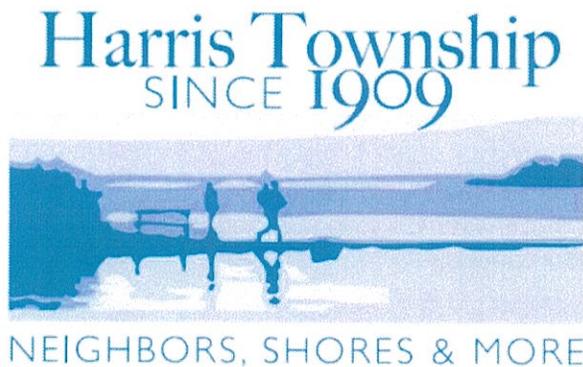


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**Mission Statement:**  
The Harris Town Board strives to enhance the quality of life, protect the environment and maintain economic stability for the residents of their community.  
[www.harristownshipmn.org](http://www.harristownshipmn.org)

## PLANNING AND DEVELOPMENT MEETING March 25, 2020 at 7:30pm Minutes

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Dennis Kortekaas, Jim Kelley, and Mike Schack; Treasurer Nancy Kopacek, and Interim Treasurer Becky Adams

1. **Pledge of Allegiance** – The Pledge of Allegiance to the Flag was conducted, followed by the reading of the township mission statement.
2. **Approve the Minutes**
  - A. P and D Meeting February 26, 2020  
A motion was made by Supervisor Kortekaas and seconded by Supervisor Schack to approve the minutes of the February 26, 2020 P and D Meeting. Motion passed.
3. **Additions and Corrections**

A motion was made by Supervisor Kelley and seconded by Supervisor Clayton to add: Tankless Water Heater as agenda item 9E (Old Business), Resolution 2020-014 as agenda item 12G (New Business), Second Amendment Resolution as agenda item 4 (Public Input), and Notary for Treasurer as agenda item 13B (Treasurer Report). Motion passed.
4. **Business from the Floor**
  - A. **Americana Lodges/Mike Stephan**

Mike Stephan, 20371 Wendigo Park Rd, Grand Rapids, was not present, but did send an email sharing the Americana Lodges adventure at the Old Wendigo Pines site. They are in the process of remodeling the 10 unit buildings, and hope to have approval from the Board of Health in the next 30 days. Their target date is June 1, 2020. They are in the process of hiring 8-10 FTE's and 1 full time manager (already hired). Remer is home to a 10 unit facility owned by Americana Lodges. Mike stated they are excited to be part of Harris Township.
  - B. **Enbridge Energy**

Bob Koehler, 119 No. 25<sup>th</sup> Street East, Superior, WI, representing Enbridge, came before the Board with a Road Use Agreement, as Enbridge Energy wishes to use part of Mishawaka Road for pipeline construction purposes, as it will be necessary to haul materials and equipment to construct a pipeline and associated facilities.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to table the Road Use Agreement to the April 8, 2020 Regular Meeting. Motion passed.
  - C. **Second Amendment Resolution**

Shawn Graupman, 36653 Co. Rd.39, Deer River, MN presented a Second Amendment Dedicated County Resolution, and stated his group will be meeting with townships to garner approval of the Resolution, before they proceed to get final approval by the Itasca County Board. Their reasoning behind the Resolution is to uphold the Second Amendment rights of the citizens of Itasca County.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to table the Second Amendment Dedicated County Resolution to the April 8, 2020 Regular Meeting. Motion passed.

**5. Consent Agenda**

**A. Itasca County Zoning Land Use Permit #200011**

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to approve the Consent Agenda. Motion passed.

**6. Roads**

**A. SEH**

SEH has provided the township with three proposals: 2020 Miscellaneous Services, Design and Bidding Services for the 2020 road improvements projects, and Braun Intertec, for 4 soil borings. These projects may get pushed out a bit due to the virus situation.

A motion was made by Supervisor Clayton and seconded by Supervisor Schack to approve the 2020 Miscellaneous Services Agreement, to include an hourly place holder fee of \$2,500. Motion passed.

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to approve the Agreement for Professional Services for Design and Bidding Services 2020 Road Project for an amount not to exceed \$16,100.00. Motion passed.

A motion was made by Supervisor Kelley and seconded by Supervisor Clayton to approve the 2020 Braun Intertec Geographical Evaluation (4 soil borings) in the amount of \$4,573.00. Motion passed.

**B. Roads**

Supervisor Kelley will have road inspection report for the next scheduled Board Meeting.

**C. Wagon Wheel Court Road**

Dave Smith, resident on Wagon Wheel Court, sent an email regarding standing water issues he feels have been created by the township. His property is located to the North on Wagon Wheel Court.

Request by Chair Haubrich was to table this item to the April 22, 2020 P and D Meeting to allow the board to look at the road/property.

A motion was made by Supervisor Clayton and seconded by Supervisor Kelley to table this item to the April 22, 2020 P and D Meeting. Motion passed.

**D. ROW Permits**

The Board received two emails requesting ROW utility permits. Supervisor Clayton will send out utility permit applications to Becky Richter, representing Century Link, and Jane Brown, representing Telcom Construction, and advise them to return their completed permits to the Board for review and discussion.

**7. Recreation**

**A. Park and Cemetery Inspection Report for February 2020**

A motion was made by Supervisor Kelley and seconded by Supervisor Shack to approve the Park and Cemetery Inspection Reports for February 2020. Motion passed.

**B. Trails Task Force**

Supervisor Schack provided a report on the last Trails Task Force Meeting. Discussion held on the Force's Iron Range Off Highway Vehicle State Recreation Area Expansion. The park will be expanded for ATV and vehicles.

**C. Portable Johns**

Discussion held on removing portable johns from the landings. Supervisor Kortekaas will contact Portable John business for direction.

**8. Correspondence**

**A. Network Collaborative Minutes of February 26, 2020**

Informational.

**B. Township Association Minutes of February 10, 2020**

Informational.

**9. Town Hall:**

**A. Resignation of Caretaker**

Chair Haubrich stated that Bryanna Vetsch, Caretaker/Sexton, resigned from her position as Caretaker and Sexton of the township. Due to the circumstances surrounding COVID-19 and the loss of work (for her), she will be leaving the area. (The caretaker had also been employed in two other positions, besides the township). The Board is appreciative of her work with the township. Her effective date is March 24, 2020. A letter accepting her resignation will be sent out.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to accept the resignation of Bryanna Vetsch, effective March 24, 2020.

**B. Town Hall Report for February 2020**

A motion was made by Chair Haubrich and seconded by Supervisor Kelley to approve the Town Hall Report for February 2020. Motion passed.

**C. Renting of the Town Hall**

March hall rentals have been cancelled. Supervisor Clayton will also contact renters for April, to cancel, (due to the COVID19, social distancing, and the order/directive of no more than 10 meeting at a time).

Supervisor Clayton will take over the duties until the positions are filled. Supervisor Clayton requested board approval to move forward with recruitment.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to allow Supervisor Clayton to move forward with the recruitment process. Motion passed.

**D. Town Hall Painting**

Supervisor Kelley provided paint samples, for the town hall. After discussion, it was decided that Supervisor Clayton and Treasurer Kopacek will review the colors, pick one out for the hall, and bring this back to the Board.

Motion made by Supervisor Kelley and seconded by Supervisor Kortekaas to table this item to the April 8, 2020 Meeting. Motion passed.

**E. Tankless Water Heater:**

Chair Haubrich provided an update on the water heater install for the town hall. Chair Haubrich will contact the vendor and may offer assistance from our maintenance staff person.

**10. Maintenance**

**A. Schedule Work Session re: Maintenance**

Discussion held on scheduling a work session to discuss maintenance, and the appraisal of the maintenance employee.

A motion was made by Supervisor Clayton and seconded by Supervisor Haubrich to schedule March 30, 2020 at 10:00 am at the town hall re: Maintenance. Motion passed.

## 11. Old Business

### A. Advantage Security System and Fire Alarm

Motion was made by Supervisor Kelley and seconded by Supervisor Schack to table Advantage Security System and Fire Alarm to the May 27, 2020 P and D Meeting. Motion passed.

### B. Update on Stony Point

Chair Haubrich provided an update on meeting with Legislative Committees regarding annexation of unorganized portion of Stony Point. This item made it through both committees, so there should be no issues going forward.

### C. Stewart Sound System

Chair Haubrich provided an update on the sound system. Stewart Sound Systems is backlogged due to setting up recording, etc with the churches, therefore their work for the township will be pushed out.

## 12. New Business

### A. 2020 Town Government Manual

Supervisor Clayton stated that due to the cancellation of the spring short course for 2020, MAT is allowing townships to purchase the 2020 Town Manual online. The Manual was usually purchased at the short courses.

A motion was made by Supervisor Haubrich and seconded by Supervisor Clayton to approve the purchase of seven (7), 2020 Town Manuals. Motion passed. Supervisor Clayton will order the manuals.

### B. Schedule Work Session Re: Policies

Discussion held on the need to hold a work session for the purpose of discussing, and updating the Drug Testing Policy, and also reviewing the Open Meeting Law.

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to schedule Policies work session to the March 30, 2020 10:00 am Work Session re: Maintenance. Motion passed. Supervisor Clayton will post the Work Session.

### C. Records Retention/Digitize

Supervisor Clayton discussed, once again, records retention. MAT has a system in place which allows for archiving records in electronic format. The township approved Resolution 98-5 in 1998 adopting general records retention schedule for townships.

Supervisor Clayton requested authorization to research different systems, with MAT and other vendors, obtain pricing, and bring this information back to the Board.

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to allow Supervisor Clayton to research different systems, with MAT and other vendors, obtain pricing, and bring this information back to the Board. Motion passed.

### D. Schedule Closed Work Session re; Security

Chair Haubrich stated that the Board will need to schedule a Closed Work Session re: Security.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Schack to schedule a Closed Work Session for March 30, 2020 at 1:00 pm at the town hall. Motion passed.

### E. Covid-19 Resolution #2020-013 Conducting Open Meetings

MAT has a news detail on COVID-19 and Operating the Township, on their website. The information Library also has the Resolution Establishing the Ability To Conduct Open Meetings by Telephone. If the township finds it not practical or prudent to hold township board meetings in

person, because of pandemic and public health emergency, this resolution will allow Harris Township to continue to operate, via teleconferencing,

A motion was made by Supervisor Kortekaas and seconded by Supervisor Schack to approve Resolution 2020-013 Resolution Establishing the Ability to Conduct Open Meetings by Telephone. Motion passed.

## **F. Donation Requests from March 10, 2020 Annual Meeting**

### **1. City of Grand Rapids/Fireworks**

At the March 10, 2020 Annual Meeting, the constituents passed a motion to recommend the Township Board approve the amount of \$4,125.00 to the City of Grand Rapids, for the July 4, 2020 fireworks display.

A motion was made by Supervisor Kelley and seconded by Supervisor Clayton to accept the recommendation made by the constituents at the March 10, 2020 Annual Meeting, and approve the amount of \$4,125.00 to the City of Grand Rapids, for the July 4, 2020 fireworks display. Motion passed. Supervisor Clayton will send out a letter,

### **2. Itasca County Agricultural Association/Fair Board**

At the March 10, 2020 Annual Meeting, the constituents passed a motion to recommend the Township Board approve the amount of \$1,000.00 to the Itasca County Agricultural Association, for 2020 projects around the fairgrounds.

A motion was made by Chair Haubrich and seconded by Supervisor Kortekaas to accept the recommendation made by the constituents at the March 10, 2020 Annual Meeting and approve the amount of \$1,000.00 to the Itasca County Agricultural Association for 2020 projects around the fairgrounds. Motion passed. Supervisor Clayton will send out a letter,

### **3. Itasca County Historical Society**

At the March 10, 2020 Annual Meeting, the constituents passed a motion to recommend the Township Board approve the amount of \$3,253.00 to the Itasca County Historical Society, for the preservation of records.

A motion was made by Chair Haubrich and seconded by Supervisor Kortekaas to accept the recommendation made by the constituents at the March 10, 2020 Annual Meeting, and approve the amount of \$3,253.00 to the Itasca County Historical Society for the preservation of records. Motion passed. Supervisor Clayton will send out a letter.

### **4. First Call for Help**

At the March 10, 2020 Annual Meeting, after calling three times for a motion; there being none, there was no support/recommendation for a donation made to First Call for Help. There was no representation from FCFH.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Kelly to accept the recommendation made by the constituents at the March 10, 2020 Annual Meeting to not support any donation to First Call for Help, and approve said recommendation. Motion passed. Supervisor Clayton will send out a letter.

### **5. Support Within Reach**

At the March 10, 2020 Annual Meeting, the constituents passed a motion to recommend the Township Board approve the amount of \$1,000.00 to Support Within Reach, contingent upon it being legal to donate to them, and that Itasca County has not donated any funds (to them), for sexual assault support services and prevention education programming. Supervisor Clayton was to follow through to check with the County on any donation made.

Supervisor Clayton advised the Board that Itasca County Health and Human Services did donate \$13,365.00 to Support Within Reach for 2020.

A motion was made by Chair Haubrich and seconded by Supervisor Kortekaas to deny the donation of \$1,000.00 to Support Within Reach, based on the recent findings that Itasca County Health and Human Service donated \$13,365.00 to Support Within Reach. Motion passed. Supervisor Clayton will send out a letter.

**G. Resolution 2020-014**

Resolution 2020-014 Declaration of a State of Emergency follows the Governors State of Emergency to allow Harris Town Chair the authority to exercise emergency powers outlined in M.S.12.37, for the duration of this local emergency.

A motion was made by Supervisor Kortekaas and seconded by Supervisor Schack to approve Resolution 2020-014 Declaration of a State of Emergency. Motion passed. Supervisor Clayton will send out a letter.

**13. Bills**

**A. Approve the Payment of Bills**

Motion was made by Supervisor Kelley and seconded by Supervisor Clayton to approve the notary application in the amount of \$125.00, claims #19358 through #19371, and EFTs 0325201 through 0325207 in the amount of \$8,154.45. Motion passed.

**14. Public Input**

Interim Treasurer Becky Adams reminded the Board that the donation to the City of Grand Rapids in the amount of \$4,125.00 will come out of the 2020 budget, and not out of the levy, which is where the other approved donations will come from.

Supervisor Clayton reminded the viewing audience that the Board is still looking for a Clerk. For anyone wanting more information, please contact Supervisor Clayton for further information.

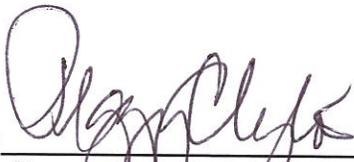
**15. UPCOMING Events / Meetings**

March 30, 2020	Work Session re: Policies, and Maintenance	10:00 am Town Hall
March 30, 2020	Closed Work Session re: Security	1:00 pm Town Hall
April 8, 2020	Regular Meeting	7:30 pm Town Hall
April 2, 2020	P and D Meeting	7:30 pm Town Hall
April 30, 2020	Board of Appeal & Equalization	9:00 am Town Hall

**16. Adjourn:**

There being no further business to come before the Board, a motion was made by Supervisor Kortekaas and seconded by Supervisor Schack at 9:15 pm. Motion passed.

Prepared by:

  
\_\_\_\_\_  
Peggy Clayton, Supervisor

Signed by:

  
\_\_\_\_\_  
Ken Haubrich, Chair