

REGULAR MEETING
February 13, 2019
Minutes

Meeting called to order at 7:30 pm by Madam Chair.

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

Approve the Minutes:

Minutes of January 9, 2019 Regular Meeting:

Madam chair recognized draft #2 of January 9, 2019 Minutes, which should replace draft #1 in packet.

A motion was made by Haubrich and seconded by Kelley to approve draft #2 of the January 9, 2019 Minutes. Supervisor Schack was absent. Motion passed.

Minutes of January 22, 2019 Work Session:

A motion was made by Kelley and seconded by Kortekaas to approve the minutes of the January 22, 2019 Work Session. Absent Supervisor Schack. Motion passed.

Minutes of February 6, 2019 Work Session:

A motion was made by Kortekaas and seconded by Haubrich to approve the minutes of the February 6, 2019 Work Session. Absent Supervisor Schack. Motion passed.

Additions and Corrections:

Madam Chair requested "Andy MacDonnell Conditional Use" be removed from the Agenda, under Business from the Floor; and "Business Pay Equity Report" be added to New Business as item 10L.

A motion was made by Kelley and seconded by Kortekaas to remove Andy MacDonnell "Conditional Use" from the Agenda under Business from the Floor; and add "Business Pay Equity Report" under New Business as item 10L. Absent Supervisor Schack. Motion passed.

Business from the floor:

There was no business from the floor.

Consent Agenda:

There were no items on the Consent Agenda.

Roads:

2019 Road Projects Update:

Supervisor Kelley requested the board set up a work session, for the purpose of finalizing 2019 Road Projects. Discussion followed.

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A motion was made by Kelley and seconded by Kortekaas to schedule a work session for the purpose of finalizing 2019 Road Projects, to take place on Monday, February 18, 2019 at 5:00 pm at the Harris Town Hall. Absent Supervisor Schack. Motion passed. This work session will be posted.

Recreation:

Jim reported rinks are fine.

Correspondence:

There was no correspondence.

Old Business:

Audio System Update:

Madame Chair reported that the audio system equipment was ordered, and most of the pieces are in. There are a few pieces not yet received. Once all equipment is received, an install date will be scheduled.

Town Hall Resolution, Policy, and Lease Agreement:

Discussion took place regarding the updated policy and lease agreement. All changes, etc. appear to be in place. Madam Chair read the Resolution out loud.

A motion was made by Kelley and seconded by Haubrich to approve the Townhall Policy, Lease Agreement, and Resolution. Roll call vote was taken as follows: Kelly yes, Kortekaas yes, Haubrich yes, and Madame Chair yes; absent Supervisor Schack. Motion passed.

Newsletter Update:

The newsletter has been sent out to households in Harris Township, and residents should have received it. If folks have not received a newsletter, please contact the Clerk, or board supervisors and one will be sent to you.

Treasurer Job Description:

At the P and D Meeting on January 23rd, there were some changes made in the Treasurer job description. Those changes have been incorporated into the Treasurer job description, which was included in the packet. Short discussion followed. A tentative time frame for posting/opening the position was set for the end of March. When it does open, the position description will be placed on the FB page, website, Herald Review, Forum, and Scenic Range News.

A motion was made by Haubrich and seconded by Kortekaas to approve the final job description for the Treasurer position. Absent Supervisor Schack. Motion passed.

Reschedule Board of Audit, and Budget Session:

The Board of Audit, which was scheduled for January 30, was canceled due to inclement weather, therefore, board of audit and budget session needed to be rescheduled. Short discussion held.

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A motion was made by Kelly and seconded by Kortekaas to schedule the board of audit work session on February 27 from 6 to 7 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed. This work session will be posted.

A motion was made by Kelly and seconded by Haubrich to schedule a budget session for February 27 from 4 to 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed.

Schedule Work Session re: 2019 Compensation:

Considerable discussion took place regarding when to schedule a work session on the 2019 compensation. A closed employee appraisal work session for the board needs to take place before the the 2019 compensation work session (can take place.)

A motion was made by Kelly and seconded by Kortekaas to schedule the 2019 compensation work session for March 14, 2019 at 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed

Caretaker Position Update:

Madam Chair provided an update regarding the Caretaker position. The position closed on February 5 at 4:30 and resumes have been received by Express Employment. Madam Chair will be working with Becky Adams, Interim Treasurer, to schedule interviews with the candidates, hopefully to take place by the end of February.

New Business:

Schedule Closed Session for the purpose of Employee Performance Appraisal/2019 Compensation:

A motion was made by Kelly and seconded by Kortekaas to schedule a Board closed session for the purpose of employee performance appraisal, to be held on March 6 at 6 PM at the Harris Town Hall. Absent Supervisor Schack. Motion passed.

Annual Township Meeting:

Madame Chair stated that the annual township meeting posting in the packet needed to be updated to include inclement weather language. Inclement weather language also needs to include an alternate date. After discussion the board decided on Tuesday, March 19 at 7 PM as the alternate annual township meeting date. This posting and publishing will be updated to reflect this language.

A motion was made by Kelly and seconded by Haubrich to update the annual township meeting posting and the publication posting to reflect inclement weather language and include the alternate meeting date of Tuesday, March 19 at 7 PM. Absent Supervisor Schack. Motion passed.

Land Stewardship Project Membership:

Discussion held regarding if the township wants to join the membership ranks of the land stewardship project. The purpose of the land stewardship project membership is to continue to allow townships to have strong local control in order to effectively serve their community. It was decided by the board to not participate in this project membership as we have MAT as our steward.

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Boundary and Annexation Survey (BAS):

Information received on the US Census Bureau boundary and annexation survey. This is informational only!

Board Supervisors 2019 Resolutions Authorizing Contract with Interested Officer:

Madam Chair stated that the board needs to approve the 2019 Resolutions Authorizing Contract with Interested Officer (M.S.472.88, Subd. 5). This is an annual resolution, which allows a township Supervisor to perform duties for the township, in the absence of an employee, without any conflict of interest. Madam Chair read the resolution out loud. Because there is a Resolution for each supervisor, a separate motion was necessary for each resolution/supervisor as follows:

A motion was made by Kelly and seconded by Haubrich to approve the resolution authorizing contract with interested officer for Dennis Kortekaas. Absent Supervisor Schack. Motion passed.

A motion was made by Haubrich and seconded by Kelley to approve the resolution authorizing contract with interested officer for Peggy Clayton. Absent Supervisor Schack. Motion passed.

A motion was made by Haubrich and seconded by Kortekaas to approve the resolution authorizing contract with interested officer for Mike Schack. Absent Supervisor Schack. Motion passed.

A motion was made by Kortekaas and seconded by Haubrich to approve the resolution authorizing contract with interested officer for Jim Kelley. Absent Supervisor Schack. Motion passed.

A motion was made by Kelly and seconded by Kortekaas to approve the resolution authorizing contract with interested officer for Ken Haubrich. Absent Supervisor Schack. Motion passed.

March 7, 2019 Culvert Workshop:

Supervisors Kelly and Haubrich requested board approval to attend the March 7, 2019 culvert installation, maintenance, and inspection workshop, to be held at the Holiday Inn in Duluth. The workshop is from 8:30 to 3:30 pm, at a cost of \$60 per person.

A motion was made by Kortekaas and seconded by Clayton to approve both Kelley and Haubrich to attend the March 7, 2019 Workshop at the Holiday Inn in Duluth, at a cost of \$60.00 per person. Absent Supervisor Schack. Motion passed.

Annual Membership Meeting of ICTV:

Madam chair received an invite and requested attendance to the Annual Membership Meeting of ICTV to be held Tuesday, February 26 at the community room at the Grand Rapids Library. Supervisor Schack is an alternate on the Cable Commission/ICTV.

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A motion was made by Kelly and seconded by Kortekaas to allow Clayton to attend the annual membership meeting of ICTV on February 26, and allow Schack to attend, if he so desires. Absent Supervisor Schack. Motion passed.

Lake Country Power Idle Service:

A letter was received from Lake Country Power regarding idle service at 20958 Wendigo Park Rd. in Grand Rapids. This is the vacant property on the corner of Harris Town Road, and Wendigo Park Road. Lake Country Power records show the service has been inactive for more than a year and in order to comply with code requirements they are considering removing the facilities from the property. Discussion followed. It was the boards desire to allow Lake Country Power to remove the facilities from the property.

A motion was made by Kelly and seconded by Haubrich to allow Lake Country Power to remove the facilities from the property, located at 20958 Wendigo Park Road. Absent Supervisor Schack. Motion passed. Madam Chair will contact Lake Country Power.

Application and Resolution for Dedication of Land for a Township Road:

An application and resolution were received from Charles and Rita LaPlant, for a dedication of land for a township road. Application has been notarized. Board approval needed to move forward.

Motion was made by Kelly and seconded by Haubrich to approve the application and resolution accepting dedication of land for a township road, for Charles and Rita LaPlant. Absent Supervisor Schack. Motion passed.

Madam Chair will follow through with obtaining Clerks signature and notary, getting resolution recorded at the Itasca County Records Office, and submit to Andy Shaw, township attorney.

Fire Contract:

Becky Adams received a letter from the City of Grand Rapids Finance Director regarding the fire contract. Fire contract amounts are based on percentage of market value, adopted budget, and number of calls. The 2019 fire contract amount for Harris Township is \$85,179.00. Short discussion followed.

A motion was made by Haubrich and seconded by Kortekaas to approve the 2019 Harris Township contract amount of \$85,179.00. Absent Supervisor Schack. Motion passed.

Lake Country Power District Meeting:

Lake Country Power's annual meeting is April 27, 2019 at the Lincoln Elementary School in Hibbing. All households received this invite. Informational only.

Pay Equity Informational Plan:

Madam Chair stated this report is completed every three years. Short discussion held.

A motion was made by Kelly and seconded by Kortekaas to approve the pay equity implementation report. Absent Supervisor Schack. Motion passed.

Treasurers Report:

A motion was made by Haubrich and seconded by Kortekaas to approve the Treasurers Report dated February 13, 2019. Absent Supervisor Schack. Motion passed.

Payment of Bills:

A motion was made by Kelly and seconded by Kortekaas to approve the February 2019 bill list in the amount of \$31,493.42, and approve payment of checks numbered 18134 through 18156. Absent Supervisor Schack. Motion passed.

Public Input:

No public input.

Upcoming Meetings and Events:

- | | | | |
|----------------------|---|--------------|--------------------|
| A) February 11, 2019 | Township Association Meeting | 7:00 pm | Blandin Foundation |
| B) February 18, 2019 | Work Session re: 2019 Road Projects | 5:00 pm | Harris Town Hall |
| C) February 27, 2019 | Budget Session | 4:00-6:00 pm | Harris Town Hall |
| D) February 27, 2019 | Board of Audit | 6:00-7:00 pm | Harris Town Hall |
| E) February 28, 2019 | P and D Meeting | 7:30 pm | Harris Town Hall |
| F) March 6, 2019 | Closed Board Employee Appraisal | 6:00 pm | Harris Town Hall |
| G) March 11, 2019 | Township Association Meeting | 7:00 pm | Blandin Foundation |
| H) March 12, 2019 | Annual Township Meeting | 7:00 pm | Harris Town Hall |
| I) March 13, 2019 | Regular Township Meeting | 7:30 pm | Harris Town Hall |
| J) March 14, 2019 | Work Session re: 2019 Employee Compensation | 6:00 pm | Harris Town Hall |
| K) March 19, 2019 | Alternate Date/Annual Township Meeting | 7:00 pm | Harris Town Hall |

Adjournment:

There being no further business to come before the Harris Township Board, a motion was made by Kortekaas and seconded by Kelly to adjourn the meeting at 8:26 pm.

Prepared by: Peggy Clayton
Signature: _____

Madam Chair: Peggy Clayton
Signature: _____

