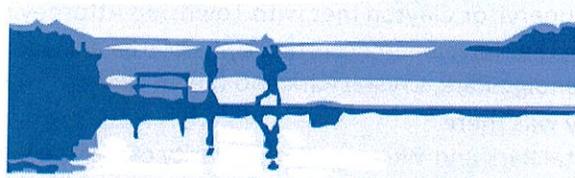


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Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

CARES Act Fund Work Session
September 16, 2020
7:00 pm

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Jim Kelley, Dennis Kortekaas, and Mike Schack; Treasurer Kopacek was on speaker-phone.

Chair Haubrich called the work session to order at 7:00 pm.

The pledge to the flag was conducted.

The purpose of the meeting was to finalize the list of recently discussed CARES Act fund items.

Supervisor Clayton updated the list, since the last August 24 CARES Act Work Session. Subtotal of those items exceeded the \$81,425, therefore, the board went through each line item and prioritized said items.

After considerable discussion the board removed the portable dishwasher purchase of \$520.65. The board also decided that they did not need a Mediacom Internet upgrade, because what the hall has is currently is working. Removing that cost of \$1,800.00, and the \$520.65 brought the expenditures to \$78,395.35.

- 1. Computer Enterprises:** the purchase of 5 laptops, with the additional upgraded laptops of the Clerk and the Treasurer. These 7 Laptop purchases would total \$6299.93. Adding antivirus to the five new laptops, would be a total of \$5,697.00 and which would cover a period of five years. The purchase of Office Suite 365 for 6 of the laptops – Treasurer Office Suite would be transferred over, (at \$102 per year per laptop), would be \$3,060.00. Total cost would be \$15,056.93
- 2. Xerox :** the purchase of a new (upgraded) copier for \$6,737.00 (would include the trade in of current machine), would lock in the cost of both B/W and color copies, and also toner purchases for 5 years. Total cost would be \$7,837.00.
- 3. Unemployment** –\$1000.00 was set aside for unemployment paid. Nancy and Peggy will check with MAT and DEED to see what direction the board will need to take
- 4. Supplies/elections/board:** The board purchased necessary elections supplies, totaling \$1251.15.
- 5. Anderson Glass:** Anderson Glass provided a quote on the furnish and install of a double door automatic operator at a cost of \$6800. The price would include two wireless battery operated remote control pushbutton actuators. A separate charge for an electrician would need to added, with a potential cost between \$500 - \$700. .
- 6. Records Retention** - the board decided to hold off on records retention/mgmt. program at this time.

7. **Security-** Chair Haubrich and Supervisor Clayton met with Township Attorney Andy Shaw. Supervisor Clayton did provide details of vandalism that have been occurring since March and the need and necessity for having security cameras in place at Wendigo Park, Crystal Park and the Cemetery. Township Attorney Shaw did concur that the need and the necessity was there. Cemetery, Service Center, Crystal Park and Wendigo Park security cameras would be a total cost of \$32,726.92.
8. **Emergency exit ramp:** Supervisor Kelley received a quote from Stromberg Construction for trim and flashing of the emergency exit door for a total of \$3360. Supervisor Kelley also received a quote from Schauer Concrete for the cement ramp at a total cost of \$6500. Supervisor Kelley is waiting for quotes from Peterson Construction and A-1 Concrete.
9. **Rapids Printing:** All posted election signs needed to be laminated. Total cost was \$276.20
10. **Washer and dryer:** Supervisor Clayton received a quote from Home Depot for a stackable washer and dryer at a cost of \$1349. Chair Haubrich received a quote from Comfort Heating for the installation of a washer and dryer for \$1565.
11. **Cleaning:** Supervisor Clayton did further research and found that we need to have a cleaning company come in and clean the hall after our elections, Supervisor Clayton will obtain a quote from Busy B's, and Filthy Clean.

After reviewing the above list, the board unanimously agreed to the purchase of items "1-11". The board already approved expenditures of up to \$81,425 at their September 9 board meeting, therefore, no further approval of such expenditures would need to be made. Discussion was held on a final resolution to come before the board on the items that Township did purchase.

Discussion held on when the final deadline will be for reporting to MMB regarding purchases. Township final reporting may be November 15, 2020. Supervisor Clayton and Treasurer Kopacek will check further to confirm this date. The next report will need to be completed by October 9, so any purchases made up to October 9, 2020 will need to be reported.

Supervisor Clayton will contact Mediacom to get an estimated cost for Wi-Fi at both parks, and also the cost to transfer our phones at the rinks from CenturyLink to Mediacom.

Additional information will be obtained regarding plumbing in the basement of the hall by Supervisor Kelley, for the stackable washer and dryer, as neither will fit upstairs in the kitchen. Once that information is obtained Supervisor Clayton will move forward and order the stackable washer and dryer from Home Depot.

Supervisor Clayton will contact Computer Enterprises and order the laptops, along with the antivirus and Office Suite 365.

Supervisor Clayton will also move forward and purchase a new vacuum cleaner for the hall, at a separate cost from the cares act expenditures.

She will also contact Xerox to see if there's any wiggle room with regard to the \$1100 that the board has to pay for cancellation of current copier.

Supervisor Clayton will contact Anderson Glass and have them move forward with the install and furnish of the automated remote operators. Supervisor Kelley will obtain a quote on wiring from Pokegama Electric.

Chair Haubrich will contact Stewart Sound System to move forward with the security cameras at Crystal Park, Wendigo Park, and the Cemetery.

Brief discussion held on the need to schedule a 4th CARES Act Work Session.

A motion was made by Supervisor Kelley and seconded by Supervisor Kortekaas to adjourn the meeting at 9:00 pm.
Motion carried.

Prepared by: 
Peggy Clayton, Acting Clerk

Signed by: 
Ken Haubrich, Chair

