

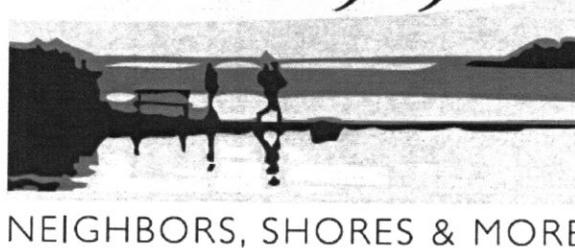
Chairman Peggy Clayton  
20356 Wendigo Park Road  
Grand Rapids, MN 55744  
Phone 218-326-1551

# Harris Township

SINCE 1909

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

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 244-5070  
Deputy Clerk Kati Pierce 256-7411  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)



**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

April 25, 2018– 7:30pm

### AGENDA

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-**
3. **Approve the minutes-**
  - ❖ P&D Meeting 3/28/18- KP
  - ❖ Employee Review, Closed Work Session 4/16/18- PC
  - ❖ Hiring Temp Worker, Work Session 4/16/18- PC
  - ❖ Policies, Compensation, Contracts, Work Session 4/16/18- PC
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda-**
  - ❖ Resolution 2018-005- Officer Compensation
  - ❖ Resolution 2018-006- Administrative Agenda
  - ❖ 2018-006 Appendix C- Supervisor Duties
  - ❖ 2018-006 Appendix D- Treasurer Duties
  - ❖ 2018-006 Appendix E Clerk Duties
  - ❖ 2018- Employee Compensation Policy
  - ❖ 2018 Wages for Maintenance and Town Hall Caretaker
6. **Roads-**
  - ❖ Wendigo Park Culverts
  - ❖ Wagon Wheel Court Road
  - ❖ Road inspections
  - ❖ Road project
7. **Recreation-**
  - ❖ Inspection Reports for March, 2018
  - ❖ Trials Task Force
8. **Correspondence-**
  - ❖ Grand Rapids Area Cable Commission
  - ❖ Collaborative Opportunities Team Meeting
9. **Town Hall Report-**

❖ Review town hall report as prepared by town hall caretaker, dated 3/9/2018-4/6/2018

**10. Maintenance Report-**

❖ Review maintenance report as prepared for March, 2018.

**11. Old Business-**

❖ Printing Board Packets

❖ Contracts Update

**12. New Business-**

❖ Website

❖ Cemetery Policy

❖ Agenda Packets

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

**14. Upcoming meetings/events-**

(Th) May 3 Appeal and Equalization Meeting.....9:00 am Harris Town Hall

(M) May 14 Itasca County Township Association.....7:00 pm Blandin Foundation

(W) May 9 Regular Meeting.....7:30 pm Harris Town Hall

(W) May 23 P & D Meeting.....7:30 pm Harris Town Hall

**15. Adjourn-**

**PLANNING & DEVELOPMENT MEETING**  
**March 28, 2018– 7:30pm**  
**Minutes**

Present: Chairman, Jim Kelley  
Supervisors: Dennis Kortekaas, Mike Schack and Ken Haubrich  
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce  
Absent: Supervisor, Peggy Clayton

**DRAFT**

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-** see additions below
3. **Approve the minutes-**
  - ❖ P&D Meeting 2/28/18- KP
  - ❖ Work Session 3/14/18- CA
  - ❖ Work Session 3/19/18- KP

Motion made by Supervisor Kortekaas to approve all minutes, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
  - ❖ Jason from Mediacom- Mediacom has been granted the DEEDS grant money to go forward with the expansion covering roughly 268 homes throughout Harris Township. \$773k is the rough estimate for the expansion project. Crews will start as soon as weather permits and letters will be going out to residents in the area to notify them when the crews are starting. All homes that will be covered in the expansion will be able to receive all the services that Mediacom provides. Feel free to stop in the local office, call, or e-mail if you have any questions. It will likely be completed this summer, however may take the majority of summer to wrap up.
  - ❖ Jason Newman- lives on county road 67- Jason was looking at our inspection reports and wanted to comment on report on Romans road; there are 2 trees that need to be taken down. He is in agreement that the tree can be taken down. He adds that in regard to our road signs, as long as the signs are in working order there should be no need to replace. We can get some assistance from the county to replace if needed.

**5. Consent Agenda-**

Deed for Cemetery Lot Sold- Motion to approve made by Supervisor Haubrich, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton

**6. Roads-** none

**7. Recreation-**

Inspection Reports for February, 2018- Motion to approve made by Supervisor Schack, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

**8. Correspondence-** none

**9. Town Hall Report-**

Review town hall report as prepared by town hall caretaker, dated 2/10/2018-3/9/2018- Motion made to approve by Supervisor Kortekaas, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton

**10. Maintenance Report-**

- ❖ Review maintenance report as prepared for February, 2018. One correction, on the 19<sup>th</sup> Derrick was not off- he was working. The e-mail just didn't come through. Motion to approve with the correction by Supervisor Kortekaas, Seconded by Chairman Kelley, and Passed by all. Absent: Supervisor Clayton

## 11. Old Business-

- ❖ Supervisor, Treasurer, Clerk, Deputy Clerk updated job duties. Chairman Kelley has a few things he would like changed on the Clerks. He would like the adding of the Statutes into the clerk duties. There are rates for the monthly stipend that need to be added on to the clerks. It needs to be changed stipend and not salary so it is consistent. "Monthly Stipend" to be said every place. A separate document should be in place for the rates. This way we don't need to change it in the future as the rates change. It should hold the same format for the Clerks as it is for the Supervisors. Clerk is to make these changes and bring it forward to the next P&D Meeting in April.
- ❖ Updated minutes from Annual Meeting 3/14/17- informational only, no action needed. Clerk to please put the minutes from this year's annual meeting into the next Regular Meeting as informational only, you may stamp as draft but please submit.
- ❖ Town Law Review- Supervisor Clayton will be going to this April 19, 2018. Chairman Kelley will let her know to please register herself.
- ❖ Annual Grading and Snow plowing contract- The County is in agreement to move forward with the same arrangement as last year. \$700/mile is what we will be paying. Motion by Supervisor Kortekaas to approve, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Well testing- Chairman Kelley checked and they can do the arsenic testing at ICC now. The nitrate test is a pass or fail and cost is \$60 @ ICC. The fee is \$85 for Benes Well and that test is sent off to the cities for testing. Supervisor Kortekaas makes a Motion to test all 3 of our wells with ICC, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ❖ Township association annual meeting- The Board needs to reply a head count. Chairman Kelley will respond and ensure they have our reservation.

## 12. New Business-

- ❖ Jeff Peterson Zoning change- Mr. Peterson has sent an application to the Board for approval on a zoning permit. See attachment- Motion made by Supervisor Kortekaas to approve, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Safety Training for Maintenance Crew- Motion made by Supervisor Haubrich to send Derrick to this 3 hour training in Cohasset. Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton. Derrick or Supervisor Haubrich will call and make the reservation.
- ❖ Policy for tree removal- Supervisor Haubrich would like to make a policy that allows Derrick to get a tree removed without having to come to a meeting to get it done. This way if there is a tree that is a danger there is not time lapse in dealing with the safety concerns of it. He will work with Derrick and come up with a proposal and bring it to the Board.
- ❖ Express Bill, for rink attendance- This bill missed our last regular meeting packet. \$637.00 Motion made by Chairman Kelley to pay the bill, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ❖ Hire part time temp worker- Chairman Kelley has talked to Express, they have someone of possible interest. The best way to proceed is to start with a list of what we need a worker for and go from there. Motion made by Chairman Kelley for Supervisors Schack and Haubrich to come up with some needs and bring it to the Board. Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Deputy Clerk to attend training (MAT Short Course)- Deputy Clerk can't attend this training and the items covered are not really directed in the areas that would benefit her. She will look at the MAT site and figure something else out.
- ❖ Summer grading contract- Chairman Kelley has talked to Casper and they would like to continue with us. The quote is about or close to the same from Casper as it was last year. Motion by

Supervisor Haubrich to continue using Casper this year for our road grading and maintenance, Second by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton

❖ Work session dates for the policies and comp- Motion made by Chairman Kelley for April 16, 2018 @ 6:00 PM @ the town hall. If the hall is not available it will be held at the service center. Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton. (Town Hall is open)

❖ Work session for employee review- Motion made by Chairman Kelley to be held on April 16, 2018 @ noon with Derrick at the service center. Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton

❖ Re-organizational items:

- ◆ Elect Chairman- Supervisor Clayton will be the new Chairman, Motion made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by All. Absent: Supervisor Clayton
- ◆ Elect Vice Chairman- Chairman Kelley will be the new Vice Chair, Motion made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and Passed by all. Absent: Supervisor Clayton
- ◆ Appoint Deputy Clerk- no Motions made, Kati will stay.
- ◆ Appoint Deputy Treasurer- Paul Trombly
- ◆ Designate official newspaper- Motion to continue with the Harold Review made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a township attorney- Motion made to continue with Andy Shaw made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a township road engineer- Motion made to continue with SEH made by Supervisor Haubrich, Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a bank as the town depository- Motion made by Supervisor Kortekaas to continue with Wells Fargo, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ◆ Electronic Fund transfers- Delegation of authority to make the electronic fund transfers. Motion made by Supervisor Haubrich to authorize Treasurer Becky, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate official posting sites- Supervisor Schack made a Motion to continue using the Town Hall, Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton

❖ Affirm / appoint members to committees/boards:

- ◆ Weed Inspector- Supervisor Kortekaas, alternate Supervisor Haubrich
- ◆ Collaborative Opportunities Team (or similar) - The board had discussion on how we are the only township in attendance. This group mainly focuses on cities, towns, schools, and not so much on townships. With the fee of \$500 the Board feels that we should focus our attention on opportunities that support townships. Since we as a township are not benefiting by being members, we respectfully will be withdrawing from this. The Board is open to other suggestions or opportunities that may better benefit the township.
  - c. Trails Task Force- Supervisor Schack
  - d. Maintenance Crew Leader- Supervisors Haubrich and Schack
  - e. Safety Representative- Supervisors Haubrich and Schack
  - f. Human Resource / Personnel Representative- Supervisor Clayton and Treasurer Adams
  - g. Cable Commission Representative- Supervisor Clayton and Treasurer Adams
  - h. County zoning and environmental services representative (to attend meetings) - Supervisor Clayton, alternate Supervisor Haubrich
  - Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) - Supervisor Clayton and Chairman Kelley
  - j. Fire wise – Supervisor Schack
  - m. Other- none appointed

Motion to approve all the Committees and Board made by Supervisor Schack, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

- 13. **Public Input-** Please come up to the podium and state your name and address for the record
  - ❖ Dan Butterfield would like to remind people the voting on the school board issue is here. Get up there and vote!

**14. Upcoming meetings/events-**

- (M) Apr. 9 Itasca County Township Association.....5:00 pm Trout Lake Township Hall
- (W) Apr. 11 Work Session.....5:30 pm Harris Town Hall
- (W) Apr. 11 Regular Meeting.....7:30 pm Harris Town Hall
- (W) Apr. 25 Work Session.....6:00 pm Harris Town Hall
- (W) Apr. 25 P & D Meeting.....7:30 pm Harris Town Hall
- (TH) May 3 Board of Appeal and Equalization .....9:00 am Harris Town Hall

**15. Adjourn-**

Motion to adjourn made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

By: Kati Pierce

**CLOSED WORK SESSION  
EMPLOYEE PERFORMANCE REVIEW  
APRIL 16, 2018 12 NOON  
HARRIS TOWN MAINTENANCE SERVICE CENTER**

**DRAFT**

Present: Peggy Clayton, Ken Haubrick, Mike Schack, Becky Adams, Jim Kelley, and Derrick Martilla

The Meeting was called to order by Chair, Peggy Clayton at 12 Noon. The Pledge of Allegiance was conducted.

The purpose of the closed session was to conduct the performance review of Derrick Martilla, maintenance employee for Harris Township.

A motion was made by Jim Kelley, and seconded by Ken Haubrich to move into a closed session. Motion carried.

Discussion held regarding the performance of duties for Maintenance employee Derrick Martilla. The Board appreciates the work that Derrick performs in keeping Harris Township in tip top shape!

A motion was made by Jim Kelley, and seconded by Ken Haubrich to move into an open session. Motion carried.

There being no further business to come before the Board, a motion was made by Ken Haubrich, and seconded by Mike Schack to adjourn the meeting at 1:00 pm. Motion carried.

Completed and Submitted by: Peggy Clayton, Supervisor/Chair-Harris Town Board

**WORK SESSION  
HIRING OF TEMPORARY MAINTENANCE EMPLOYEE  
APRIL 16, 2018 1:00 PM  
HARRIS TOWN MAINTENANCE SERVICE CENTER**

**DRAFT**

Present: Peggy Clayton, Ken Haubrich, Mike Schack, Becky Adams, Jim Kelley, Dennis Kortekaas, and Derrick Martilla

The Meeting was called to order by Chair, Peggy Clayton at 1:10 pm, and followed by the Pledge of Allegiance.

The purpose of the session was to discussion the hiring of a temporary maintenance employee(s) during the months of May – August.

Duties currently performed (by Derrick) were reviewed, and discussed. The majority of duties that need to be completed can be done by one person, in a timely manner. There are a few duties that are a priority, and extra “manpower” would be needed.” They are burials and weather related issues.

Questions asked and discussed: do we need one or two temporary employees? Do we need one to be F/T temporary and one P/T temporary? Also discussed was the need to have a “back up plan” during the months of September through May, to step in when Derrick is unable to work.

After further discussion it was decided that temporary help will need to begin the first week of May, and will hinge on the results of the Lawn Maintenance Service Bids. Jim will contact Express Employment in the coming week.

There being no further business to come before the Board, a motion was made by Mike Schack, and seconded by Ken Haubrich to adjourn the meeting at 2:10 pm. Motion carried.

Completed and Submitted by: Peggy Clayton, Supervisor/Chair-Harris Town Board

**WORK SESSION**  
**POLICIES, COMPENSATION, AND CONTRACTS**  
**APRIL 16, 2018 6:00 PM**  
**HARRIS TOWN MAINTENANCE SERVICE CENTER**

DRAFT

Present: Peggy Clayton, Ken Haubrich, Mike Schack, Becky Adams, Jim Kelley, and Dennis Kortekaas

The Meeting was called to order by Chair, Peggy Clayton at 6:00 pm, and followed by the Pledge of Allegiance.

The purpose of the session was to discuss the current policies (Cemetery, Admin, Town Hall); the compensation plan for elected officials, Deputy Clerk/Treasurer, employees, election judges, rink attendants, and part-time help; and contracts.

Policies:

The Cemetery Policy has been updated, and printing of this policy needs to be completed, and placed at the Cemetery (in the policyholders).

Town Hall policy was reviewed. Discussion held on requesting a set up time and clean up times, in the policy. Renters currently pay for hall rental from 12:00 am until 12:00 am. The Clerk, Deputy Clerk, and Supervisors also need access to the hall, which could occur during a hall rental. Having a set up time would allow for more efficiency for the Caretaker, and for the elected. Further discussion held.

The Admin Policy has been updated. The Supervisor, Clerk, Treasurer, Cemetery Sexton duties need to be changed as follows: remove all notations regarding \$60.00/meeting, and \$18/70 hourly, and replace with "as per compensation policy".

and some minor changes need to be made, as follows: remove "box"

Compensation Plans:

The compensation for officers of Harris Town Board were reviewed. After discussion, it was decided that the Town Clerk stipend needs to be changed from \$900/month to \$800/month, which reflects the current stipend the Clerk is receiving. The \$100 allocated to cemetery will be moved to a separate line item, and listed: Cemetery Sexton \$100/per month. No other monetary changes were made. A motion was made by Jim Kelley, and seconded by Ken Haubrich to recommend the changes, as denoted, to the Compensation for Officers of Harris Town Board, with final approval to the April 25<sup>th</sup> P & D Meeting

The compensation for Maintenance Worker was held. Current wage is \$19.65/hour. After further discussion, a motion was made by Mike Schack and seconded by Dennis Kortekaas to recommend a \$1.00/per hour increase, resulting in \$20.65/per hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

The compensation for Election Judge was held. After further discussion, it was decided to leave the current wage at \$10.00. Further research will be conducted with regard to other township's election judge wages.

DRAFT

The compensation for Town Hall Caretaker was held. Current wage is \$12.50/hour. After further discussion, a motion was made by Dennis Kortekaas, and seconded by Mike Schack to recommend a \$.50/hour increase, resulting in \$13.00/hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Ayes-2; Nays-2; one abstained. Motion failed.

A motion was made by Dennis Kortekaas, and seconded by Mike Schack to recommend a \$.50/hour increase, resulting in \$13.00/hour, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

The compensation for temporary maintenance worker was held. After further discussion, a motion was made by Ken Haubrich, and seconded by Jim Kelley to recommend the creation of a pay range of \$11.00/per hour - \$13.00/per hour for any temporary maintenance workers, with final approval to the April 25<sup>th</sup> P & D Meeting.

The motion was amended by Ken Haubrich, and seconded by Jim Kelley to recommend the creation of a pay range of \$11.00/per hour - \$13.00/per hour for any temporary maintenance workers, with all raises to be approved by the Board, with final approval to the April 25<sup>th</sup> P & D Meeting. Motion carried.

Contracts:

At the April 3 MAT Legal Short Course, the Supervisors learned that any verbal contracts the Township has with businesses/individuals, need to be in the form of signed contracts.

After further discussion, it was determined that signed Contracts need to be completed with Plackner Tree Service, Casper Construction, and Volunteer Newsletter individuals. These contracts, once completed, will come before an upcoming Town Board Meeting for approval. Supervisors will also check to see if we have contracts with Express Employment and Northland Portables.

There being no further business to come before the Town Board, a motion was made by Jim Kelley, and seconded by Dennis Kortekaas to adjourn the meeting at 8:30 pm. Motion carried.

Completed and Submitted by: Peggy Clayton, Supervisor/Chair – Harris Town Board

Completed and Submitted by: Peggy Clayton, Supervisor/Chair-Harris Town Board

Chairman Clayton introduced the following resolution, and Supervisor \_\_\_\_\_ moved for its adoption:

**Town of Harris, County of Itasca, State of Minnesota**

**Resolution No. 2018-005**

**A RESOLUTION DESIGNATING THE COMPENSATION  
FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2016-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on April 16, 2018;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be **used in calculating all claims paid during the May 2018 check run, and there forward until the next annual review** of Township Officer compensation in April 2019:

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**COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2018 – April 2019**

Township Board Supervisor	
Serving as Chairman:	\$450.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$800.00 per month plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Cemetery Sexton:	\$ 100.00 per month
Township Treasurer:	\$700.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed.

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

\* *There was no change to the allocated labor rates this year*

Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter and Website Updates

The Town Board approved (in April 2008) that hours worked to prepare the newsletter and to maintain/update the website could be claimed as allocated labor. (This is currently done by the Clerk)

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3<sup>rd</sup> of the month to the treasurer to allow time to scan, send to the supervisors.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2018.

By the Board Chairman,

\_\_\_\_\_  
Peggy Clayton

Attest: \_\_\_\_\_  
Cari Ann Alleman, Clerk

# Resolution 2018-006

## 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 budget 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.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 Statue 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.

**15. Description of Job Duties:**

- a. Board Members/ Supervisors- Appendix C
- b. Treasurer- Appendix D
- c. Clerk/Deputy Clerk- Appendix E

*Adopted this 25th day of April, 2018*

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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
<b>Main Motion</b>	Used to bring an item of business before the Board.	Yes	Yes
<b>Amend</b>	Used to amend the wording of a main motion.	Yes	Yes
<b>Call the Question</b>	Used to immediately end debate on a motion.	Yes	No
<b>Lay on the Table</b>	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
<b>Point of Order</b>	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
<b>Roll Call</b>	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
<b>Suspend Rules</b>	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
<b>Appeal Ruling</b>	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	<u>                    </u> x \$ <u>                    </u> # Hours                      Hourly Rate	<u>                    </u>	<u>                    </u>
Photocopying	<u>                    </u> x <u>                    </u> Rate                              Hourly Rate	<u>                    </u>	<u>                    </u>
Mailing	<u>                    </u>	<u>                    </u>	<u>                    </u>
Other Costs	<u>                    </u> <u>                    </u>	<u>                    </u> <u>                    </u>	<u>                    </u> <u>                    </u>
	Totals: <u>                    </u> *	<u>                    </u>	<u>                    </u>

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.

## Appendix C

### Supervisor Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
  - By law, supervisors (have charge of all town affairs not committed to by other officers by law.” Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town’s legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
  - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair’s position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chairs absence.
  - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
  - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.
  
2. **Duties covered under the supervisors stipend as per compensation policy:**
  - Inspection of parks
  - Inspection of cemetery
  - Inspection of all landings
  - Inspection of roads (paved or dirt)
  - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
  - Township Facebook updates
  - Working with contractors (i.e. bids, supervision of contractors/vendors)

- Supervision of employees and volunteers
- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

**3. Required/Mandated Township Meetings paid as per our compensation policy, and not covered under the monthly stipend:**

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

**4. Meetings, duties, etc. paid (for) at an hourly rate as per our compensation policy, and not covered under the stipend:**

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

**5. Mileage:**

- To be charged at the Fed. rate (2017-.54)
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

**6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:**

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

## Appendix D

### Treasurer Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)

**Receive and take charge of all money;** belonging to the town, or which is required to be paid onto its treasury, and to pay it out only upon the lawful order of the town or its officers;

**Preserve all books, papers, and property;** pertaining to or filed in the treasurer's office.

**Keep a true account of all money;** received as treasurer and the way it is disbursed, in a book provided for that purpose. Provide the account with the treasurers vouches to the town board of audit at its annual meeting for adjustment.

**Deliver all books and property;** Belonging to the treasurer's office and all money in the treasurer's hands as treasurer, to a qualified successor.

**Keep in a suitable book a register;** Of all town orders presented for payment that cannot be paid for want of funds. Record the date presented, and endorse on the back of each words "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

**Draw from the county treasurer;** From time to time, money received by the county treasurer for the town and receipt for it.

**Make and file with the town clerk;** Within five days preceding the annual town meeting a statement in writing of the money received from the county treasurer and all other sources; and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand.

**Perform** other duties required by law.

Minn.Stat. 367.16

Other duties of the town treasurer include paying judgements ordered against the town (Minn.Stat 365.41) and selecting a depository for town funds I the board fails to select one within 30 days of the annual town meeting.

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### 2. Duties covered under the treasurer stipend:

- All reports processed and saved on the computer and backed up on an external hard-drive
- All original paperwork organized and saved in storage bins at the town hall security space in the basement.
- All reports processed and saved on the computer and backed up on an external hard-drive, all original paperwork organized and saved in storage bins at the town hall security space in the basement.

- Treasurers summary report due for the Board of Audit meeting.

#### **Process Financials for the previous month**

- Add all disbursements to the account register
- Add all receipts to the account register
- Create the monthly financial reports
- Update the budget to actual reports for disbursements
- Update the budget to actual reports for receipts

#### **Receive Pay Requests via email or written out and turned into town hall**

- Supervisors, Clerk and Treasurer will have their pay requests turned in by the first day of the month
- Maintenance and Caretaker Employees will have their pay requests turned in on the Friday before the regular Board Meeting (second Wednesday of the month).
- Process financials with appropriate meeting, labor, wages less withholdings for all employees, supervisors, clerk, treasurer

#### **Receive Bill Packet from Clerk**

- This packet is ready at the town hall by the Sunday before the regular Board Meeting
- Create the bill list based on the bills in the packet
  - Add electronic bills to the bill list and packet
  - Check for duplicate invoices
  - Add the gross pay amounts to the bill list
  - Add the net wages total to the bill list

#### **Copies for meeting:**

- Bill List (enough copies for everyone at the meeting)
- Financial Reports (enough copies for everyone at the meeting)
- Pay requests for all supervisors, clerk, treasurer, maintenance and caretaker (one copy for each person with their paycheck)

#### **Write out Checks from Bill List**

- Give to Board Chair and Clerk for signing
- Make copies before distributing

#### **Deposit Checks**

- Process all receipts and give checks, cash and deposit slip to clerk for depositing at the bank (separation of duties is necessary).
- Create deposit slip with all received funds
- Confirm all funds received
  - Town hall payments
  - Cemetery purchases, deeds, burials

- Funds from the county or state
- Give deposit and funds to the clerk for deposit

#### **Mail Bills**

- Prep all bills
- Make copies of all invoices that do not have second copy
- Make all online payments

#### **Monthly Reporting**

- Make Federal Tax Deposit
- Make State Tax Deposit
- Make PERA report and deposit

#### **3. Required/Mandated Township Meetings paid as per compensation policy, and not covered under the monthly stipend:**

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

#### **4. Meetings, duties, etc. paid (for) at an hourly rate, and not covered under the stipend; as per compensation policy:**

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

#### **Not included in stipend:**

- Year-End Financials – for budget planning
- Year End Tax Reporting
- W-2/s, 1099
- Audit preparation and any auditor requested work
- Other Duties assigned to represent as part of our township (i.e human resources)
  - Currently Human Resource work – employee reviews

#### **5. Mileage:**

- To be charged at the Fed. rate (2017-.54)

- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

**6. Special Projects (must come before the township board for prior approval and/or to request payment, if applicable):**

- Those projects, etc. that a township treasurer may need to be involved in, but that does not fit into categories 1-4 above.

## Appendix E

### CLERK Duties:

#### 1. Statutes required by the Town Clerk:

- Minn. Stat. 367.30; Minn. Stat. 367.31 subd.1; Minn. Rule 8205.1040; Minn. Stat. 367.11; as per the annual Township Manual- there are many other references to the clerks duties throughout the statutes, and the clerk frequently performs other tasks needed for the town to function effectively and efficiently. (Manual Town Government: 2018 pg. 23.)

#### 2. Meetings/duties covered under the monthly stipend as per our compensation policy:

- Meeting agenda creation and prep of supporting back-up (i.e. agenda packet)
- Minutes - from P&D/Regular/Legally required meetings
- Research online for variety of things
- Emails/text/call board, regarding a variety of things as needed
- Respond to all township business inquiries (calls/emails) regarding cemetery sites and burials, board contact info, town hall availability, Itasca County business, from realtors preparing a closing (inquiring about current/pending special assessments, bonds), etc.
- Respond to Crystal Park Pavilion reservation requests; keep a calendar of dates reserved, prepare 2 types of posting notices and email them to the maintenance crew to post
- Scan Regular and P&D agenda packets provide to Supervisors 1-3 days prior
- Prepare notices and post all meetings.
- Keep contact information up to date for posting board
- Update township policies as needed; print town hall and cemetery policy brochures
- Prepare and publish meeting schedule, all work sessions or special meetings, election notices, etc. (whatever is legally required)
- Town hall set up for Regular, P&D and legally required meetings
- Document filing & organizing – town hall
- Discussions regarding a variety of topics/projects with others (board/county/residents, etc.)
- Website administration and content updates; add minutes after approved (convert to PDF first)
- Monthly bookkeeping (clerk's books) and

#### 3. Hourly rate for CLERK includes as per our compensation policy:

- Newsletter assistance (e.g. update address database, review newsletter drafts, etc.)
- Work sessions hours – including agenda prep, town hall set up, time at the meeting, and hall closing
- Minutes of Work Sessions
- Election duties – if Head Judge
- Trainings (i.e. MAT short courses)
- Preparing the annual report and having copies printed for the annual meeting
- Prep for Board of Audit
- Collecting and compiling the Bills
- Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
- Prepare notices for work sessions and elections.

#### 4. Per Diem Meeting Rate for CLERK includes as per compensation policy:

- Regular, P&D, and legally required meetings (e.g. annual meeting, public hearings, board of audit, board of appeal, etc.), regardless of length (unless over 3 hrs...then charge hourly)

- Taking notes & preparing minutes for the meetings noted above

**5. Deputy Clerk: Also includes hourly rate items if needed as per our compensation policy:**

- P&D meeting
- Taking notes & preparing minutes for the meetings noted above
- Deputy Clerk duties mirror that of the clerk. If it is hourly the deputy will be paid hourly.

**Harris Township  
EMPLOYEE COMPENSATION POLICY**

- ◆ **Temp Full-Time Employees:** **As of May 2018** (to be reviewed annually)
  - Maintenance Crew: Starting wage will be between \$11.00-\$13.00/hour based on qualifications and experience.
  
- ◆ **Regular Part-Time Employees:** **As of May 2018** (to be reviewed annually)
  - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$9.00-\$12.00/hour based on qualifications and experience.
  
- ◆ **Temporary Employees:** **As of January 2018** (to be reviewed again in April 2019)
  - Skating Rink Attendant: Wage will be Minimum wage
  - Summer Intern / Maintenance Crew: Wage will be \$11.00-\$13.00 per hour
  - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
  - Election Judges: Wage will be \$10.00 per hour for training time and hours worked on election day.  
- and -  
Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.
  - Head Election Judge: Wage will be included in the "Request for Board Action" to approve the Clerk's list of election judges. The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.

◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27<sup>th</sup> day of October, 2004 and has been amended as follows:

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11 2016, May 10 2017, **April 25 2018**

**REQUEST FOR BOARD ACTION**  
**April 25, 2018**  
**Regular Meeting of the Harris Town Board**

**Consent Agenda item**

---

**REQUEST:**

To approve the following compensation for one full-time Maintenance Workers and the part-time Town Hall Caretaker of Harris Township, as recommended by the Board at the April 16<sup>th</sup> Work session after having completed the Employee Performance Evaluations during a closed work session earlier that same day.

---

**EFFECTIVE DATE:**

Rates to be effective for use in calculating employee claims processed for the **May 2018 check run**, and there foreword until the next annual employee review meeting in April 2019.

---

**COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:**

Derrick Marttila	Full-time Maintenance Worker	\$20.65 per hour Vision insurance benefit added (EE only)
Amber Hartel	Part-time Town Hall Caretaker	\$13.00 per cleaning hour and showing

---

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	3/4/18	N/A		
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		some standing water in pond		
PARKS:				
VOLLEYBALL COURT:				
NETS		N/A	N/A	SNOW
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				















Grand Rapids Area Cable Commission  
Feb. 5, 2018  
12 p.m.  
ICTV Offices  
819 NE Fourth St.

- Call to Order
- Organizational Structure for 2018
  - Election of officers
- Changes or additions to agenda
- Review/consider minutes
- Review Financials
- Correspondence/approval of bills/approve secretary's fees
- Old Business
  - Discuss request for design city/township halls.
- New Business
  - Approve reimbursing ICTV up to \$900 in expenses for 1 person to attend the June MACTA meeting Wednesday, June 13, 2018.
  - Approve reimbursing one Cable Commission member up to \$900 to attend the June MACTA meeting if agenda deems necessary Wednesday, June 13, 2018.
- ICTV Report
- Adjourn

**Meetings 2018: Monday, May 7**  
**Tuesday Sept. 4**  
**Monday, Dec. 3**

## **COLLABORATIVE OPPORTUNITIES TEAM MEETING**

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

**February 28, 2018**

**The next meeting will be March 28 at the Coleraine City Hall from 11-1, lunch included.**

**Present:** Peggy Clayton (Harris), Greg Tuttle (Cohasset), Mark Zimmerman (IEDC), Mary Drewes (Coleraine), Terry Snyder (Itasca County), David Pace (ISD 316), Lilah Crowe (Arbo), and Mary Jo Wimmer, Coordinator.

### **Open Market Itasca County**

- Upcoming land classification meeting for 130 tax forfeit properties
- Is taking public input on a preliminary 5-year road plan until March 23. Townships can benefit by collaborating with the County on road projects.
- The highway 38 project starts May 1, completing the road from County Rd. 19 to Marcell.
- There is a new Veteran's Service Officer

### **Harris Township**

- Board of audit meeting was Monday
- March 13 is the annual township meeting

### **Cohasset**

- Lake Country Power will be breaking ground in the spring
- Bike trail project is fully funded

### **Coleraine**

- Hired a new clerk/treasurer
- The vacated fire hall on Trout Lake is under consideration for use as an environmental learning center/ bike, canoe and kayak rental

### **ISD 316**

- Involved with school safety concerns
- Adding 2 FTE to career and technical programs

### **Arbo Township**

- Getting broadband on the east side of Prairie Lake
- Lowered their levy by \$8000 due to Magnetation funds
- Working on a 5-year road plan
- The Gunn Park pavilion roof will be replaced this summer
- In the process of replacing township road signs

The group discussed economic development in the region. Mark Zimmerman requested that municipalities and townships with commercial buildings available for sale or lease should contact him at IEDC. The web page for the Iron Range Economic Alliance is <https://www.ireamn.org/>.

Mary Jo will contact all township and municipality clerks regarding this group. She will conduct a poll regarding the timing of the meetings as many are unable to attend a daytime meeting. Suggested timing is the last Thursday of the month from 6-8 pm.

*Mary Jo Wimmer  
Trillium Leadership Development, mjwimmer80@gmail.com*

# Harris Township Monthly Town Hall Report

Caretaker, Amber Hart Date 4-6-18

General Cleaning 11.25 hrs.

Miscellaneous Duties/Work 22.75 hrs.

Inspections, Maintenance, Non-routine work, Board Meeting Functions.

Notes:

Total (All hours worked) 34 hrs.

## Rentals

Resident's 6 (4)

No Charge/Discounted Only by board approval 2

Notes Gunderson Mem. N/C Resident, Flyway Club \$25.00

\* N/C=N/S= for both Renters on Easter Weekend. Just an FYI.

Non-Residents 1

Discounted Only by Board approval —

Notes

Board Functions (meetings, scheduled hold, voting) 4

Total 11

Deposits Retained —

Total money collected 325

=====  
Maintenance or Safety concerns:



# Harris Township March Maintenance Report

## Weekly Maintenance Plan for March 5<sup>th</sup> – 9<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Fill out daily time sheets	2	3
Clean up snow on roadside edges on Alicia Spur, Sunny Beach Add., Forest View Trl., Winston Taylor Rd., and Ruff Shores Rd.	8	1
Finish putting together and painting the Cremation Box	4	2
Move snow banks at the Cemetery	4	3
Work on the weekly plan for next week	2	3
Clean the Service Center Detached Garage.	2	2
Fill out monthly equipment and receipt information	4	2
Replace battery in the Emergency light at the Town Hall	1	1
Update Veterans List, go through the Veteran's Stars and Flags to make sure we have enough for Memorial Day	4	3
Finish working on garden sprayer for watering the ground and washing equipment	3	3
Move snow banks at the Town Hall	2	3
Wash both trucks, ASV and the J.D. 1445	4	2

Date: 3/5/18

- Meeting with Ken. ½ hr.
- Moved snow bank edges on Alicia Spur, Sunny Beach Add., Forest View Trl., and Winston Taylor Rd. 6 hr.

Work done that is not on our weekly plan:

- Picked up fuel for the fuel tank. ½ hr.
- Removed ice away from the garage doors at the Service Center. 1 hr

Date: 3/6/18

- Finished cleaning up the snow banks on Alicia Spur, Winston Taylor Rd., Sunny Beach Add., Forest View Trl. and Ruff Shores Rd. 2 hr.
- Cleaned up snow banks at the Cemetery. 3 ½ hr.
- Cleaned up snow banks at the Town Hall. 2 ½ hr.

Date: 3/7/18

- Replaced the battery in the Security light at the Town Hall. 1 hr.
- Put the Cremation Box back together and started painting it. 3 hr.
- Clean the Service Center Detached Garage. 1 hr.
- Worked on the garden sprayer. 1 hr.
- Washed the Pickup Truck. 1 hr.
- Worked on the Monthly Receipts. 1 hr.

Date: 3/8/18

- Finished assembling the garden sprayer. 1 ½ hr.
- Washed both trucks, the John Deere 1445, and the ASV. 4 ½ hr.
- Worked on the weekly plan for next week. 2 hr.

Date: 3/9/18

- Recorded monthly receipts, fuel reports and equipment hours. 4 hr.
- Straightened out Veteran stars and started making a holder for the stars. 3 ½ hr.

Work done that is not on our weekly plan:

- Met with Jim to discuss movement of warning sign on Lakeview Dr. ½ hr.

### Weekly Maintenance Plan for March 12<sup>th</sup> – 16<sup>th</sup> 2018

Task to be completed	Estimated hours	Priority
Clean up the Speed Hump sign on the Mishawaka Rd.	2	1
Clean and adjust the security cameras at the Cemetery.	2	2
Work on making Safety Procedures for the maintenance job.	8	2
Clean the water heaters at the Town Hall and the Service Center.	4	2
Organize files and paperwork at the Service Center	8	3
Paint the Service Center Detached Garage.	8	3
Fill out daily time sheet	2	3
Work on the weekly plan for the following week	2	3
Inspect Fire Extinguishers at all location and on all equipment, and test smoke and CO2 alarms at the Town Hall.	4	1

Date: 3/12/18

- Inspected the Fire extinguishers on all equipment and at all locations. Also, tested CO2 alarms and smoke alarms at the Town Hall. 3 ½ hr.
- Cleaned both cameras and adjusted them for more accurate pictures of the Cemetery. 2 hr.
- Cleaned the Speed Hump sign on the north end of the Mishawaka Rd. 2 hr.

Work done that is not on our weekly plan:

- Tightened the door knob on the door for the Women's Bathroom at the Town Hall.  
**NOTE:** As I was fixing the door knob, I noticed that the knob is starting to come loose from the assembly. I tried to fix it but I wasn't successful. We might need to purchase a new one in the near future. ½ hr.

Date: 3/13/18

- Drain water and cleaned water heaters at the Town Hall and the Service Center. 4 hr.
- Organized paperwork and files at the Service Center. 3 hr.

Work done that is not on our weekly plan:

- Swept the Service Center. ½ hr.
- Spoke with Fashion to Fit and Cari, about which color fabric to use for the voting booth divider curtains. A color was decided and told them to go ahead and start working on them. ½ hr.

Date: 3/14/18

- Vacation 8 hr.

Date: 3/15/18

- Vacation 8 hr.

Date: 3/16/18

- Work on Safety Procedures for the maintenance work. 5 hr.
- Worked on the weekly plan for next week. 1 hr.
- Fill out daily time sheet. ½ hr.

Work done that is not on our weekly plan:

- Picked up water at Walmart. ½ hr.
- Leveled out driveway at the Service Center. 1 hr.

**Weekly Maintenance Plan for March 19<sup>th</sup> – 23<sup>rd</sup> 2018**

<b>Task to be completed</b>	<b>Estimated hours</b>	<b>Priority</b>
Clean Service Center Detached Garage	4	3
Clean up snow banks at the boat landings to help with proper thawing	4	2
Work on making Safety Procedures for the maintenance job.	6	2
Put out "BUMPS" warning signs on the culvert area off of the Woodtick Landing on the Sunny Beach Rd.	2	1
Fix rain gutters on the Town Hall and the Town Hall Garage	2	1
Paint the Service Center Detached Garage.	8	3
Fill out daily time sheet	2	3
Work on the weekly plan for the following week	2	3
Make a sign replacement list for this year along with needed materials	4	1
Finish painting and assembling the Cremation Box for the Cemetery	2	1
Finish counting Veteran's Stars and Flags for Memorial Day	4	1

Date: 3/19/18

- Finished assembling the Cremation Box. 2 ½ hr.
- Removed old and installed new BUMPS signs on temporary posts and put them on the Sunny Beach Rd near the Woodtick Boat Landing. 2 ½ hr.
- Cleaned up the Service Center Garage. 1 ½ hr.

Work done that is not on our weekly plan:

- Spoke with a resident about a tree that is marked to be taken down on the Mishawaka Rd. **NOTE:** I will need to discuss with the board as to what direction they would like to go with this because this tree is in bad shape and it is leaning over the road. It does need to come down. ½ hr.
- Removed tree branches from the Sunny Beach Rd. ½ hr.
- Meeting with Ken. ½ hr.

Date: 3/20/18

- Moved snow banks at all boat landings. 6 hr.
- Fixed the rain gutter on the Town Hall Garage. **NOTE: I will have to wait to work on the gutters on the Town Hall until the snow and ice melt a little more.** 1 hr.
- Worked on a sign replacement list for this year. ½ hr.

Work done that is not on our weekly plan:

- Contacted Plackner Tree Care about cutting down a tree on the north end of the Mishawaka Rd. and also contacted the land owner. The tree will be taken care of this week. ½ hr.

Date: 3/21/18

- Worked on sign replacement list for this year. 1 ½ hr

Work done that is not on our weekly plan:

- Put up Road Restriction signs on Township roads that needed them. 6 ½ hr

Date: 3/22/18

- Counted Veteran Stars and flags, Organized and straightened bent posts, and updated the Veterans Book. **NOTE: As of right now, we are about 4 stars short. I will be in contact with the Veterans Office to see how we can go about getting more. Otherwise, we will have to order some more.** 5 ½ hr.
- Cleaned and organized the Service Center Detached Garage. 2 ½ hr.

Date: 3/23/18

- Work on the weekly plan for next week. 2 hr.
- Clean up the Service Center Garage. 2 ½ hr.
- Started painting the Service Center Detached Garage. 2 ½ hr.

Work done that is not on our weekly plan:

- Inspected Fieldcrest Rd., Aspen Dr., and Tolerick Rd. to check the thawing conditions of these roads. **NOTE: These roads are producing a lot of spider cracks and some potholes are starting to form.** 1 hr.

Date: 3/26/18

- Fixed the heat vents and the blinds inside the Town Hall. **NOTE: The vent furthest to the north wall on the side where the chairs are has a couple of tiles that are starting to break from the chair being pushed into the vent.** 3 hr.
- Worked on Safety Work Procedures. ½ hr.

Work done that is not on our weekly plan:

- Picked up garbage bags, Argon, air fresheners, and rope in town. 1 hr.
- Plowed snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., and Ruff Shores Rd. 2 hr.
- Plowed snow at the Town Hall. 1 ½ hr.

Date: 3/27/18

Work done that is not on our weekly plan:

- Plowed snow at the Cemetery 2 hr.
- Plowed snow at the Service Center 2 hr.
- Plowed snow on Alicia Spur, Sunny Beach Add., Winston Taylor Rd., Forest View Trl., and Ruff Shores Rd. 2 hr.
- Plowed snow at the Town Hall. 2 hr.

Date: 3/28/18

- Worked on the Safety Procedures for the Maintenance Job. 5 hr.
- Worked on the weekly work plan for next week. 1 hr.
- Painted the Service Center Detached Garage. 1 hr.

Work done that is not on our weekly plan:

- Cleaned up water in the Service Center Detached Garage. 1 hr.

Date: 3/29/18

- Meeting with Ken ½ hr.
- Worked on Safety Procedures for the Maintenance Job. 4 hr.
- Worked on the weekly work plan for next week. 1 hr.
- Fixed the tire of the pull behind wagon. 2 ½ hr.

Date: 3/30/18

- Worked on Safety Procedures for the Maintenance Job. 1 hr.
- Painted the Service Center Detached Garage. 2 ½ hr.
- Finished Weekly Plan for next week. ½ hr.
- Holiday (Good Friday) 4 hr.

## Harris Township Chevrolet 3500 Pickup

Date	Mileage	Mileage Used	Gals
3/27/2018	31532	354	28.66
<b>Monthly Total</b>			<b>28.66</b>

## ASV PT60

Date	Hours	Hours Used	Gals
3/20/2018	1020.4	3.2	3.6
<b>Monthly Total</b>			<b>3.6</b>

## E1100 Ground Heater/ETQ Generator

Date	Hours	Hours Used	Gals
4/5/2018	5676.4	23.1	12.1
4/5/2018	985.7	24.1	**
<b>Monthly Total</b>			<b>12.1</b>

## Fuel Tank Fill Up

Date	Equipment	Gals at Fill	Gals
4/5/2018	fuel tank	918.7	50
<b>Monthly Total</b>			<b>50</b>

Harris Township: February 2018

Equipment	Total Hours	Monthly Hours
3500 Dump Truck	15623 miles	87 miles
3500 pick up	31668 miles	345 miles
Terex ASV	1029.3 hrs.	10.2 hrs.
E1100 heater	5696.4 hrs.	20 hrs.
ETQ generator	1005.7 hrs.	20 hrs.
Gravelly mower	579.3 hrs.	**
JD 920 mower	534.7 hrs.	**
JD 1445 tractor	746.4 hrs.	**
JD 7130 ditch mower	897.6 hrs.	**
Vermeer Chipper	252.1 hrs.	**

Date & Place	Quantity	Item	Number	What use...	Cost
L & M 3/21	1	Bag of bolts, nuts, flat washers (credit card)	#210	Weight-limit signs	\$12.67
L & M 3/21	1	Bag of lock washers (credit card)	#210	Weight-limit signs	\$2.04
L & M 3/21	1	3/8 socket adapter (credit card)	#357	Tools	\$3.49
Home Depot 3/26	1	3/8" poly rope (credit card)	#357	Tools	\$6.50
Home Depot 3/26	1	Box of garbage bags (credit card)	#680	Service Center Supplies	\$12.97
Home Depot 3/26	2	Packs of water bottles (credit card)	#680	Service Center Supplies	\$6.96
Home Depot 3/26	1	2pk of air freshener bottles (credit card)	#680	Service Center Supplies	\$4.98
L & M 3/29	1	Box of tire patches (credit card)	#354	Supplies (pull behind cart)	\$6.97
Home Depot 4/2	4	2x8-10ft boards (credit card)	#302	Dump Truck	\$47.68
Home Depot 4/2	3	White paint (credit card)	#354	Supplies (Service Center garage)	\$44.94
Home Depot 4/2	2	4pk tie-down anchors (credit card)	#302	Dump Truck	\$9.96
Home Depot 4/2	1	Pipe Thread tape (credit card)	#609	Town Hall Water Heater	\$2.97
Home Depot 4/2	1	Anode Rod (credit card)	#609	Town Hall Water Heater	\$24.98
Acheson Tire 4/4	1	New tire	#382	J.D. 1445	\$96.68

<b>L &amp; M 4/5</b>	<b>1</b>	<b>Tongue jack (credit card)</b>	<b>#314</b>	<b>Grave Heater</b>	<b>\$26.99</b>
<b>Walmart 3/16</b>	<b>1</b>	<b>Pack of water bottles (credit card)</b>	<b>#680</b>	<b>Service Center Supplies</b>	<b>\$3.33</b>
<b>Rapids Welding 3/26</b>	<b>1</b>	<b>Argon bottle exchange (credit card)</b>	<b>#357</b>	<b>Tools</b>	<b>\$32.60</b>