

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, April 27, 2011 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, April 27, 2011. 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, and Clerk Michele Smith. Absent: Treasurer Becky Adams

Also in attendance: Julie Kennedy, SEH Road Engineer, Stan Hoard and Mark from Lake Country Power, and residents Mr. and Mrs. Rouse.

1. Pledge to the flag

2. Lake County Power neighborhood informational meeting

Notice was sent out by Julie to all residents of East Harris, Key View, Norberg and Birch Hills roads, regarding the work that Lake Country Power (LCP) would be performing along those roads this summer to replace old power lines with new. There were two affected residents in attendance at tonight's meeting (Mr. and Mrs. Rouse, who lived on the corner of East Harris Road and Key View Drive).

Also in attendance, from LCP were Stan Hoard and Mark, who came to answer any questions or concerns of the residents or Harris Town Board on their work in that area this summer.

Maps of the area were handed out for review (a copy will be attached to these minutes). It was noted that only the yellow hi-lighted areas would be affected by LCP's cable replacement work, and was not all residents. If just a number was hi-lighted, it meant that only the transformer will be replaced – and not the cable. The new cable was being laid to improve reliability of power to the area.

At this time, LCP had not yet located exactly where cable lies, due to the weather. Old cable will not be pulled out; it will be left in the ground, so as to not tear up people's lawns.

LCP plans to stay in their ROW, and are not planning to cut any trees or alter anyone's landscaping. If needed, they will find alternate route for the cable, and contact the township for use of their ROW / backside of the ditch as needed. The board agreed to allow use of the ROW as needed.

It will be necessary to bore under the tarred road and driveways in areas during the project. Once the exact location of these borings is known, a diagram will be submitted to the town board for consideration and permission.

Next step: LCP will locate cables, phone lines, etc. so residents will start seeing a lot flags and paint in the ROW and ditches of the affected roads. The work will likely be done in July or August. Short outages of up to 2 hours can be expected. LCP will contact affected residents as things get underway.

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

Ben and Phil, the ICC Engineering students, presented the board with a large aerial photo map, and scaled miniature models of buildings, as well as land-use layouts, that can be moved around on top of the map. The scale was 1" = 50 feet. The board discussed locations options for each item (hall, garage, recreation area, pavilion, cemetery, wind break), and really appreciated the interns work on this project. The scaled model helped make the potential land use very visual for everyone. The board asked the interns to continue with their research on windbreak options with Mike Hendricks, the township's recreational advisor.

4. Roads

Updates by Julie Kennedy – SEH

- Mishawaka Road proposed project

Julie talked to several Mishawaka Road residents who were unable to attend the last neighborhood meeting on April 20, 2011 and updated them on the consensus from that night: (1) That board would not be adding parking on the inside corner of the road, near the boat landing; (2) That the ditching option (and crowning of the road) would not be necessary (though some ditching on the south end of the project area would be done); and (3) That gravel shouldering was preferred over sod. There were no concerns expressed by those Julie talked to.

Julie explained that, if approved to move forward tonight, she would bring a request for bid ad to the Herald Review office, with a date of May 25th for the bid opening. Construction would likely be done in mid to late July.

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to move forward with the project and advertise for bids to reconstruct a portion of the Mishawaka Road in its existing area, to rebuild the culvert area in the swampy area, to correct the drainage by the public boat landing, and to put the rest of the road back with a cross slope (rather than a crown), with three speed humps, traffic calming striping, and gravel shouldering.

Discussion: What would the tonnage of the road be when the project is completed? Julie explained it will be 9 ton road, but that the city is strongly considering posting their portion as 4 ton road, with a permitting process to allow occasional over weight usage. This would help detour large trucks from using the township's portion of the road, but Julie will check to see if there are any options for the township to also post their portion as 4 ton – as they currently do not have any way to enforce that type of restriction.

With no further discussion, roll call was taken and the motion passed by a unanimous vote.

After the motion passed, Julie mentioned that 4 permanent right-of-way easements will be needed from residents on the south end corner, for ditching. This is due to the township having no ROW in that area, outside where the road lies. Julie will draft a document for the board's review, requesting the easements from the residents. From talking to the residents, Julie did not anticipate this to be a problem, nor be a large cost for the township. She recommended doing an appraisal for the cost of the land, which is undevelopable. The average in the past has been 33 cents/sq foot apx. However, residents may waive the cost, or may sell to the township for \$1. There was also one resident where a land exchange may be desirable.

In light of the need for easements, Supervisor Key made a motion, to approve the negotiations for a land exchange or purchase of easements with residents as needed for proper ditching along the south end corner of the Mishawaka Road project area, as identified by Julie Kennedy. Supervisor Kortekaas seconded the motion, for discussion and clarification that Julie agreed to discuss the need for easements with the 4 residents, and bring back the results to the May 11th Regular Meeting of the Harris Town Board for consideration. Upon roll call, motion carried.

The Mishawaka Road project bid opening will be Wed. May 25th, 2011 at the SEH office at 10:00am, and the bid award will take place that night at the Harris Town Hall during the P&D meeting of the board

- Wendigo Park Road:

Supervisor Rosato noted that the patch job on Wendigo Park Road as done by Commercial Asphalt turned out well, and that the patch job they did in the parking lot at the Blandin Foundation was holding up well.

Rosato did receive a complaint about gravel on the Wendigo Park Road, but advised the residents it was due to shouldering repair project being done by our maintenance crew on that road. He explained it was the only way we can do it, and that when they had completed the shouldering, any remaining gravel will be swept off the roadway.

- Grading by Schwartz Excavating

Supervisor Key received a call from Schwartz, who was contracted for a trial month to grade the township roads. They called to let Key know they'd graded Wagon Wheel, and other roads, and wanted to make sure the township was pleased with their work. They were concerned about their reputation. Key was impressed how they took ownership of road, making sure they did a good job. Schwartz also said that although they quoted 15 hours of grading time on their original bid, it will be under that – closer to 9 or 10 hours. Key recommended continuing to use them for the rest of the season.

Supervisor Key then made a motion to contract with Schwartz Excavating to grade all township roads for the rest of the 2011 season. Supervisor Kortekaas seconded the motion and upon roll call, motion carried.

- Bear Creek – condition

Schwartz talked to Supervisor Key about the condition of Bear Creek, as it is very sandy and is tough to grade out. Julie commented that she had talked to a resident at the end of that road last fall, about the drainage and how the runoff leaves fine sands on the road bed. The problem could be resolved by some ditching and installing a culvert under his driveway. Julie is watching the problem area this spring, and will make a recommendation at a later date.

- Commercial Asphalt Repair:

Supervisor Key shared a quote for rubberized crack filling from Commercial Asphalt Repair. (A copy will be attached to these minutes.) The quote was to router out cracks of the following roads to obtain a depth and width of 3/4 inch, use a heat lance to clean out the cracks, and fill them with MNDOT Spec 3405 rubber sealant. All work would have 2 year warranty: The total cost quoted was \$9,787.75, and was split out as follows:

- Aspen Drive - \$4,610.38
- Melody Lane - \$147.00
- Verde Lane - \$252.00
- Wendigo Park Road – 3,368.75
- Woodland Park Road - \$294.00
- Chippewa Circle - \$1,115.63 (includes Apache Dr, Chippewa Dr, Mohawk Dr, and Winnebago Dr)

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to accept the quote as presented from Commercial Asphalt Repair for \$9,787.75 for rubberized crack filling of Aspen Drive, Melody Lane, Verde Lane, Wendigo Park Road, Woodland Park Road, Apache Drive, Chippewa Drive, Mohawk Drive, and Winnebago Drive. Upon roll call, motion carried by a unanimous vote.

Key said it would take about two weeks to get the crack fill material, and then Commercial Asphalt would install some time after that. The board agreed this was a great way to maintain the roads.

- Underwood Road:

The turnaround improvement area at the end of Underwood is looking good so far this spring. Julie is waiting for the construction schedule from Casper to determine when they will be performing the punch list items, including mailboxes installation.

- Road striping:

The board would like to partner with the City of Grand Rapids again, for road striping. Supervisor Rosato will talk to Jeff Davies about this. Wendigo Park Road was mentioned as a road that should be striped this year.

- 29564 Sunny Beach Road:

Supervisor Key discussed that there was a dirt bike track along the edge of the road, and in the road ROW, near 29564 Sunny Beach Road. The shoulder of the road is torn up, as is the ditch, and having dirt bike traffic that close to the road is a safety issue. Each of Supervisors will take a look at the area, and the Sherriff's office will be contacted to find out what can be done to stop this type of activity. Chairman Rosato will work with the clerk to draft a letter to the resident, if deemed necessary.

- Sunset Lane:

The board discussed the dumping that is happening at the end of Sunset Lane, which is now starting to include furniture and motor oil. In addition, the ruts in the road are so deep that Schwartz Excavating is unable to grade it. Supervisor Rosato stated he'd talked to the only home owner on the road, regarding a clogged culvert but no other concerns were mentioned. The board discussed getting a trail camera mounted in the area to determine who is tearing up the road and dumping garbage, and/or posting signs that state the area is under video surveillance.

5. Business from the Floor

None

6. Recreation

- Mike Hendricks – 2011 projects (review from fall discussions)

Mike discussed the following projects for consideration in 2011:

- Replacement of basketball court at Wendigo:

Mike had suggested tearing out the old basketball court at Wendigo, and building a new one (smaller – only half a court) out of concrete. He recommended solicitation from contractors to find out what's underneath the current slab and then bring that information back to the board next month, for review. However, board reminded Mike that the budget for recreation was minimal for 2011, due to the declining balance in the fund. For 2011, the minutes of the budget meeting of 2-17-11, stated that any recreation projects needed to be minimal – and within budget. And for 2012, costs for any projects would need to be taken out of the non-dedicated capital improvement funds. Mike will check and see what improvements our maintenance crew could do to the basketball court at Wendigo.

- Walkway at Crystal Park:

Installing a paved walkway from the parking lot at Crystal Park, to the pavilion, was a project the board hoped they could afford to do in 2011. The board asked Mike to check into potential costs for this. Mike commented that earthwork would be needed, due to changes in elevation of that area, to make ADA compatible. Also, finding a 6 foot paver is a challenge, as even the companies in the area have to rent one.

- Tree planting at cemetery, for wind break:

Mike suggested that the board take some time and stake out alternative locations for planting trees for a wind break in the open area of the cemetery. He will then get a price on spading trees in (8-10 ft' trees, 4" in diameter). Mike agreed to check with 4 different firms that he knows does spading and will get prices on single trees. **The board approved that he get some budget proposals for their review.**

Julie commented that Bart Johnson, who is leasing the open area of the cemetery for hay stumpage, wasn't opposed to giving up some space if needed, but not the 80 feet as originally proposed. Harry Hutchins, who works at the college, had some suggestions for interim wind breaks. Bart will be at the May 25th P&D meeting to discuss this issue.

- Park Inspections:

Mike and Supervisor Key will need to get together as the weather gets better, to make their annual rounds for park inspections.

7. Town Hall Report (will be presented at the Regular Meeting)

8. Maintenance Report

The board reviewed the maintenance report as presented with their agendas, with no questions or concerns.

Rosato added that while the old grader was sold, and that the check we received for it had been cashed, the buyer hasn't yet come back to pick it up. The last Rosato knew, the buyer was trying to arrange transportation to get the grader moved, but that road restrictions may have been an issue.

9. Old Business

- Review portable bathroom bids (landings, cemetery, town hall and parks)

Bids from two companies were requested and received, for portable bathrooms as follows:

- Northland Portables:

- Standard restroom with hand sanitizer: \$79
- ADA compatible handicapped restroom with hand sanitizer: \$115.00.
- Delivery, set up/pickup and weekly winterization: No charge

- Portable John:

- Regular unit: \$70,
- HDCP unit \$95,
- Hand sanitizer free, delivery free, and winter service charge, free.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to continue current portable bathroom service with Portable John as they were the lowest bidder, and have provided satisfactory service this past year. Discussion: Northland had agreed to put rubber mats in the park bathrooms during the winter, for ice skaters, but that Portable Johns had agreed to check into providing this service as well. Upon roll call, motion carried.

- Discuss demolition of the buildings on the Blaine property:

Supervisor Key explained that he would like to wait on moving forward with finding a demolition company for the buildings at the Blaine property, until the maintenance guys can get a dumpster installed and clean up the area a bit. The board was fine with waiting.

- Town Hall property line:

Resident Peter Lotti talked to Supervisor Key about the property he recently purchased, adjacent to the town hall property, on the north side. Lotti explained that according to a GIS map, the property line goes down middle of driveway into the town hall, rather than along the edge of the road ROW. Lotti plans to have the property surveyed, and will let the board know of any issue with the line.

Key noted that he found, in reviewing old township meeting minutes, that the lot is in Harris Township's name, and not in the Flyway Club's name as once thought.

- Update on Hammerlund Gravel Pit complaint:

Supervisor Key presented the Clerk with a memo given to him by Peter Lotti, from Andresen & Bitterworth, P.A. Attorneys at Law, who are assisting the Airport Road & 7th Ave. SE Neighborhood Association of Grand Rapids, MN with the association's various reported violations of Hammerlund Construction gravel pit. The report was for the board's information only, and for the township records. A copy will be attached to these minutes.

10. New Business

- Cable Commission attorney:

An email was received by Supervisor Rosato, forwarded from former Treasurer John Jokela. The email from Dave Christy of the Cable Commission asked if the Harris Town Board had any objections to having John Licke continue as the attorney for the Cable Commission. The board did not have any objections.

11. Adjourn

A motion was made by Supervisor Kortekaas to adjourn tonight's meeting at 9:42pm. Upon a second by Supervisor Key, the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Twp Clerk