

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, February 23, 2011 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, February 23, 2011. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Dennis Kortekaas, Gary Rosato, and Larry Key, Clerk Michele Smith and Treasurer John Jokela.

1. Pledge to the flag

2. Service Center/Community Complex plan update - ICC Engineering Students / Julie Kennedy

The engineering interns reviewed some options for the Service Center property concept plan, and asked the board if they had a preference on the following items:

- Town Hall:
 - Exterior: Insulated concrete block (ICP), wood (stick built) or steel (Menard building)?
 - The board would like to see all options explored.
 - Flooring: Laminate, tile or vinyl flooring?
 - The board would like to see cost options for tile or vinyl – but not interested in laminate.
 - Lighting: Florescent or something else like recessed lighting?
 - Board commented that recessed lights are higher maintenance. Would like something that is energy efficient, and maintenance is minimal, even if more expensive initially. It's a big issue – but will definitely want an LED conversion option.
 - Kitchen appliances (sink/refrig/stove)?
 - Board would like to see only commercial equipment used.
 - 2 bathrooms (men/women) or unisex?
 - Men/Women's would be great; and all should be handicapped accessible
 - Heating: Hot water (base board or in-floor) or forced air?
 - Would like options for both, but with 'zones', and computerized/remote settings.
- Maintenance facility
 - Construction: Insulated cement block, or steel?
 - Board leaned towards cement block. Roof design/materials also discussed – would like to see options for truss and shingles/metal with a 6/12 ptch.
 - Garage doors; insulated or non insulated?
 - Options for both were preferred
 - Office for maintenance crew/supervisor –10x15 (in plan), with 3 file cabinets
 - Board agreed this was a good and adequate size
 - Heating: Gas or electric? Forced air or baseboard?
 - Board would like cost options for both, as well as solar heating. Also, want zoned for office/maintenance area. Tours of county garages were suggested – to discuss what works, and what they like about their options.
- Cemetery
 - Memorial garden, with easy to maintain flowers was discussed.
 - Board felt this would be a low priority – due to high maintenance of such a garden. Trees/shrubs would be preferred – perhaps part of the windbreak.
- Windbreak (at cemetery)
 - Proposing a shrub and small conifer and larger conifer make up, with proper spacing.
 - Run north/south line, to prevent east/west wind agreed to
 - Placement was not determined – but options included top of hill, or closer to Wendigo Park road. Board agreed that they will need to look at the landscaping.
 - The interns will meet with Mike Hendricks and prepare some option layouts.
 - Board would like to start this soon – in the next year or 2
- Parks
 - What type/size park is desired?
 - The board agreed that they'd like a playground for kids (like that at Crystal Park) but not the sports facilities. And yes to a picnic pavilion, 24'x36',
 - Mike Hendricks should be consulted on this part of the project.

3. Roads

- Updates by Julie Kennedy – SEH
 - Mishawaka Road feasibility report for a new road vs. other reconstruction options

As a result of the February 2nd neighborhood meeting with Mishawaka Road residents, where road improvement project options were discussed, Julie agree to draft a feasibility report to build a new road through the Cottage Grove ROW (where the road was originally platted to be built). A draft of that report was shared with the board by Julie, but the final version was not yet ready. Once finalized, Mishawaka road residents would be invited back to review.

In brief, the following options were reviewed:

Option A: Repair existing road with minimum improvements (patching, grade correction by landing to eliminate flooding, culverts and 3 speed humps) for approximately \$80,000. This cost could come out of the Road & Bridge operating funds, and would last 5 – 10 years.

Option B: Reconstruct the existing roadway section as previously discussed, in its existing location (reclaim, grading/paving, drainage improvements with ditching - as curb/gutter is not an option) for approximately \$350,000. This includes speed humps, sub cutting where needed, and striping (calming effects) and would come out of the capital improvement fund. The reconstructed road should last about 25 years.

Option C: Build a new road in Cottage Grove ROW, with minimum improvements to the existing roadway. This option is do-able, but would need storm water treatment and ROW acquisition from several property owners (an estimate for this is included in the quote) and would cost approximately \$1.2 million dollars. Funding would come out of several years of saving in the Road & Bridge fund as well as several years savings from the Capital Improvement fund, with an option of special assessment to Mishawaka Road residents.

Once the feasibility report has been finalized, Julie will get a copy to the board.

When asked their initial thoughts on the road improvement options as presented, Rosato like options A or B, with land acquisition to prepare for a ROW at some time down the road. Key was in favor of B, but was not interested in chasing the ROW acquisitions needed for C. Kortekaas like option B.

Julie recommended, from an engineering perspective that a road with a traffic count of only 1,100/vehicles a day doesn't constitute a 1.2 million road project (option C).

Overall, the board (and Julie) were in favor of pursuing option B in 2011;

The board agreed to hold another Mishawaka Road neighborhood meeting on Wednesday, March 23rd at 7:30pm to share the results of the feasibility report and advise of the board's proposal to move forward with option B in 2011. The clerk will secure the town hall, and Treasurer Jokela agreed to take minutes if the clerk is unable to attend.

- Other road issues
 - None

4. Business from the Floor

None

5. Recreation

- Skating Rinks are now closed

Supervisor Key shared that, as of Feb 16, both skating rinks are now closed due to poor ice conditions – especially at Crystal where ice was a 1½ feet from the boards. Because of this, it was decided that both rinks should be closed.

6. Town Hall Report for Jan 12, 2011 – Feb 6, 2011

The report prepared by the Town Hall caretaker was reviewed by the board. There were 8 rentals, and \$225.00 received. There were no damages or accidents to report.

7. Maintenance Report for January 2011

The report was reviewed as prepared by the township Maintenance Crew. In addition to reported items, Key noted there were 2 downed trees on Wendigo Park Road recently, due to the high winds. The maintenance guys were called in to take care it that evening.

Also, Treasurer Jokela reported that Lake Country Power is going to take down the lines at the Blaine house, (recently purchased by the township), as power there is no longer needed. Key will advise the maintenance crew of this.

8. Old Business

- Board of Audit for 2010 Financials – as tabled from the Feb 17, 2011 budget meeting

After reviewing and comparing the clerk's and treasurer's year end reports, and verifying that all dollar amount totals match (by fund and by type), ***a motion was made by Supervisor Key to approve that clerk's and treasurer's 2010 year end reports as the board of audit. The motion was seconded by Supervisor Rosato for discussion:*** Kortekaas asked for clarification on the "Audit adjustments" column on the Clerk's report (but not the Treasurer's report). Smith/Jokela explained that during the 2009 audit, the auditor had the treasurer split local government aid amounts between all accounts, in the same percentages as the levy, instead of just posting it all to the Capital Improvement fund. In addition, the auditor adjusted the periods in which interest was posted on the CDARS investments. These changes affected the 2009 year end/2010 year beginning balances – which Treasurer Jokela started with. The Clerk's starting figures were those from the 2009 yearend report, with the added column of audit adjustments, which totaled the revised 2010 beginning figures (and matching Jokela's starting figures). ***With no other discussion, roll call was taken and the motion passed by a unanimous vote.***

- Town Hall is available for rescheduled March P&D date of March 30th

Notice of the meeting date change (due to the clerk's surgery, scheduled for March 15) was also posted outside the town hall and on the township's website.

- Update on Paul Bunyan

The board asked about the status of the Paul Bunyan cable/high speed internet coming to Harris Township. Treasurer Jokela reported that we did get a small franchise check from Paul Bunyan, but that they did *not* get the stimulus grant they applied for, which would have advanced their build out timetable.

- Lake Country Power

Supervisor Key, in passing, heard Lake Country Power (LCP) mention something about the reconstruction of power lines on Birch Street. Key advised LCP that they the township would be happy to host a neighborhood meeting to advise residents of what will be happening. However, Key had not heard of a meeting date as of yet. Other members of the board had also heard that LCP would be reconstructing lines on East Harris, Keyview, and Norberg Roads. The board wondered if may it was Birch Hills that would be redone, and not Birch Street. Julie advised that the board get in touch with Rick Seeling at LCP, who is the person we dealt with on Wendigo Park Road when power lines were replaced there.

9. New Business

- Consider approval of draft letter of support to Drift Skippers, to include with their grant request for a new trail groomer.

The board discussed that they have supported this request for the past 5 or so years. The Drift Skippers request state grant money for their trail groomer, and request letters of support to include with their grant request.

A motion was made by Supervisor Key, seconded by Supervisor Rosato to approve the letter of support to the Drift Skippers for their trail groomer grant, as requested. Upon roll call, motion carried.

Clerk Smith will fax the letter to Carson Berglund, Drift Skippers member, as he requested.

- Review "Team Up for Clean Waters Day" draft resolution proposed by Itasca Water Legacy Partnership (for discussion only)

Dale Christy contacted Supervisor Rosato, asking if the township would support, by resolution, a "Team up for Clean Waters Day" in May. Because the details behind the resolution were not clear, Rosato agreed to

find out more about it and request that someone from the Itasca Water Legacy Partnership come and do a presentation on it for the board.

- Review of draft 2010 Annual Report data (proposed 2012 levy pages, 2010 township accomplishments, 2010 Meeting minutes, paved/gravel road lists, agenda, etc.)

After having reviewed the draft report data, the board did not have any questions, corrections or changes to request. Clerk Smith will move forward to getting final reports printed in time for the Annual Town Meeting on March 8, 2011.

10. Adjourn

A motion was made at 9:33pm by Supervisor Rosato to adjourn the meeting. The motion was seconded by Supervisor Key and the meeting was adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Twp