

MINUTES
P&D and Reorganizational Meeting
Harris Township Board
Wednesday, March 30, 2011 at 7:30pm

The Planning & Development and the Reorganization Meeting of the Harris Town Board were both held on Wednesday, March 30, 2011. The meetings were held at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, and Dennis Kortekaas, Clerk Michele Smith and Treasurer Becky Adams. Absent: none.

Also in attendance: Julie Kennedy – Township Road Engineer from SEH, Mike Hendricks – Township Recreational Advisor, approximately 12 -15 residents of Mishawaka Road, and ICC Interns, Ben and Phil.

1. Pledge to the flag

REORGANIZATIONAL MEETING

The reorganizational portion of tonight's meeting was called to order by Supervisor Kortekaas at 7:30pm.

2. **Oath of office given to Supervisor Dennis Kortekaas** (Treasurer's oath given on 3/25/11)
Re-elected Supervisor Kortekaas took the *Elected Official Oath of Office*, as led by Clerk Smith. Newly elected Treasurer Becky Adams was given her oath by the Clerk on 3/25/11, as incumbent Treasurer John Jokela was moving out of the state the next day. These oaths will be kept on file at the Town Hall
3. **Re-organizational items:**
 - *Elect Chairman:*
Motion by Supervisor Kortekaas, second by Supervisor Key, to appoint **Supervisor Rosato** as Chairman. Upon roll call, motion passed unanimously
 - *Elect Vice Chairman*
Motion by Supervisor Kortekaas, seconded by Supervisor Rosato, to appoint **Supervisor Key** as Vice Chairman. Upon roll call, motion passed unanimously
 - *Appoint Deputy Clerk*
Clerk Smith informed the board that she would be re-appointing **Katie Fannin** to be her Deputy Clerk, and that she had confirmed Katie's acceptance of this duty. The board had no objections.
 - *Appoint Deputy Treasurer*
Treasurer Adams informed the board that she will be asking **Chris Jenkins** to be her Deputy Treasurer, as he was former treasurer John Jokela's Deputy Treasurer. She had not yet confirmed Jenkin's acceptance of this duty, but will report to the board if he does not accept. The board had no objections.
 - *Designate Official Newspaper*
Board agreed **the Grand Rapids Herald Review** be the official newspaper of Harris Township.
 - *Designate Township Attorney*
The board agreed to designate **Andy Shaw** as township attorney. Supervisor Rosato had emailed Shaw, and he said he'd gladly accept the attorney designation if approved by the board.
 - *Designate a township road engineer*
The board agreed to reappoint **Short Elliot Hendricks (SEH), with Julie Kennedy** currently serving as the representative for Harris Township; Julie agreed to serve again.

- *Designate a Bank as the Town Depository*
Treasurer Adams recommended continuing to use the banks currently being used: **Wells Fargo for checking and savings, and American bank for savings and CDs**. The board agreed to continue with these banks.
- *Designate an Official Posting Sites*
The board agreed to again designate the **posting board in front of the Harris Town Hall** as the township's official posting site, along with the boards at Crystal and Wendigo Parks to be used when 3 posting sites are legally required.
- Affirm / Appoint members to committees/boards:
The following appointments were made and accepted by those indicated:
 - a. *Weed Inspector*
Dennis Kortekaas (re-appointment)
 - b. *South Central Intergovernmental Planning Board (2 representatives)*
In late 2010, the South Central board disbanded. It has been replaced with a committee called "**Mayors, Supervisors and Managers**". Supervisors Rosato and Key were appointed.
 - c. *Trails Task Force*
Dennis Kortekaas (re-appointment)
 - d. *Maintenance Crew Leader*
Larry Key (re-appointment)
 - e. *Safety Representative*
Gary Rosato (re-appointment)
 - f. *Human Resource / Personnel Representative*
Treasurer Adams (new appointment)
 - g. *Cable Commission*
In keeping with Resolution 2006-002, Treasurer Becky Adams was appointed as the designated Cable Commission Director, with Clerk Michele Smith and Supervisor Rosato as alternate Directors, to fill in for Adams as needed.
 - h. *Other committees/boards?*
Supervisor Key was re-appointed to attend county zoning and environmental services site visits and public hearings, with Rosato and Kortekaas as back-up representatives. Key will be the main contact person for these issues.

Supervisor Rosato made a motion to approve all of the aforementioned appointments. The motion was seconded by Supervisor Key and passed by a unanimous vote.

The Reorganization Meeting concluded at 7:47pm upon a motion by Supervisor Rosato, and second by Supervisor Key. The P&D was immediately called to order by new Chairman Rosato.

P&D MEETING

3. Recreation

- Consider approval of Creative Services Associates contract for 2011 - Mike Hendricks
Mike Hendricks was in attendance, and explained that the proposed 2011 contract was identical to his contract with the township for the past 5 years. It has the same requirements/services and

\$50/hour fees. The board had no issues with the contract, and commented that they really like Mike's work, and enjoy working with him on various park projects.

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the 2011 contract for Creative Services Associates as presented. Upon roll call, motion carried by a unanimous vote.

4. Business from the floor

None

At 8:00pm, the P&D Meeting was recessed, and the Mishawaka Road Meeting called to order by Chairman Rosato as was stated in the letter to the road residents. The meeting was then turned over to Julie Kennedy for facilitation:

5. Mishawaka Road Neighborhood Meeting - Proposed Road Improvements

There were approximately 12 Mishawaka Road residents in attendance in response to a letter that was sent to all road residents, recapping what was discussed at the last neighborhood meeting on February 2nd, 2011.

A copy of *Feasibility Report for the Mishawaka Road Realignment* was handed out to the board. This was an option for a new road to be built in the existing platted ROW (Cottage Grove), which was requested by the board in response to road residents input at the Feb 2, 2011 neighborhood meeting. (A copy of the feasibility report will be attached to these minutes)

Julie recapped the 3 options for Mishawaka Road improvements, and their associated estimated costs, on page 6 of the report:

Option A – minimal improvements to existing road: \$80,178

Option B – Reconstruct the roadway (reclaim & overlay, calming striping, speed humps) \$355,397

Option C – New road alignment with minimal improvement to existing road: \$1,204,043

The Board previously decided that option C was not feasible due to high cost, and **recommended moving forward with Option B this summer**, unless residents were in favor of special assessments in order to fund option C. There was no such support from the residents in attendance.

Next, Julie explained there are 3 options/add on alternates for consideration with Option B:

- 1) Additional boat parking for safety; doing this would require additional ROW and land acquisition to build an 8 ft wide shoulder on the inside/non lake side of the road.
- 2) Additional ditching to allow for recommended crowning of the road surface, rather than sloping, for improved drainage
- 3) Working with residents on a gravel shoulder vs. a sod shoulder

One resident shared he was concerned about making the landing too nice, as it would attract more traffic to the area. This in turn would create a safety issue.

Supervisor Rosato asked the residents in attendance if there is unacceptable drainage currently; one gentleman said there is an issue with his property and he'd like to see a ditch installed. Julie explained that ditches would be in the township's ROW, but that they would need a temporary easement to build that ditch. No other resident spoke to this issue. Julie recommended calling each resident of Mishawaka Road to get their input, as this is an important issue.

Supervisor Key made a motion to move forward with "Option B – Reconstruct Existing Roadway" of Mishawaka Road as proposed in the Feasibility Report; there was a second by Supervisor Kortekaas. Discussion:

The year in which to do the reconstruction should be clarified – 2011 or 2012.

Julie recommended another neighborhood meeting be held to share with residents the affects of improvements to their specific areas of the road.

Supervisor Key amended his motion that the reconstruction be done in 2011, as soon as possible. Further, he added that the board would hold another Mishawaka Neighborhood Meeting. Kortekaas agreed with both additions to the motion and his second stood. There was no further discussion.

Upon roll call, the motion passed by a unanimous vote.

The Mishawaka Neighborhood meeting concluded at 8:50pm, and the P&D Meeting was resumed:

6. Discuss Township Service Center property plans with ICC engineering students

Interns Ben and Phil gave a presentation on proposed land use plan for the Service Center property. They'd met with Mike Hendricks, Twp Recreational Advisor, to discuss trails and a cemetery wind break, as well as design and equipment for a recreational area. Ariel schematic drawings were shared with the board, showing proposed locations for maintenance facility, town hall, a wind break, a pavilion, park, and trails.

With regards to the wind break, the board discussed that they would like it right behind cemetery's section 3 road. There was concern over the amount of space proposed: 1200 feet (almost ¼ mile) wide, due to 4 rows, spaced 40 feet apart on center between trees and between staggered rows. The board would like to get this wind break started right away, but they have a contract to allow the Johnson's to farm for stumpage in this open area for next 3 years. .

In conclusion, the board commented that seeing the concept map helped them see how the hall, park/pavilion, maintenance facility and cemetery could all fit on our property, with addition of Blaine property now included. They would like to see a "scale" version, where they can move the various elements around.

Next presentation: April P&D meeting, with energy and building specs.

7. Roads

Julie Kennedy - updates:

• Grading options / quote from Schwartz Redi Mix

Julie shared email from Schwartz Redi-Mix which contained their quote for grading township roads. (A copy will be attached to these minutes). Their proposed costs were \$145/hr to grade plus \$150 per call for mobilization. They estimated 10-15 hours of grader time needed.

Julie also shared with the board a comparison grid of grading options and estimated costs as prepared & presented to the board during the summer of 2010, but with Schwartz's recent quote added. When compared, Schwartz did have the highest costs. However, their service and performance came highly recommended by many other townships. The board felt this was very important as they were unsatisfied with the performance of several of the other contractors listed at a lower price, including the county, who are short on grader operators and time.

Julie did not have a recommendation for the board, other than proposing they do a one month trial contract for April with Schwartz to see their quality of work, and then decide on a contractor for May – Oct 2011. She added that she liked how their quote was for time plus mobilization costs.

Supervisor Key noted that something needs to be decided soon, as Wagon Wheel needs to be graded as soon as possible. And, to help reduce costs, there are some roads that don't need to be graded monthly – just on an on-call basis.

Supervisor Key made a motion to contract for one month (April) with Schwartz Redi Mix; the motion was seconded by Supervisor Kortekaas and passed by unanimous vote.

Julie agreed to contact Schwartz, and request all roads be graded as soon as possible with Wagon Wheel the highest priority.

- Consider approval of contract with Itasca Co. for snowplowing and/or grading and/or dust control

The board reviewed the road contract in their agendas, noting that the cost for snowplowing was again \$660/mile. Grading services would not be needed from the county, as their services are not satisfactory. Dust Control was also quoted by the County, but again the board opted not to use them, due to their experience of poor quality of work and service when using them in the past.

A motion was made by Supervisor Kortekaas to approve contracting with Itasca County for 2011-2012 winter season for snowplowing services only, at a rate of \$660/mile. The motion was seconded by Supervisor Key, and upon roll call, passed by a unanimous vote.

- Dust Control Quotes:

Julie explained to the board that she'd been working with the township auditor from Eikill & Schilling, and one comment she had for 2010 was that at least 2 quotes should have been solicited for dust control. For 2011, the County's quote of \$2,700/mile can be used to compare to a future quote from Dust B Gone, noting that the board did not care for County's dust control services.

8. Maintenance Report

The Maintenance Report was read aloud by Chairman Rosato from cell phone, in lieu of typed report, which not available for the meeting, but will be attached to these minutes. There were no questions or concerns by the board.

9. Town Hall Report

The report as prepared by the Town Hall Caretaker was reviewed with no questions or concerns.

10. Old Business

- Beth George from ICTV has confirmed she will attend the April 13th Regular Meeting (to discuss proposed PEG fee increases)
- Audit update: Clerk Smith reported that she, former Treasurer Jokela and new Treasurer Adams met with Deborah Medlin, the township auditor from Eikill & Schilling, on 3/25/11. Over all, the audit went very well.
- Blaine house: Supervisor Key reported that the Grand Rapids Fire Department is not interested in using the Blaine home for a control burn for training purposes. As a result, a demo contractor will need to be found.

With regards to power, Lake Country Power has disconnected power to the Blaine house/garage as requested by the Board. There is, however, a meter on a pole with overhead lines to the house/garage that will need to be removed at the township's expense. Lake Country Power recommended it be done by a licensed electrician.

- Replacement of maintenance equipment: Supervisor Key reported that the new John Deere 1445 tractor (which will replace the 1435 tractor) and new replacement riding lawn mower is ready for pick up at Pokegama Lawn and Sport. Clerk Smith submitted the required letter today to obtain the CPV government discount (a copy was given to the board). Key did note that taxes will be paid on both mowers as they are not used primarily for road and bridge work – the only tax exemption for township governments.
- Hibbing Cemetery: Supervisor Key shared the rules and regulations at the large cemetery in Hibbing with the board, just for their information, in comparison to the township's policy for the Harris Town Cemetery. The Hibbing cemetery uses a the GIS system for grave location identification, through "Pontem", which Key had been researching. However, there is another system he and Supervisor Rosato saw demonstrated that they think will be even better.
- Lake Country Power (LCP) Neighborhood Meetings: LCP contacted Supervisor Rosato about the requested neighborhood meetings for residents in areas of LCP power line changes. He needs to call them back to discuss the details.

11. New Business

- Discuss Itasca County Twp Assoc. Annual Dinner: Number attending? Door prize?
Supervisor Rosato, his wife, Supervisors Key and Kortekaas, and Clerk Smith will all be attending the annual dinner; Treasurer Adams will need to check her travel schedule.
Supervisor Rosato and Julie Kennedy both agreed to provide a door prize for the event.
- Discuss NATaT donation, as requested by Cass County (see email from Pat Hill)
The board reviewed the request of \$25 for the NATaT event, but agreed it goes against the township's donation policy, and that they therefore would not donate.

A motion was made by Supervisor Key to deny the request for a \$25 township donation to the NATaT event in Washington DC, as it goes against the township's donation policy via Resolution #2008-004. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

- Consider calling for portable bathroom quotes
Supervisor Kortekaas agreed to request at least 2 quotes for outdoor bathrooms for our parks, landings, and cemetery and will bring them to the April 24th P&D meeting. If a new contractor is chosen, bathrooms will need to be switched out in time for the fishing opener, in early May.
- Consider setting a date in April for the annual review of Twp employees and Twp Officer wages
The board agreed to meet for employee evaluation discussion, and wage review of employees and officers on **April 6th at the Blandin Foundation 7:30pm.**
- Consider setting a date for the annual road review meeting
The board opted to move this item to the agenda for the Regular Meeting on April 13th
- Consider publishing another township newsletter
The board opted to move this item to the agenda for the Regular Meeting on April 13th
- Consider approval of the township letterhead with "Grassroots Government of MN" emblem
The clerk noted the revised letterhead used on the agenda for tonight's meeting, and asked for their approval, with the new emblem. The board was in favor of using it as shown.
- Set date for a Mishawaka Neighborhood Road meeting
As noted in during the Mishawaka Road meeting held earlier tonight, the board had included with their motion to hold another meeting with residents to discuss the 3 add-on considerations for Option B, especially with regards to drainage. If the township opts for additional landing parking or ditching, easements will be needed from residents.
Julie will review these 3 add-on options in detail with the board during the April 13th Regular Meeting.

Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to hold a Mishawaka Neighborhood Meeting on April 20th at the Harris Town Hall at 7:30pm. Upon roll call, motion carried by a unanimous vote.

12. Adjourn

A motion was made at 10:34pm by Supervisor Kortekaas, seconded by Supervisor Rosato, to adjourn the P&D meeting. Motion passed and meeting adjourned.

Respectfully submitted,

Michele Smith, Harris Twp Clerk