

Madam Chair Peggy Clayton
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Harris Township

SINCE 1909

www.harristownshipmn.org

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Josh Thoennes 398-0617
Clerk Amanda Schultz 244-1811
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.

REGULAR MEETING December 11, 2019, 7:30 pm MINUTES

Present: Chair Peggy Clayton; Supervisors Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack; Treasurer Josh Thoennes; and Clerk Amanda Schultz.

Chair Clayton called the meeting to order at 7:30 p.m.

1. **Pledge of Allegiance** – The Pledge of Allegiance to the Flag was conducted and the Mission Statement was read.
2. **Approve the Minutes**
 - A. Regular Meeting, November 13, 2019
Motion to approve the Regular Meeting minutes of November 13, 2019 by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.
 - B. Work Session Re: CEDA Brainstorm, November 26, 2019
Motion to approve the Work Session Re: CEDA Brainstorm minutes of November 26, 2019 by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
 - C. Closed Work Session Re: Clerk Performance Review, December 4, 2019
Motion to approve the Closed Work Session Re: Clerk Performance Review minutes of December 4, 2019 by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.
3. **Additions and Corrections**
Motion to add Items 4A (Mark & Lisa Vicory Variance Application), 5A (Cemetery Deed), 6D (Road & Bridge Snowplowing), 12L (Payment Plan), 12M (Informational Meeting for Soil & Water), 12N (Treasurer Resignation), 12O (Clerk Resignation), and 12P (Schedule Work Session Re: Clerk & Treasurer Vacancies), and approve the agenda, as amended, by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.
4. **Business from the Floor**
 - A. Mark & Lisa Vicory Variance Application

Mark & Lisa Vicory, as represented by John Grooms, has submitted a Variance Application for property located at 32139 Sunny Beach Road, Grand Rapids.

Findings of Fact:

1. Are the terms of the variance consistent with the Harris Township Comprehensive Plan? Roll Call: Supervisor Schack, N/A; Supervisor Kelley, N/A; Supervisor Kortekaas, N/A; Supervisor Haubrich, N/A; and Supervisor Clayton, N/A.
2. Without a variance, is the owner deprived of a reasonable use of the property? Roll Call: Supervisor Schack, Yes; Supervisor Kelley, Yes; Supervisor Kortekaas, Yes; Supervisor Haubrich, Yes; and Supervisor Clayton, Yes.
- 3A. Are the circumstances which justify the variance unique to the property? Roll Call: Supervisor Schack, Yes; Supervisor Kelley, Yes; Supervisor Kortekaas, Yes; Supervisor Haubrich, Yes; and Supervisor Clayton, Yes.
- 3B. Are the circumstances created by the applicant? Roll Call: Supervisor Schack, No; Supervisor Kelley, No; Supervisor Kortekaas, No; Supervisor Haubrich, No; and Supervisor Clayton, No.
4. If granted, will the variance maintain the essential character of the neighborhood? Roll Call: Supervisor Schack, Yes; Supervisor Kelley, Yes; Supervisor Kortekaas, Yes; Supervisor Haubrich, Yes; and Supervisor Clayton, Yes.
5. Have environmental concerns or precautions been addressed? Roll Call: Supervisor Schack, Yes; Supervisor Kelley, Yes; Supervisor Kortekaas, Yes; Supervisor Haubrich, Yes; and Supervisor Clayton, Yes.
6. Have boundary/property lines been found, correctly identified, and agreed upon? Roll Call: Supervisor Schack, N/A; Supervisor Kelley, N/A; Supervisor Kortekaas, N/A; Supervisor Haubrich, N/A; and Supervisor Clayton, N/A.

Motion to recommend approval of the above variance request, to approve the above Findings of Fact, and to post the January 8, 2019 Itasca County Planning Commission/Board of Adjustment Public Hearing Re: Mark & Lisa Vicory Variance Application by Supervisor Kortekaas, and seconded by Supervisor Haubrich, and passed by all.

Clerk Schultz will bring the signed application and the findings of fact to the Itasca County Environmental Services Department.

5. Consent Agenda

Motion to approve the Consent Agenda, as delineated below, by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

- A. Cemetery Deed for Doran Newton

6. Roads

- A. Lakeview Trail Update

It was the consensus of the Board to table this item to the January 8, 2020 Regular Meeting.

- B. Road Inspections, November 27, 2019

Motion to approve the Road Inspection Reports dated November 27, 2019, by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.

- C. Road Inspections, December 6, 2019

Motion to approve the Road Inspection Reports dated December 6, 2019, by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

- D. Road & Bridge Snowplowing

Supervisor Kelley and Itasca County District Foreman Bill Lessard reported on changes made to priority snowplowing in Harris Township, specifically the Wendigo Park Road/Harris Town Road and Lakeview Trail/Hwy 169 intersections and suggestions for improvements on River Ridge Road and Tolerick Road for informational purposes only; no action taken.

7. Recreation

A. Rink Update

Supervisor Kelley reported on current condition of the rinks and indicated that there is still a need for rink attendants. Those persons interested in being a rink attendant should contact Express Employment.

8. Correspondence

- ### **A. Network Opportunities, aka Local Collaborative, Minutes of November 20, 2019**
- Item presented for informational purposes only; no action taken.

9. Town Hall

A. Town Hall Report as prepared for November 2019

Chair Clayton reviewed the Town Hall Report, as submitted for November 2019. Motion to approve the Town Hall Report for November was made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

10. Maintenance

A. Maintenance Report for October 2019

Supervisor Haubrich reviewed the Maintenance Report, as submitted for October 2019. Motion to approve the Maintenance Report for October was made by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all

B. Maintenance Report for November 2019

Supervisor Haubrich reviewed the Maintenance Report, as submitted for November 2019. Motion to approve the Maintenance Report for November was made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

C. Overland Valuation/Fire Extinguisher Inspections

Supervisor Clayton reported that during the valuation visit, it was noted that fire extinguishers throughout the township are not being inspected or tagged and it was suggested that fire extinguishers be property mounted, inspected and/or serviced, and tagged on a yearly basis per Standard Number 10 of the National Fire Code. Supervisor Haubrich indicated that the township could do the monthly and yearly inspections, but that the six-year inspections would likely need to be done by a contractor. He suggested that the first step be to take an inventory of the fire extinguishers within the township and determine a process moving forward. The item was discussed for informational purposes only; no action taken.

D. Payout of Vacation Hours

Supervisor Clayton provided information regarding an employee who is not able to use their vacation by the end of December, but does not have a preference of whether the remaining 14.75 days are carried over or paid out. Motion to authorize carry-over of the remaining 14.75 days of vacation, with the understanding that the carried over days are used within the first three months following the employee's return to work made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

11. Old Business

A. Video Security System

Motion to accept the estimate provided with the addition of the updated camera, in the amount of \$7,401.20, and authorize purchase of hardware in January 2020 made by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.

- B. New Water Tank for Town Hall
Motion to table the item to the January 8, 2020 Regular Meeting made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.
- C. Additional Hours for Sexton Files
Motion to approve setting up to 10 hours for the Sexton to continue to work through files, etc. at the Service Center made by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all.
- D. Harris Township Cemetery Policy
Motion to table the item to the March 25, 2020 P&D meeting made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
- E. Fleet Manager Program App Review
Motion to table the item to a meeting in January 2020 made by Supervisor Haubrich, seconded by Supervisor Schack, and passed by all.
- F. Overland Valuation Report
Supervisor Clayton reviewed the Overland Valuation Report. Motion to table the item to the January 8, 2020 Regular meeting made by Supervisory Kelley, seconded by Supervisor Haubrich, and passed by all.
- G. Stony Point Letters
Supervisor Clayton reviewed the letters sent to Senator Eichorn and Stony Point residents for informational purposes only; no action taken.

12. New Business

- A. 2020 Harris Town Board Meeting Schedule
Motion to schedule Regular and P & D meetings on the second and fourth Wednesdays of each month, respectively, except that in November the meetings would be held on the second and fourth Tuesday, and that December would not have a P&D meeting made by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.
- B. 2020 ICTA Meeting Schedule
Motion to accept the 2020 Itasca County Township Association (ICTA) meeting schedule made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.
- C. Schedule Budget Meetings
Motion to direct Supervisor Clayton to discuss potential dates with Becky Adams and notify Board members of dates determined made by Supervisor Kelly, seconded by Supervisor Haubrich, and passed by all.
- D. Schedule Work Session Re: Reorganization
Motion to Schedule a Work Session Re: Reorganization at 5:00 p.m. on January 6, 2020 at the Town Hall made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.
- E. Resolution Designating Annual Polling Place
Motion to adopt Resolution 2019-019 Re: Designating Annual Polling Place made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.
- F. Quote(s) from Audit Firms
Motion to approve contracting with WIPFLi, LLP to serve as independent auditor for Harris Township for the year ended December 31, 2019 and authorize Chair Clayton to sign the letter of engagement made by Supervisor Kelley, seconded my Supervisor Schack, and passed by all.

G. BC/BS Renewal

Motion to approve the 2020 health plan renewal with BlueCross BlueShield in the amount of \$513.83 made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all.

H. Spring Short Course Ideas

Chair Clayton shared information regarding the upcoming Spring Short Course and the request for ideas. Ideas provided included webinars and human resource information. The item was discussed for informational purposes only; no action taken.

I. 6 Month Probation of Clerk

Motion to approve the Clerk's successful passing of six month probation effective December 15, 2019, with a monthly stipend increase from \$550 to \$650 and hourly pay of \$18.70 for all work sessions, budget sessions, Board of Audit meeting, Annual meeting, Board of Canvas, Board of Appeal and Equalization meeting, and election duties performed made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

J. Anti-Virus Software for Clerk & Treasurer

Motion to authorize contracting with Computer Enterprises to provide anti-virus protection for the clerk and treasurer laptops made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

K. Car Wash

Motion to authorize contracting with Rapids Car Wash to allow 2 visits per month at a rate of \$10 each made by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

L. Payment Plan

Chair Clayton provided information regarding a payment plan between Harris Township and an employee for the payment of costs associated with damage to property, in the amount of \$40 per week until paid in full. The item was discussed for informational purposes only; no action taken.

M. Informational Meeting for Soil & Water

Chair Clayton provided information regarding an upcoming informational meeting for Soil & Water Municipal Storm Water Protection Project Meeting, to be held on December 18, 2019 from 2-4 p.m.. The item was discussed for informational purposes only; no action taken.

N. Treasurer Resignation

Motion to accept the resignation of Josh Thoennes as Treasurer, effective December 31, 2019 made by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

O. Clerk Resignation

Motion to accept the resignation of Amanda Schultz as Clerk, effective December 25, 2019 made by Supervisor Schack, seconded by Supervisor Kelley, and passed by all.

P. Schedule Work Session Re: Clerk & Treasurer Vacancies

Motion to schedule a Work Session Re: Clerk & Treasurer Vacancies at 4:00 p.m. on December 16, 2019 at the Town Hall made by Supervisor Kortekaas, seconded by Supervisor Kelley, and passed by all.

13. Treasurer's Report

A. Approve Treasurers Report

Motion to approve the Treasurer's Reports for November dated December 11, 2019 by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

B. Approve the Payment of Bills

Treasurer Thoennes reviewed the claims for approval, totaling \$14,475.39. Motion to approve claim numbers 19214-19225, Electronic Fund Transfers (EFTs) 1-9, and gross payroll in the amount of \$14,475.39, by Supervisor Kelley, seconded by Supervisor Schack, and passed by all by roll call vote.

14. Public Input

Dan Butterfield provided information regarding the recent Itasca County Board of Commissioners meeting regarding new jail facilities. The next meeting will be held on Thursday, December 19, 2019 at 7:00 p.m. in the Boardroom of the Itasca County Courthouse.

Supervisor Clayton provided information indicating that census takers are needed for the Census 2020. For more information, please visit 2020Census.gov/jobs.

15. Upcoming Meetings and Events

December 16, 2019	Work Session Re: Clerk & Treasurer Vacancies	4:00 pm Town Hall
January 6, 2020	Work Session Re: Reorganization	5:00 pm Town Hall
January 8, 2020	Regular Meeting	7:30 pm Town Hall
January 13, 2020	Township Association Meeting	7:00 pm Blandin Foundation
January 22, 2020	P and D Meeting	7:30 pm Town Hall

16. Adjourn

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all at 9:05 p.m.

Submitted by: Amanda Schultz
Amanda Schultz, Clerk

Signed by: Peggy Clayton
Peggy Clayton, Chair