

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, May 26, 2010 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, May 26, 2010. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Larry Key, Treasurer John Jokela and Clerk Michele Smith. Absent: None.

Also at tonight's meeting: Julie Kennedy – township road engineer from SEH, Mike Hendricks – Township Recreational Advisor, Ben Otto and Rashid Dewberry - ICC engineering student interns, and resident Pat Medure.

1. Pledge to the flag

2. Burl Ives – Off-site liquor license request (Burl was unable to attend tonight's meeting.)

3. Service Center Concept Plan – update by ICC Engineering student interns (Ben Otto/Rashid Dewberry)

- The students presented the board with 3 layout options for the service center, with the town hall and garage in a variety of positions within the property. The plans incorporated the new property currently being acquired by the township on the corner of Harris Town Road and Wendigo Park Road. In the presentation, the interns went over the pros and cons of each option. Julie will make printouts of the PowerPoint diagrams.
- The purpose of the diagram options was for the board to get a good land use feel; the buildings were simply represented by circles and boxes, drawn to scale for what the board said they'd like.
- Gary suggested a 4th option, with the town hall/community center on the new property, with access to/from both Harris Town Road and Wendigo Park Road. Here it would be more visible, and be an attractive sightline. In turn, the maintenance facility would go where the current service center buildings are, and more hidden from the road.
- Overall, the board was not in favor of roundabout style drive, and instead preferred two lane entrance/exits. Parking areas were also discussed.
- Next month will be the last presentation by the ICC interns. They will create a 4th option to show the items discussed above.

4. Business from the Floor

- Pat Medure – Bayview Resident
Pat got a call from Ron Nelson about a potential plat in his neighborhood. He came tonight to hear what the board had to say about it. This item was discussed under 5.) Roads (see below).

5. Roads

Updates by Julie Kennedy – SEH

- Bayview plat:
 - Julie saw a current proposal today, for the Nelson/Troumbly proposed plat. Originally, they wanted to plat 9 sites, but needed the township's assistance in order to meet the entrance conditions with regard to Bayview. As of today, Nelson/Troumbly are no longer wishing to plat the property. Instead, they intend to split the lake frontage property into 3 lots; there's 1 lot now, so this would be the addition of 2 additional lots and the potential of three new homes. (The 6 back lots have gone away.) Since a plat is no longer being considered, a township review and recommendation for approval is no longer needed. There is nothing further for the township to do at this time as no new roads are being planned. Julie believed that access to the lots would be done via easements off of the cul de sac, but the surveyors will verify that.

- Gravel Road Project
 - Julie hasn't gotten the quotes for the gravel project back yet. Only two contractors said that they are willing to bid the project. However, Julie would like to send the bid out directly to a few more, rather than call first and ask if they're interested. She will bring bids to the June 9th meeting
- Mishawaka Shores easement
 - Julie shared a diagram with board showing where the township ROW ends on Mishawaka Shores. She proposed that the township ask for easement from the end our right of way to the mailboxes, where the existing cul de sac is located. This would allow the township to maintain that portion of the road and the turn around. The board agreed with the recommendation, and asked Julie to draft an agreement between the township and the members of the Mishawaka Shores association, that would allow the township to use their road ROW.

- Paving of parking lots at Wendigo/Crystal

Julie and Mike Hendricks met this morning and went over proposals for paving the parking lots of Crystal Park and Wendigo Park. Mike feels that Crystal Park's parking lot should be paved, due to its high use (it's used daily) and the current maintenance issues (sink holes and drainage problems). It would also look nicer, and stripes would be help to obtain uniform parking. Mike recommended that the board consider accepting Hawkinson's quote for this project in the amount of \$29,400.00. The area to be paved is 130' x 62', with a 22' wide entrance road.

Supervisor Rosato asked for more information on the need for paving the parking lot. Supervisor Key explained that he was in support due to the current maintenance issues, which cost the township for both work time and materials to continually fix it. In addition, Key noted that if the fire hydrant is needed for emergency services, it may not be accessible if parking lot conditions are poor.

Funding for this project would come out of the capital improvement fund - the non dedicated fund. After this project, the non dedicated balance would be approximately \$20,000 per Treasurer Jokela. Mike Hendricks added that this would finish the capital expenditures for Crystal Park.

Paving Wendigo Park parking lot was not considered by the board for 2010, as it's used much less than Crystal and there are issues with large trees near the parking area.

Supervisor Key made a motion to approve paving the Crystal Park parking lot, in accordance with the proposal from Hawkinson for \$29,400 – which includes everything but restoration. The maintenance crew will do any necessary landscaping after the paving project is complete. Supervisor Kortekaas seconded the motion, and upon roll call, the motion passed with a unanimous vote.

Julie will coordinate with Hawkinson, and get a contract together.

- Birch Street - Terry Weber's culvert

There is a culvert that's sinking under Terry Weber's driveway on Birch Street. Julie looked at it, and it's a 6" hole. She also noticed a crack and settling of the road where there is no culvert.

In reviewing the township's current culvert policy, the board and Julie found that it does not address maintenance of existing culverts – only the installation of new culverts. However, in the past, if a culvert is causing a drainage issue that in turn causes a problem for a township road - affecting its integrity – the township has fixed the culvert.

The board agreed to have Julie draft a revised culvert policy for the township that would address this issue – that if the culvert causes a problem to the roadway, and poses a hazard to the integrity of the road, the township will take care of it. But if not, it will be the resident's

responsibility to fix the culvert. Improper installation is often the cause of culvert problems. The township gives residents a culvert for their driveways, but they have them installed.

Once the policy is drafted and reviewed by the board, this particular culvert will be discussed with Weber.

- Mishawka - Bituminous patch & drainage
 - The bituminous patch on Mishawka has been completed, and is being well received by residents of that road.
 - Julie and Supervisor Key will go look at the remaining drainage areas tomorrow morning, on Mishawaka (near Gilberts).

Other road issues discussed:

- East Harris Road

There are numerous traverse cracks on East Harris Road, which are quite deep. The poor condition of the road is causing jarring of vehicles – especially bigger trucks. Supervisor Key will take a look at the road, and make a recommendation to the board.

5. Recreation

- Mike Hendricks – Recreation area project review

2009 project review:

- The replacement of the warming house went well. There was a lot of community help, which made it a success.
- The power line over the playground at Wendigo is now buried.
- Fall spraying went well, with about 85% success. Mike would recommend doing another application this fall

2010 project review:

- Emergency entrance to the Wendigo tennis court: The current emergency entrance cannot be utilized without doing a major recut of the fence. Keller Fence recommended to Mike that a new emergency entrance be installed, more centered than the current one, for about \$1,500. The entrance would be large enough for a gurney to fit through (if an ambulance was called to the court). In its current state, the fire department would have to cut the tennis court fence in order to get a gurney inside.
- Crystal tennis court net posts: These posts are an issue as they still sink and rise, even though they are in the ground 9 feet. Mike thinks there is a layer of clay below the posts, which causes problems with the frost. Keller Fence will reset those posts – pound back to where they should be (4-6”) and reset perimeter posts - for \$350.00. Mike felt this was very reasonable, considering the special tools that are needed to do such.

Mike recommended both projects above, and that Keller Fence be contracted for both.

Supervisor Key made a motion, seconded by Supervisor Rosato, to have Mike Hendricks continue his work with Keller Fence, to set up both projects - a new emergency entrance for the Wendigo tennis court, and reset the Crystal tennis court posts - for completion in 2010. Upon roll call, motion carried.

- Wendigo – game court is starting to bust up. Mike recommended taking out some of the black top, and reduce the basketball area to a half court. However, there was no rush on this – and so the board can take some time to think about that.

- Dead tree at Crystal Park: Mike recommended that the maintenance crew remove the dead tree and replace it when the pricing was acceptable. He also recommended calling in a professional tree service to take down dead branches near the Crystal Park playground.
- Mike and Supervisor Key will tour the area together to review the properties and put together a list of suggestions for repair and maintenance.
- Wendigo Picnic Park was discussed; the board may consider selling, but if it was given to the township for park purposes, it can't be sold. The steps to the lake there are in need of repair/replacement.

6. Town Hall Report

A town hall report was read by Treasurer Jokela, as submitted with the caretaker's time card. There were 10 rentals and \$250 collected.

7. Maintenance Report

The April 2010 maintenance report was reviewed with no additional comments or questions by the board.

8. Old Business

- Reminder: Round table meeting with the City of Grand Rapids staff will be at 7:15pm, Wednesday, June 2, 2010 at the Blandin Foundation. The repair of the Mishawaka Road will be key topic as well as an update on the city's comprehensive plan and steering committee.
- An update on the property purchase for the Service Center project, on the corner of Wendigo Park Road and Harris town Road, was provided to the board in their packets (see email from Andy Shaw) . Shaw will be at the June 9th Regular Town Board Meeting, and said the anticipated closing on the property would be in July.
- Since Sheriff Pat Medure was in the audience, the board asked him if there was anything they should know, given the higher than normal amount of calls to Harris Township, as shown in a recent report put out by the Sheriff's department. Pat explained that part of the reason for the increased numbers on the call report was that the Sheriff's office recently went to a new records management system – which makes their record keeping better. For example, one number that's high is "property checks". The sheriff and staff are doing more of these, and now are able to record them better. Every call that's dispatched is now recorded. Another reason for the increase may be that Wendigo has a high number of ambulance calls. Plus, Medure pointed out that townships with higher populations will have a larger number of issues.
- The 2009 audit has begun, with Eikill Shilling. Treasurer Jokela brought down his records, and the clerks, to their Duluth office over the weekend. Jokela noted that they are looking into different areas than the former auditor, including overall compliance. They will be contacting Michele (clerk) & Julie (township engineer) in the next week or two. They plan to be done with the audit by June 30th.
- The copy machine at service center is really bad; everything comes out black. This copy machine was the one formerly at the town hall, before a new one was purchased in apx 2006. Supervisor Key requested permission by the Board to look into a new one. The Board approved his request and suggested looking at Stokes, at machines that would be around \$1,000. The treasurer confirmed that our budget would support the purchase of a new copier.

9. New Business

- Horse-crossing sign request:
Supervisor Rosato received a call from a resident who owns horses along Wendigo Park Road. She wondered if the township would supply a "horse crossing" sign, as their pasture is so close to the road.

She was afraid if they got out, cars may benefit from the warning type of sign. However, Rosato explained that the township does not supply horse crossing signs, unless it's a designated trail.

10. Adjourn / 9:26pm

At 9:26pm, a motion was made by Supervisor Rosato to adjourn the P&D Meeting; Supervisor Key seconded the motion and the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk