

**MINUTES from the P&D Meeting  
Harris Township Board  
Wednesday, October 28, 2009 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, September 23, 2009. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato and Larry Key, Clerk Michele Smith and Treasurer John Jokela. ABSENT: Supervisor Dennis Kortekaas.

Also in attendance: Julie Kennedy – SEH Township Engineer, and Mike Hendricks – Recreational Advisor for the township

**1. Pledge to the flag**

**2. Business from the Floor**

None

**3. Roads**

- Updates by Julie Kennedy – SEH (see attached memo dated 10/28/09)
  - Bayview Road Right-of-Way:

At a previous meeting, Ron Nelson's proposed a minor subdivision, and requested access via Bayview Road. However, it was agreed by Julie and the town board – and later, the county - that Bayview was not in a condition to support the additional development of subdivision. In addition, Julie found that the township does not have dedicated ROW along this roadway– only prescriptive.

The township is ready to work with Ron to acquire additional ROW to be able to make improvements to the road conditions, but it would be a cooperative effort, with Ron making the actual improvements – not the township. Thus, the subdivision proposal is back in Ron's hands.
  - Isleview road ROW – Vacation request by Ernie Jacobson

Clerk Smith and attorney Shaw have been working on the required documentation for the vacation of a public ROW adjacent to Mr. Jacobson's property. SEH has provided Shaw with the legal description for the vacation, and notices have been sent to all lot owners of the Sunset Park plat. Shaw has confirmed that he will be able to attend the December 9<sup>th</sup> public hearing.
  - Badger Road – proposed name change to “Casper Landing”

The request and supporting documents will go before the County Board at their December meeting.
  - Mishawaka Road Drainage Improvements

Julie has been unsuccessful in contacting Mr. Bishoff to discuss the drainage improvements adjacent to his property (T&M Marine) along Mishawaka Road. She called twice and left messages – explaining why she was calling but has not received a call back.

The plans and quote for the improvements is ready to give to local contractors, and she recommended to the Board that they move forward, without any improvements to the portion of the ditch adjacent to T&M marine. Julie commented that she did not see any problems with drainage in this area, but hoped to hear from Bishoff to confirm that. The Board agreed that Julie should proceed with soliciting quotes for this project.

***Since the cost for this drainage project will be under \$35,000, the board can direct hire. As a result, Supervisor Rosato made a motion to approve that Julie go low with the lowest reasonable bid, and accept the quote under general guidelines. The motion was seconded by Supervisor Key and thus passed.***

Julie will let the board know the results of the bidding at the Regular November 10, 2009 meeting.

○ Wendigo Park Road - Salo driveway

Julie has been in touch Salo and Hawkinson Construction. The significant dip in their driveway from the recent overlay on Wendigo Park Road will be temporarily repaired in the next couple weeks to get them through the winter, and a permanent repair will be made in the spring 2010, when the Underwood Road cul de sac paving project is done. A retainer is still being held on this project.

○ Sunny Beach Road – Gemmil & Palmquist properties (septic under the road);

Septic system plans were given to Julie, by Gemmill. She reviewed them, and had no questions or concerns. The contractor has directionally drilled the pipes under the Sunny Beach Road, and the SEH survey crew went out and located the end points of the pipes before they were buried, so they can be located in the future.

The ROW easement was signed by Chairman Key, as previously approved by a motion, contingent on Julie's approval of the septic plan. Clerk Smith will send in the easement to be recorded.

○ Wagon Wheel – wash boarding

Supervisor Key reported that Wagon Wheel is in need wash-boarding, despite frequent grading. He believes high traffic on this road is an issue. Julie recommended to keep building it up with finer gravel (class 5 modified), and then seal it. The road does run through a swamp, so if the road is still wet & squishy, the water table is an issue. Julie will go check on it, and report back to the board.

○ Sunny Beach Road culvert

There is a culvert on Sunny Beach Road, where one end is buried. The resident has complained about it for a couple years now. Supervisor Key and the Maintenance Crew found one end of the culvert with metal detector, but have determined that it will take a contractor to replace it. Supervisor Key will get the address of the resident to Julie. The Board discussed that this would be a good spring project.

○ Road Sign breakaway posts

Supervisor Key reported that he's found the pegs for breakaway posts are \$40 each. He wondered if this is only thing available, and if this is what the county uses. In addition to the expense, you all need a special hydraulic driver for new posts. Julie agreed to check on it.

○ Roadside Cleanup by Engineering Students

Roadside cleanup up along a section of Wendigo Park Road by a class of engineering students at ICC was reported to be a success. There were 8 students, and they were able to complete the task in 1.5 hours. The Board thanked the students, and commented that that the "Adopt a Twp Road" signs are in.

○ List of road signs

Supervisor Key brought a list of all the road signs along Harris Township Roads that will need to be replaced by 2015. He noted that road *name* signs are *not* included in the list, nor the replacement requirement.

#### 4. Recreation

● Mike Hendricks – Township Recreational Advisor:

Mike commented that everything that was discussed last spring, with regards to the parks, was finished over the summer. He's received many positive comments on the buildings, park and picnic area of both Crystal and Wendigo Parks.

The turf treatment used this fall worked out well; right now it looks like we were able to get rid of the dandelions. However, it was noted that it may take another application in the spring for total control.

As The Board starts to think about budgeting, Mike suggest that the Board consider paving the parking lots of both parks; it would be a lot cleaner, with less rocks in turf. In addition, the maintenance crew wouldn't have to be filling the holes all the time. Every other month, the guys drag the lots to smooth them out.

Mike also suggested doing something with hard surface area at Wendigo. The blacktop is in very poor condition near the basketball hoops. To redo the surface, it would need to be removed; an overlay would not do well. Another option suggested by Mike was to move the basketball area.

Something else being looked at is adding an emergency exit in the fence of the tennis court for emergency vehicles that may need to enter.

- Crystal warming house – heater

Supervisor Key said that Northern Air has installed the heater in the new warming house and it's wired up, ready to go. However, Key is not happy with the size of the heater; he feels it needs to be bigger given that the door to the house is opened frequently. The electrician agreed the furnace should be larger. In addition, Key commented that the heater was mounted in the wrong place, and would need to be removed. He will talk to Northern Air about changing the size of the heater before reinstalling.

- Review proposal by Express Pro, and determine if they will be used to hire Rink Attendants

The board discussed the proposal by Express Pros to do the hiring and paying of the 2009-2010 rink attendants. The proposal was to bill the township \$10.76/hour, while paying them the township approved rate of \$7.50/hour. Per Treasurer Jokela, this amounted to about \$3,000 more per season, to use Express Pros. This is spread out over 2 years, and some expenses will occur in 2009 and some in 2009. Since we have money in the budget, Clerk Smith suggested trying out Express Pros this year, to see how it goes.

***Supervisor Rosato made a motion to hire Express Pro to do the recruiting/interviewing/background checks, and payroll for the 2009-2010 seasonal rink attendants. Supervisor Key seconded the motion and motion passed.***

Clerk Smith agreed to verify that background checks are included at no extra cost.

## 5. Town Hall Report

The Towns Hall report was reviewed. Income was \$375 for ten rentals. There were no injuries or accidents to report.

## 6. Maintenance Report

Monthly maintenance report was reviewed, without comment.

## 7. Old Business

- History Book update

An email from Britta Arendt was shared. She is enjoying working on the township history book, and asked if there were any late submissions to be included. A draft should be ready by the P&D meeting in November.

- Cemetery ground thawer

Supervisor Key found a used homemade ground thawer, similar to what he had planned to build, but found out that MN state regulations prohibit the used of home made grave thawing devices.

Key was able to find a style of heater he liked, where pipe is put on ground, and covered by a special blanket. Key will continue to check on what other cemeteries use, as well as construction contractors.

## 8. New Business

- Audit Results Work Session

Clerk Smith asked the Board to consider having a work session from 7:00 – 7:30pm pm on Dec 9<sup>th</sup> (night of the Regular Meeting) to review the 2007 and 2008 audit results – to be presented by Jennifer Goulet of Glorvigans. This would portion would *not* be recorded by ICTV.

**The Board approved the 7:00pm work session for December 9, 2009.**

- Libby check deposited for wrong amount

Libby funeral home called Clerk Smith to report that a burial fee check for \$500 cleared their bank in the amount of \$5,000. Treasurer Jokela checked it out and found that Wells Fargo had reported that his July 2009 deposit was off by \$4,500. However, they were unable to tell him why, or which check was 'off'. The call from Libby's finally determined that the error was with one of their checks.

During the next check run, Jokela will issue a check for \$4,500 to Libby's Funeral Home for this error. The Board was advised to look for it on the November bill list.

## 9. Adjourn

A motion was made by Supervisor Rosato to adjourn the meeting at 8:51pm. Motion carried, upon a second by Supervisor Key.

Respectfully submitted,

Michele Smith, Clerk