

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, September 26, 2012 at 7:30pm**

The Planning and Development Meeting of the Harris Town Board was held on Wednesday, September 26, 2012. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato, and Dennis Kortekaas, Clerk Michele Smith, and Treasurer Becky Adams.

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Mike Hendricks – Recreational Advisor for the township, and Dan Butterfield & Judy Myers – township residents.

1. Pledge to the flag

2. Business from the Floor

- None

3. Roads

- Julie Kennedy – SEH Road Engineer / Project updates:
 - Bear Creek

The drainage correction project has been completed; the resident whose driveway was being damaged by runoff has said he is happy with it. Julie and the board noted that the design looks strange for the area, but that it should work well to prevent runoff. Julie emphasized that the township's grading contractor (Schwartz) needs to be notified of the change in the road surface from a crown to a cross slope from north to slope; if they grade as they have in the past, it will ruin the work that was done. Total cost for this project was approximately \$6,000.
 - Road side clean up

Julie reported that the roadside cleanup has been completed by the ICC Engineering students on Wendigo Park Road, Harris Town Road, and the River Road (the portion adopted by the board). The studnets offer their volunteer services for roadside clean up semi-annually as a college service project.
 - Wind damage

Julie agreed to send Supervisor Key (via email), the preliminary assessment she prepared for the wind damage in July to assist with financial assistance from MN Homeland Security and Emergency Management (HSEM). This will allow Key to bring the assessment information to the initial wind damage application meeting (see New Business below).
 - Mishawaka - shouldering

Julie is still working with contractor on the gravel shoulder erosion issue along a portion of the newly resurfaced east/west section of Mishawaka Road; she also talked to a resident who had some concerns about the shoulder where her mailbox was located.
- Other road issues/concerns
 - Commercial Asphalt:

Supervisor Key informed the board that Commercial Asphalt had completed the crack-filling on several township roads: Birch, Lakeview, Harbor Heights, and Norberg; Southwood Road is the only one left that Key would like to see done this year. Commercial Asphalt has used 5 loads of the crack-fill material so far. Key agreed to talk to them about crack-filling the newer resurfaced roads in the spring, as good maintenance practice.
 - Little Crystal Lane

The township maintenance crew fixed the holes in the road surface that were on Little Crystal Lane. Supervisors Key and Rosato had also received calls on potholes in Crystal Lane – which is a county road. Julie said she noticed that this road has been fixed.

- Mailbox post request

Supervisor Rosato commented that a resident called him, who lives on County Road 441, to request a mail box post be installed at his residence. However, since this is not a township road, Rosato advised him to call the county.

4. Recreation

Mike Hendricks, the township's recreational advisor, was in attendance at tonight's meeting and reported on the following items:

- Fertilizer/herbicide on township properties
Mike talked to the University of MN and they advised not to do apply any fertilizer or herbicide this fall since it's been so dry; there would be no results and it would be money wasted. Mike recommended the township wait until spring for this project. The board agreed this was a good plan.
- Hard surface repair estimates at parks
Mike contacted Lee Sports Surfacing LLC out of the cities, which was recommended by Hawkinson. They looked at all the hard surface areas at Crystal Park and Wendigo Park, and provided estimated costs for repairs. Mike noted that these estimates were for budget consideration only; he was not requesting board action on them tonight.
 - Crystal tennis courts – Lee Sports recommend that the courts be totally resurfaced with numerous hairline cracks being sanded, patched, and treated; this is a normal maintenance process for tennis courts. Currently, water stands on the court and the posts are bad.
Estimate for repairs: \$8,950
 - Crystal basketball court: There is a large crack across the center of the basketball court. Lee Sport recommended an Armor Crack Repair System to repair the crack – approximately 45 feet in length- and then resurface the court.
Estimate for repairs: \$5,500
 - Wendigo tennis courts: Lee Sports recommended that the tennis courts could be recovered and given another life of 10 years. They would need to sand the whole court area, repair the low spots, and then resurface both courts. They also recommended saw-cutting the blacktop adjacent to the courts to improve drainage. The age of the Wendigo tennis courts was estimated to be apx 35 years old.
Cost \$10,750 – which Mike Hendricks noted was much cheaper than the \$65-\$70,000 it would cost to totally replace the courts.

There were no questions from the board; they agreed to consider these recreation projects during the next budget session, in Feb of 2013. The board discussed that these projects are needed for maintenance purposes, and the cost for the repairs could come out of the capital improvement/non dedicated fund.

5. Town Hall Report for 8/8/12 to 9/1/12

The board reviewed the town hall report, as was submitted by the town hall caretaker. \$300 was collected, and no accidents or damages were reported.

6. Maintenance Report for August 2012

The maintenance report for August was reviewed by the board with no questions or concerns. Supervisor Key added that the maintenance crew made new corner markers for the cemetery blocks, and are in the process of installing them.

7. Old Business

- Consider a date to hold rescheduled meeting with City of GR staff and NW gas: Tues. Nov 20 or Wed. Dec 5?

The board agreed that Dec 5th would work best for them. Smith will contact the city staff and Northwest Gas representative to confirm the date and time of 7:00pm at the Blandin Foundation.

- Consider approval of the “Cardholder User Agreement” for use of township issued credit cards

Treasurer Adams shared the Cardholder User Agreement policy she’d modified for the township, from the policy that is used at her work place. The board reviewed, and requested that #3 be clarified, emphasizing that it’s not an option to use the card for personal charges, but acknowledging that it may happen on accident. And, to clarify overall that the card is not to be used unless needed – at places where the township doesn’t have an account, or where they cannot invoice the township.

A motion was made by Supervisor Kortekaas to approve the Cardholder User Agreement as presented, with clarification as noted above. The motion was seconded by Supervisor Rosato, and upon roll call, passed.

Adams will modify the agreement as requested and give to the maintenance crew when she gives them their credit cards.

- Review “Budget vs. Actual Report”, for Jan 1 – Aug 31, 2012

Treasurer Adams reviewed the Budget vs. Actual report with the board. She noted that after she inputs one more month of actual expenses, there will be 3 full quarters of spending to review. Adams noted that account #201, 301, etc. are where adjustments were made when the township’s chart of accounts numbers were reduced – therefore, comparing the actuals of those accounts to the budget figure is skewed. However, she noted that it’s the big buckets/fund totals that are important – as the line items budget amounts within each are just a guideline. This Budget vs. Actual report will be especially helpful when considering projects – such as roads - and determining if we have enough money in the current budget to do them.

- Discuss intern position from Engineering department of ICC for upcoming year

Allie Jurvelin is the current township intern, a second year ICC engineering student, who is working on the GIS cemetery database. Normally, the township would bring on another intern – a first year engineering student - to transition and work with second year student. The cost to the township for interns is \$10/hour, 10 hours a week. Allie is planning to stay on through June.

Interns can work on whatever the board is interested in. Julie suggested that in addition to the GIS cemetery database project, the continuation on road valuation report work would be good. It was also explained that interns could be hired a semester at a time – it did not need to be for the entire year.

The board discussed that the township contracts with ICC, who then pays the students. Supervisor Key noted that since we are contracting for services, the township should probably have proof of insurance from ICC showing that the interns are covered if an accident or injury happens while working on township projects. The board further discussed that since they contract with Express Professional Services for rink attendants, the township should also check on their insurance coverage as well, and request a copy to keep on file.

A motion was made by Supervisor Kortekaas to hire another intern for 1st semester, which is from now until Christmas, for 10 hours a week, at a rate of \$10/hour. Supervisor Rosato seconded the motion and upon roll call, motion carried by a unanimous vote.

Julie will bring the new intern that is selected to the October P&D meeting to meet the board.

- County Comp Plan Meeting update:

Supervisor Rosato and Dan Butterfield reported on last night’s meeting for the County’s comprehensive plan update. The steering committee finished up the discussion on their natural resources goals, and

started discussing commercial and industrial goals, including mining and gravel extraction. Rosato led a discussion on limiting the grandfathering of gravel pits. It was a good discussion he said, and noted that he felt it was important that Harris Township is represented, since Itasca County has jurisdiction over them. Rosato also brought up the overlays districts during the meeting, and referred to in the township's comprehensive plan, which was held up several times during the night. 53 people attended last night's County comp plan update meeting; the group's next meeting is scheduled for next Tuesday.

- Upper Mississippi Task Force

Supervisor Key gave an update of the Upper Mississippi Task Force which was meeting tonight, so Key was unable to attend. Key was notified that Col. Michael Price – who is the commander of the St. Paul District and district engineer of the U.S. Army Corps of Engineers – was being contacted and invited to meet with the task force in October or November of 2012. Key shared the letter sent to Price with the board.

- New truck title transfer and registration fee

Treasurer Adams found that when trying to apply for the title transfer on the new township pickup, the odometer and date of purchase was needed on the application, along with a fee of \$43.75 for title transfer and registration. Key agreed to fill out the form, and noted that the plates off the old truck can be used as they are tax exempt.

Supervisor Kortekaas made a motion to approve writing a check to ODC for \$43.75 for applicable fees to transfer the title of the new township pickup, and pay for registration. Supervisor Rosato seconded the motion, and upon roll call, motion carried by a unanimous vote.

- Plow for new pickup

Supervisor Key shared a quote from Dan Martin for a plow for the new pickup. The cost was \$5,500 to purchase and install a 9.5 foot "V" snow plow. This was the plow that maintenance crew preferred.

After reviewing the quote, Supervisor Rosato made a motion to purchase the plow from Dan Martin for \$5,500 as described. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

8. New Business

- Consider having a supervisor attend the "Application Briefing" meeting in regards to any damage from the straight line winds July 2-4, 2012, and assistance \$ from MN Homeland Security and Emergency Management (HSEM). Meeting is Friday, Sept 28th at 11:00am in the Sheriff's Department training room

The board asked what the amount of damage was estimated to be for the wind damage from July. Julie estimated it at \$1,100 plus the cost for Plackner Tree Service to remove 3 trees – which was approximately \$1,000. The board discussed that recovering an estimated \$2,100 would make it worth spending the board's time and money to pursue. Supervisor Key agreed to attend the Application Briefing on Friday, September 28th.

- Brush piles from wind damage

Supervisor Rosato was contacted by a resident who had 4 piles of brush from wind damage on Winnebago Drive. He asked if the township's maintenance crew could guys come and chip up the brush. The resident said he had a area where the crew could put the chips. The board did not see a problem with this, and noted that they could add the hours spent by the crew to the reimbursement request (see above).

- November Itasca County Township Association Meeting

Since the 2nd Monday of November is Veteran's Day, the Itasca County Township Association meeting will be held instead on Nov 19th. Clerk Smith will post accordingly

9. Adjourn

A motion was made by Supervisor Kortekaas to adjourn the meeting at 9:15pm. Upon a second by Supervisor Key, the meeting was adjourned.

Respectfully submitted

Michele Smith, Harris Township Clerk