Location of February 6, 2019
- H. Public Land Sale

12. New Business-

- A. Administrative Policy
- B. Schedule Work Session re: 2019 Compensation for Officers, Employees, and Judges (Administrative Policy portion)
- C. Resolution Authorizing Contract with Interested Officers
- D. Laverne and Carol Stone Variance Application/Hearing

13. Bills-

- A. Approve Payment of Bills

14. Public Input- Please come up to the podium and state your name and address for the record

15. Upcoming meetings/events-

- Wed. Jan. 30 Board of Audit and Budget Session.....6:00 pm Harris Town Hall
- Wed. Feb. 6 Budget Session..... 6:00 PM Harris Town Hall
- Mon. Feb. 11 Itasca County Township Association.....7:00 pm Blandin Foundation
- Wed. Feb. 13. Regular Township Meeting.....7:30 pm Harris Town Hall
- Wed. Feb. 27 P and D Meeting.....7:30 pm Harris Town Hall

16. Adjourn

Prepared by: Kati Pierce

Signature _____

Madam Chair: Peggy Clayton

Signature _____

**PLANNING & DEVELOPMENT MEETING
November 28, 2018– 7:30pm
MINUTES**

Present: Madam Chair, Peggy Clayton
Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

- 1. **Pledge to the flag-** reading of our mission statement
- 2. **Additions and Corrections-** None
- 3. **Approve the minutes-**
 - A. P&D Meeting 10/24/18- KP- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

4. **Business from the Floor-** Please come up to the podium and state your name and address for the record- Jason Janesich was here on behalf of Mediacom with an update on the expansion throughout areas of the Township that took place this summer/fall. He reported that the expansion is complete. Residents that service was expanded to will be receiving a letter in the mail welcoming them to call and activate service with Mediacom as well as a list of the packages offered. Anyone interested can call Mediacom or stop in at their local office located on 4th street by the post office and make an appointment for install. There is still some roadside cleanup that will need to take place next spring. Crews will be out as soon as the weather is ready to complete that final cleanup as well as seed any areas that need to be patched up.

5. **Consent Agenda-**
No items.

6. **Roads-**

- A. 2018 Road Project Update- Supervisor Kelley reported that SEH sent out a letter to residents about the projects needing to be set out for the spring. The goal is still for these to be completed by July 4, 2019.
- B. 2019 Road Projects- Supervisor Kelley reported SEH has a small amount of surveying still to be completed of the roads that the Township would like data on. All data should be compiled for Board review prior to starting on the budget for the upcoming year.
- C. Resolution Closing Nicholas Street- Madam Chair read the Resolution on camera. The Road will re-open after the winter months. Roll Calls: Supervisor Schack, Yes; Supervisor Haubrich, Yes; Supervisor Kortekaas, Yes; Supervisor Kelley, Yes; Madam Chair, Yes; Adopted 11/28/2018.

Derrick will put the barricade up this week. Note: There are currently no residents living on this road, the purpose of closing the road is to preserve its quality.

7. **Recreation-**

- A. Park and Cemetery Inspection Reports as prepared for October, 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
- B. Boat and Landing Inspections- Supervisor Schack reports the docks are out and things are looking good.

8. **Correspondence-**
No items.

9. Town Hall-

- A. Reviewed town hall report as prepared by town hall caretaker for October, 2018- Supervisor Haubrich would like to note the receptacle referred to that has the burn spot on it, Derrick will look at on Thursday, Nov 29th. Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Haubrich and passed by all.
- B. Floor Stripping/Waxing on November 29th and 30th at the Town Hall. – Supervisor Kelley reported that @ 11am tomorrow morning, 11/29/18, Derrick will move everything out and the floors will be stripped and waxed. Derrick will have all the floor mats cleaned and put everything back in on Friday before the end of the day. Madam Chair will come in on Saturday morning to wash the kitchen and bathroom floors and tidy everything up.

10. Maintenance-

- A. Reviewed maintenance report as prepared for October, 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

11. Old Business-

- A. Resolution for Appointment of Temporary Treasurer- Madam Chair read the resolution on camera- Roll Call: Supervisor Schack, Yes; Supervisor Haubrich, Yes; Supervisor Kortekaas, Yes; Supervisor Kelley, Yes; Madam Chair, Yes; Adopted 11/28/2018 with the correction of 2019 to 2018 being made as the adopted date.
- B. Job Description, (draft for Appointed Treasurer)- After the November work session, Madam Chair and Treasurer Adams have been working on pulling together a complete job description that they feel would be a good fit moving forward. Included in these duties are the statutory requirements and also the ability to be Bondable, pass a back ground check, and all the qualifications and experiences that would be preferred for the position. This is a Nonexempt position with roughly 25-30 hours per month of work. There is also no requirement to live in the township. The Board needs to decide what locations to use for advertisement. The Board also discussed that depending on who applies and what qualifications are held of the appointed person they may want to shift some of the duties around between Treasurer and Clerk. They feel they need more time to review the proposed job description and would like to verify that there is a statement included that covers them in adding any other duties as directed by the Board of Supervisors, (this was already in the description). Before it is posted, the Board needs to come up with a proposed timeline to open the application process to the public. It was the consensus of the Board that posting after the annual meeting when the budget is done and after the board of audit is complete would be the best time to post. This would also allow Becky more time to make sure it is as detailed as possible and nothing is missing. Posting the position they feel should include all local newspapers, including the Herald Review, our official posting board, Facebook, the website and they will continue to think of other options. Motion made to table to the end of January 2019 at the P&D meeting made by Supervisor Kelley, seconded by Supervisor Kortekaas and passed by all.
- C. Updated (draft) Employee Handbook- Madam Chair is working on updating the employee handbook, there is a highlighted copy in the packet of those areas that she is proposing to be changed. Such as, page 2 under introduction- regular FT, PT, Appointed, as now we will be having appointed. We should also be including resumes and not having to go through the job service agency. The first 8 pages were where all the changes to the policy have been updated thus far. Madam Chair notes this is in draft form and would like the Board to review. Motion made to table to December's Regular Meeting for the Supervisors to have time to review made by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all.
- D. Mail and Bills- August of 2018 the Board Motioned to try a trial run of having a Treasurer report and bills processed at the P and D meeting, similar to what we already do at the regular meeting of the month. Paying bills at both meetings would alleviate and prevent backlog, late fees and unhappy vendors. The trial run has proven to be very smooth, efficient and to be a positive adjustment for Treasure Adams as well as the Board. Supervisor Haubrich motioned to

continue paying bills 2x per month, seconded by Supervisor Schack and passed by all. This will also be changed in the Admin Policy once the Board meets to approve after the first of the year. Supervisor Kelley made an additional motion that all correspondence/ vendors/ all township mail and bills be mailed to the service center mailing address, seconded by Supervisor Kortekaas and passed by all. Clerk to make note on the website that official address for all Township mail is to be the Service Center address 20876 Wendigo Park Road, Grand Rapids.

- E. Rink Attendant Update/ Interviews- Supervisor Kelley reported that Derrick will be getting the rinks flooded hopefully within a week and ready for skaters. Anyone interested in being a rink attendant should contact Express Employment at 218-326-9461. Express Employment will be completing the background checks on any seasonal employees for the Township and there is a charge for that. Motion made by Supervisor Kelley to have Express Employment complete the background checks and to authorize payment of background check charges performed by Express Employment, seconded by Supervisor Haubrich and passed by all.
- F. Streetlight update at the intersection of Wendigo Road and Harris Town Road- Supervisor Kortekaas called to try to sort out if this was the Counties light to fix, however he had not heard back yet. Supervisor Haubrich reported that the light was working as he noticed it on his way to the meeting tonight. Dennis will call and verify if the County fixed it, and get verification on whose light it is to maintain.
- G. Mediacom update- Jason Janesich gave his report at the beginning of the meeting so he could leave right away.

12. New Business-

- A. First Aid Kit for Town Hall and Service Center- Madam Chair reported that there was a small 1st aid kit that was very old and should be updated in the Town Hall. The Board agreed there should be an adequate first aid kit in the warming shacks at both Crystal and Wendigo rinks, and also at the Town Hall and Service Center. Ken will talk have Derrick pick these up on his next supply run and distribute accordingly.
- B. Annual Township Meeting- March 12, 2019- just an fyi for the public.
- C. Cable Commission- September 4, 2018 minutes- Madam Chair reported that an RFP for 4 new updated audio systems for the cities was completed. The design document included a quote to include audio assistance for all the areas. Madam Chair read the update for the improvements on camera. The quotes were rejected and it was recommended that each community/city be allowed to get their audio systems updated. ICTV will be purchasing all the audio systems and the 4 entities would not need to pay for these updates. It was also mentioned and noted that phones should not be on the board table during meetings as it causes the static on ICTV recording. They also are tossing around the possibility of installing overhead speakers in the back of the room in the hall.

A Cable Commission Meeting will be held December 12th and Madam Chair will provide an update of the new systems, at the Dec 12th Regular Meeting.

13. Bills-

- A. Approve Payments- Total payments are \$1,269.33- Check numbers- 18076-18082. Motion to approve payments of \$1,269.33 and check numbers 18076-18082 by Supervisor Kelley, Seconded by Supervisor Haubrich and passed by all.

14. Public Input- Please come up to the podium and state your name and address for the record

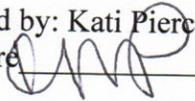
15. Upcoming meetings/events-

Mon. Dec. 10 Township Association Meeting- potluck.....6:00 pm Blandin Foundation
Wed. Dec. 12 Regular Meeting.....7:30 pm Harris Town Hall
Wed. Dec. 17 Work Session Re: Road projects, Caretaker, Mowing.....6:00 pm Harris Town Hall

16. Adjourn-

Motion to adjourn made by Supervisor Haubrich, seconded by Supervisor Kelley and passed by all.

Prepared by: Kati Pierce

Signature  _____

Madam Chair: Peggy Clayton

Signature _____

**Work Session
January 15, 2019 at 6:00pm
MINUTES**

Present: Madam Chair, Peggy Clayton
Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack
Treasure: Becky Adams; Deputy Clerk: Kati Pierce

1. Pledge to the flag

2. Admin Policy-

The Board was prepared with copies of the 2018 Administrative Policy to discuss changes that they were considering making.

The Compensation portion of the policy is not up for review until April 2019. The Boards discussion was that to follow the new election schedule in November and new Board Supervisors taking office in January, they will update the compensation in April 2019, and the 2019 Admin Policy will be in place from April 2019 through February 2020, and annually thereafter.

Update the date, 2019, page 1 of 8

6.1 Replace Clerk with Chair for submission of agenda items, Replace Clerk with Chair to provide the packets to the.... - Change the Town hall to the Service center, for drop off location. Add "unless time constraints restrict the item from being placed on the next regular meeting" for no adding items to agenda after this time.

Repeat changes in 6.1 in 6.2- Additionally under Order of meeting- add in #12 Approve payment of the bills for the month and renumber those items below on page 4 of 8.

Before number 15 on page 6 of 8- Replace 15 with Appendix A, Rules of Parliamentary Procedures for Town Board meetings and Appendix B, Harris Township Information request Form- Replace the current number 15 with 16.

Number 19, add Sexton, Appendix F

Board Supervisor Duties- rename-

Number 2, Remove Supervisor of employees and volunteers and move to an hourly rate of pay under number 3. This was discussed as it can pose to be a more time demanding task for the Supervisor that is tasked with doing the supervising of an employee and should be considered an obligation to their stipend duties.

Treasures duties- Treasurer Adams will finish updating and have ready for the P&D meeting. She will supply Madam Chair to review prior.

Clerk Duties, rename- Clerk and Deputy Clerk Duties, This was discussed as by Statute, the Deputy shall mirror the Clerk. The Deputy Clerk, in the absence of the Clerk can then follow the same duties of the Clerk, as per the job description. The Clerk is the only one authorized to work with the Deputy Clerk, in her absence.

Insert required Statues required by Clerk onto job description-

Remove "respond to Crystal Park....." - this will be the Caretakers responsibility moving forward. (Clerk to update the contact information regarding this on the webpage for constituents.)

Remove scan packets to supervisors, as packets are now printed at Rapids Printing.

Remove newsletter assistance, as supervisors can also assist with the newsletter regarding mailings, etc.

Remove compile and collect the bills, as this was permanently moved to the Treasurer in November.

Remove Taking notes and prepare minutes from Per Diem, as preparing minutes is part of the per diem paid to Clerk and Deputy Clerk.

Remove Deputy Clerks (separated) duties all together, as Clerk job description denotes Deputy Clerk.

Add Appendix F- Sexton Duties to the policy as a separate identity and description.

Draft will be on the P&D Meeting for a Motion.

3. Adjourn

Motion to Adjourn made by Supervisor Schack at 8:30 PM seconded by Supervisor Kelley and passed by all.

Prepared by: _____
Kati Pierce, Deputy Clerk

Approved by: _____
Peggy Clayton, Madam Chair

30

Budget Work Session
Wednesday, January 16, 2019
Blandin Foundation – 6:00 pm

Present: Madam Chair Clayton, Vice Chair Haubrich, Supervisors Kelley, Kortekaas, and Schack, Treasurer Adams, and Deputy Clerk Pierce

Madam Chair called the Work Session to order at 6:00 pm.

Pledge to flag was held.

Treasurer Adams handed out budget sheets showing 2018 totals to date, and the adopted 2018 budget.

The Board compared the 2018 totals to date with the actual adopted 2018 budget, reviewing the percentage of budget spent, and whether it was over or under actual budget.

The Board further reviewed and discussed a few of the fund: the fire fund, the buildings and grounds fund, the recreation fund, and capital Improvement fund, while reviewing the adopted 2019 budget discussing a proposed 2020 budget.

At their next budget session scheduled, the Board will be reviewing and discussing the general fund, road and bridge fund, equipment fund, and cemetery fund.

A motion was made by Supervisor Kelley, and seconded by Supervisor Schack to adjourn the budget session at 9:00 pm. Motion carried.

Submitted by: Madam Chair Clayton

6D

Guy Carlson

Itasca County Surveyor

LS 40991

CFEDS 1575

[218-327-7436](tel:218-327-7436)

guy.carlson@co.itasca.mn.us

From: Bruce Stone <blamplighter@mncable.net>
Sent: Wednesday, January 16, 2019 9:45 AM
To: Guy Carlson <Guy.Carlson@CO.ITASCA.mn.us>
Subject: Question

Mr. Carlson

My wife and I own Parcel #[19-027-1200](#). It has been 20-30 years since we have been to the property. In the past we accessed it via Norway Road to the northwest corner, there was also a "drivable" road along the north lot line to the east that stopped with a deadfall across the road.

My question regards that access. What if any of the roads/trails are maintained passable, what if any is minimum maintenance road, who/what owns the rest. We would like to visit the property this spring and are curious what if any access we might have.

Thank you very much,

Bruce and Audrey Stone

[218-452-2133](tel:218-452-2133)

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Stone.pdf

6.8 MB

Date: Wed, 16 Jan 2019 10:36:08 -0600

Subject: RE: Question

Mr. Stone,

This is what I can tell you. In 1925, Harris Township created a 33' cartway that is today known as Norway Road. In 1909, Itasca County had gone through the correct steps to create a County Road along the north side of your property. Unfortunately, I do not see a "Final Road Order" to establish this as a County Road. Also, this particular road is not shown in the 1994 Ordinance, which lists roads that Itasca County claims. Undoubtedly there is a road grade there, but I don't know the jurisdiction, status or maintenance of that particular road grade.

As for Norway Road, that is a Township Road and you would need to contact Harris Township to get information on maintenance. This appears to be your legal access. I have attached a copy of the cartway Final Road Order, and a overhead photograph of the neighborhood in question.

The following link is for the Harris Township website. [https://
www.harristownshipmn.org/index.asp?
Type=B_DIR&SEC={BD97F334-4D7C-40A4-B661-59114356C0AF}](https://www.harristownshipmn.org/index.asp?Type=B_DIR&SEC={BD97F334-4D7C-40A4-B661-59114356C0AF})

I hope this helps!

Respectfully,

From: Harris Township supervisorahtp@gmail.com
Subject: Fwd: Question
Date: Jan 17, 2019 at 7:59:36 PM
To: Peggy Clayton supervisorchtp@gmail.com

I will talk to Bruce. This should be added to the agenda.

----- Forwarded message -----

From: **Bruce Stone** <blamplighter@mncable.net>
Date: Wed, Jan 16, 2019 at 11:35 AM
Subject: Question
To: <supervisorahtp@gmail.com>

Ken

Attached is an email I received from Mr. Carlson the Itasca County surveyor regarding access to our property in Harris township. Would you please provide any information you can regarding access to the property using Norway Road, along with going east along the north property line.

Thank you very much for your assistance.

Bruce and Audrey Stone

----- Forwarded message -----

From: Guy Carlson <Guy.Carlson@co.itasca.mn.us>
To: Bruce Stone <blamplighter@mncable.net>
Cc:
Bcc:

State of Minnesota, County of _____ Town of _____ SS:

Whereas, Upon the petition of Eight (8) legal voters who own real estate or who occupy real estate under the homestead or pre-emption laws of the United States, or under contract from the State of Minnesota, within three (3) miles of the road proposed in said petition to be Established; which said petition was filed with the Town Clerk, who forthwith presented it to us for action thereon, and which said proposed Cartway is set forth and described in said petition as follows, viz: Beginning At the south end of the half section line, Section 22-54-25. To run north between lot 5 and the S.E. 1/4 of S.W. 1/4 of said Section 22. Up to Lhella Avenue which runs along the south of Waldheim a platted portion of Lot 5.

And Whereas, Upon receiving said petition, we did, within thirty days thereafter, make out an order or notice of hearing and fix therein a time and place at which we would meet and act upon said petition, to-wit: On the 4th day of Sept. 19125, at Town Hall

causing copies of such notice to be posted in three public places in said town, at least ten days before such meeting; and having met at such time and place as above named in said notice, and being satisfied that the petitioners had, at least ten days previous to said time caused said notice of time and place of hearing to be given to all the occupants of the land through which such road might pass, by serving the same personally upon each of said occupants, proof of which was shown by affidavit, we proceeded to examine personally such roads, and heard all persons interested, and any and all reasons for or against the Establishing of the same, and being of opinion that such Cartway was necessary and proper, and that the public interest would be promoted thereby, we granted the prayer of said petitioners and determined to Establish said Cartway, and caused ~~to be recorded in the town records~~ with accompanying, the description of which as so Established is as follows, to wit: Beginning Same as described above

It is Therefore Ordered and Determined, That a ~~road~~ Cartway, and the same is hereby Laid out and established according to the description last aforesaid, and the report and plat herewith accompanying which is hereby made a part of this Order, and it is declared to be a public ~~road~~ Cartway two (2) rods wide, the said description above given being the center of said road.
Given under our hands this 4th day of Sept. 19125.

D. D. G. Surface
Chris Erickson
D. B. Rosbush } Supervisors

