

MINUTES
P&D and Reorganizational Meeting
Harris Township Board
Wednesday, March 28, 2012 at 7:30pm

The Planning & Development and the Reorganization Meeting of the Harris Town Board were both held on Wednesday, March 28, 2012. 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, and approximately 10 township residents.

1. Pledge to the flag

REORGANIZATIONAL MEETING

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

2. **Oath of office given to Supervisor Rosato and Clerk Smith**

Re-elected Supervisor Rosato and re-elected Clerk Smith took the *Elected Official Oath of Office*, as led by Treasurer Adams. These oaths will be kept on file at the Town Hall

3. **Re-organizational items:**

- ◆ *Elect Chairman*

Motion by Supervisor Rosato, second by Supervisor Kortekaas, to appoint **Supervisor Key** as Chairman. Upon roll call, motion passed unanimously

- ◆ *Elect Vice Chairman*

Motion by Supervisor Key, seconded by Supervisor Rosato, to appoint **Supervisor Kortekaas** 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 for another year. The board had no objections

- ◆ *Appoint Deputy Treasurer*

Treasurer Adams informed the board that she would be re-appointing **Chris Jenkins** to be her Deputy Treasurer, and that she had confirmed Chris's acceptance of this duty for another year. The board had no objections

- ◆ *Designate official newspaper*

Board agreed **the Grand Rapids Herald Review** be the official newspaper of Harris Township

- ◆ *Designate a 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 (see letter from Julie Kennedy / SEH)*

Julie Kennedy of SEH commented on the letter, which outlined her services and rates for the upcoming year. The hourly vs. project based option was discussed; Julie was fine with either method of working and billing. For the last 6 years, she has worked on an hourly basis; her first 2 years with the board, however, were proposal/project based.

Some items don't make sense to do on a project – like audit requests – and would have to be billed hourly, but only after approval from a designated board person. One drawback of the project proposal option, is that some projects may be delayed due to only having two business meetings a month. However, the board did like the idea of Julie bringing proposals to the board and approving, prior to any work being done.

A motion was made by Supervisor Kortekaas to re-appoint Short Elliot Hendricks (SEH) with Julie Kennedy serving as the representative for Harris Township, and that her work will be done on a proposal/project basis, for a 6 month trial period, as presented. The motion was seconded by Supervisor Rosato, and upon roll call, passed.

◆ *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 site(s)*

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:*

a. *Weed Inspector*

Dennis Kortekaas (re-appointment)

b. *Mayors, Supervisors, and Managers (or similar)*

Per Rosato, the “Mayors, Supervisors and Managers” group did disband; however, there is another group that’s trying to form, as a community collaboration discussion group; Rosato has attended some of the meetings, and the group is trying to determine who should attend them. Currently, it’s Marble, Calumet, Grand Rapids, Harris Township, and LaPrairie. Nothing has been formally formed yet, so Rosato is fine with attending on behalf of the board.

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 (re appointment)

g. *Cable Commission Representative*

Treasurer Becky Adams was reappointed as the designated Cable Commission Director, with Clerk Michele Smith and Supervisor Rosato as alternate Directors, to fill in for Adams as needed.

- h. *County zoning and environmental services representative (to attend meetings)*
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.
- i. Other?
Dennis Kortekaas as appointed to attend the monthly Firewise meetings as a representative from Harris Township (new).

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 approximately 7:55pm upon a motion by Supervisor Rosato, and second by Supervisor Kortekaas. The P&D was immediately called to order by new Chairman Key.

P&D MEETING

- 4. Review Resolution #2003-8, establishing an administrative policy for board meetings, and consider updating/amending, especially the Order of Business & agendas (see #6)

In reviewing this resolution from 2003, Clerk Smith found that the board was varying from the meeting time and agendas outlined in the resolution. In particular, she noted that the meeting time in the resolution is 7:00pm, but the board currently meets at 7:30pm. Also, according to the resolution, the Town Hall and Maintenance Reports are reviewed during the Regular meeting; however, the board currently reviews them during the P&D meeting.

Clerk Smith suggested that the resolution be reviewed at the April P&D meeting, and include consideration for adding a verbal recap of P&D decisions before approving minutes at the Regular meeting, as requested by Judy Myers. Myers commented that a lot of seniors don't use the computer, or can't get out to town meetings. Therefore, those that only watch the meetings on ICTV are often lost, and unaware decisions made at the P&D meeting. Judy clarified that it would help viewers make sense of what they see on TV, if there was a recap of decisions made at the previous meeting.

A resident in the audience asked if ICTV could come to P&D meeting as well as the Regular Meeting. Rosato explained that years ago, ICTV asked to video tape 1 meeting a month, at no charge. He also explained that the board appreciates having a more relaxed meeting to toss around ideas. Originally, P&D wasn't meant to make decisions – but rather was to prepare for the Regular Meeting; however, the P&D meeting soon turned into a decision making meeting as well.

A motion was made by Supervisor Rosato to table review of Resolution #2003-8 until the April P&D meeting on 4-25-2012. The motion was seconded by Supervisor Kortekaas, and upon roll call, duly passed.

3. Recreation

- Mike Hendricks: Proposals for fencing - ball field at Wendigo, and repair at Crystal

At direction of the board, Mike Hendricks solicited quotes for fencing projects as follows. The quotes received were from Keller Fence:

- Crystal Park: For repair of fence, to replace what which was damaged: \$395.00

A motion was made by Supervisor Rosato to approve the fencing quote by Keller Fence for \$395, to repair the damaged fence at Crystal Park, and authorized Mike Hendricks to have the work done. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.

- Wendigo Park: For fencing in the dugout areas and 5' fencing in front of the seating area behind home plate. \$3,975.00. .

A motion was made by Supervisor Rosato to approve the fencing quote by Keller Fence for \$3,975.00 to add fencing at Wendigo Ball Field, and authorized Mike Hendricks to have the work done. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.

4. Business from the floor

- Dan Butterfield – letter regarding the After the Fact variance permit applied for by Hammerlund Construction, regarding the Harris gravel pit north boundary; (***See attached notice received from Itasca County regarding the rescheduled application meeting, on April 9th, and the public hearing on April 11th.***)

Dan Butterfield and Peter Lotti updated the board on what's happened with this situation since the County tabled the variance, and recapped the denial position of the Airport Road & 7th Ave. SE Grand Rapids Neighborhood Association as stated in a letter dated March 30, 2012. (*A copy of the letter will be attached to these minutes.*) This letter will be given to the county and city on Friday, per Butterfield.

Butterfield noted that the Harris Town Board had voted unanimously to recommend denial of the after the fact variance, and hoped that this had not changed. The board agreed that they had no reason to change their position on this matter.

Supervisor Rosato agreed to attend the site re-inspection on April 9th, 8:45am – 9:15am, as Supervisor Key is unable to attend that day. The public hearing will be held Wed. April 11th at approximately 9:00am.

5. Roads

- Julie Kennedy – update on road projects
 - Trunk Highway 169 in Grand Rapids: Construction will be starting on April 23rd, from the Mississippi bridge, south, up the hill. There is not a designated detour, which Mishawaka road residents were concerned about.
 - Mishawaka Road: Anderson Brother's has asked where the township is with closing out the road reconstruction project. Julie told them that there have been numerous resident concerns over the speed humps, and that a meeting may be held. Julie clarified that there is no need to close out the contract, but just that she needed to advise the contractor.

A discussion about the speed humps on Mishawaka began Julie and Supervisor Key had both heard that residents of Mishawaka Road were happy with the reduced speeds on the road, since the speed humps were installed. Yet, several township residents (but not Mishawaka Road residents) have voiced their concerns about the speed humps.

Julie recommended a follow up session, added to a regularly scheduled meeting of the board, to get feedback on the speed humps from township residents. She added that they were installed for the safety of the Mishawaka Road residents, and she would like to get their input on their effectiveness.

The board agreed to hold a community meeting as a part of the April 11th Regular Meeting, beginning at 7:30pm. The board authorized Julie to create a flyer for all Mishawaka Road residents, which the maintenance crew would hand deliver. The board agreed that the cost of notifying all residents of the township was not justified, but that a notice in the paper would be a good idea, noting that the meeting was open to the public.

Signs on Mishawaka Road were a concern voiced by several audience members: There's a 30mph sign on one end, and a 25mph sign on the other area. However, there are no speed limit signs on the humps, advising a safe travel speed to go over them – and 25-30mph is too fast. Julie commented that here are 'speed hump ahead' signs, and that cautionary advisory speed limit placards could easily be added to those posts.

Julie noted that signage was not changed with the reconstruction of Mishawaka Road, but that this needs to be reviewed. Board authorized Julie to put together a proposal for signs. She'll check with MnDOT about the ability to change signs with traffic calming measures, and bring back to the April 11th meeting.

- Gravel Road project: At the direction of the board, Julie agreed to put together a gravel road project proposal for the April 11th meeting.
- Overlay paving project: The board approved Julie to put together an overlay paving project proposal for the April 11th meeting. The board confirmed that they would like Julie to attend the April 11th meeting.
- Bear Creek: Julie explained that it's time to revisit the drainage status on Bear Creek. A new culvert was not done, but rather the road crown was adjusted with the agreement to revisit the status in the spring. Supervisor Key agreed that he and the maintenance crew would do the inspection and report back to Julie and the board.
- Other road issues?
 - Lake View Drive: Supervisor Rosato received a call that there were large sink holes in Lake View Drive. Supervisor Key was also notified, and the maintenance guys had already looked at it. It's been marked for safety purposes, and the guys will repair as soon as possible.

6. Maintenance Report

The board reviewed the monthly Maintenance Report as submitted by the Maintenance Crew, with no comments or concerns. There were no accidents or injuries reported.

7. Town Hall Report

The board reviewed the monthly Town Hall report as submitted by the Town Hall Caretaker, with no comments or concerns. There were 22 rentals in February and March, with no accidents or injuries.

8. Old Business

- Review bids for new replacement dump truck (Key)

Supervisor Key solicited quotes for 1 ton diesel pickup with a dump box and a straight plow. The following sealed quotes were opened at tonight's meeting. Key noted that the dealers were all given a spec sheet of everything that was wanted – yet not all quoted accordingly.

- Rapid Ford:
 - 2012 Ford F350: Base price was noted as \$34,765 but Rapid Ford's selling price was \$24,122, minus \$8,000 trade allowance, with a difference due of \$16,122, plus any applicable fees. However, it was noted that this quote was for a gas truck – not a diesel. A second quote was given for a diesel, where the difference due after the trade in allowance was \$22,395.
 - The plow included in the quote was noted as a 9'6" straight plow. However, since requesting quotes for a straight plow, Key instead recommended buying a V plow from Dan Martin, and deducting price of plow on quotes. On the Rapid Ford quote, \$4,625 was the cost of the plow, which could be deducted.
- Tom Clusiau's – Grand Rapids
 - 2012 GMC Sierra 3500 (diesel): \$46,967 minus \$10,000 trade in allowance=\$36,967 plus any applicable feels, title and license; price includes straight plow but the plow price was not noted.
- Tom Clusiau's – Walker
 - 2012 Ford F 350 (diesel): \$44,623 minus \$10,000 trade in allowance = \$34,623 with an 8' plow.
- Bob O Hara – Grand Rapids GM
 - 2012 Chevy Silverado 3500 (diesel): \$36,674 after trade in allowance (\$9,000).

Supervisor Kortekaas made a motion to approve the quote from Rapid Ford for the F350 one ton diesel truck with dump box, minus the cost of the plow, and with the trade of a 2001 pickup dump truck, for amount due of \$17,770 plus any applicable fees. The motion was seconded by Supervisor Rosato. There was discussion from Kortekaas that he'd recommend getting undercoating on the new truck, if available; the other supervisors agreed. Upon roll call, the motion passed by a unanimous vote.

- Reminder that door prizes are needed by April 9th, for Itasca Co. Twp Assoc. dinner
Supervisor Rosato will get a book donation from the Blandin Foundation, and Julie Kennedy will get some items donated by SEH

9. New Business

- Consider calling for portable bathroom bids at landings, parks, and cemetery
Supervisor Kortekaas agreed to do this.
- Consider setting a date in April for the annual review prep of Township employees and review of Township Officer wages
The board agreed to hold a work session on **Wed. April 4th at 7:30pm**, at the town hall if available. The Clerk will post accordingly, noting that the first part of the meeting will be closed to the public, as it's of a personal nature of employees, but that the second half of the meeting is open to the public, regarding town board compensation.
- Consider setting a date for the annual road review meeting
A motion was made by Supervisor Rosato to hold the annual road review meeting during the P&D meeting on April 25th, 2012 at 8:00pm; it is to be posted and advertised in the newspaper. The motion was seconded by Supervisor Kortekaas, and upon roll call, the motion passed.

- Consider publishing another township newsletter, and who could do it

Clerk Smith explained that a newsletter has gone out in late May, the past 5-6 years, so that residents get it just prior to Memorial Day. A reminder of the celebration at Harris Cemetery is always included. And, while Smith has always done the newsletter, her schedule does not allow that extra work this year. Julie Kennedy offered to ask one of the ICC interns (Jackie) if she'd be interested in preparing the newsletter, with a cost to the township of \$10/hour. The board agreed that this would be a good idea. Clerk Smith will send Julie the newsletter template, to share with Jackie – if interested.

- Consider approval of April 18th, 2012 for the next Comprehensive Plan work session

The board agreed to the 4/18/12 meeting; Clerk Smith said that the town hall reservation has been confirmed. The meeting time will be 7:30pm, and a draft plan for a revised comprehensive plan will be discussed by John Powers.

- Discuss possible date for the next round table meeting with the City of Grand Rapids staff

The board agreed it was time to meet with city staff again for a round table discussion – especially with the highway 169 reconstruction starting in late April. Since the month of April was really busy for the board, Clerk Smith was asked to check on possible meeting dates in May, with Tom Pagel and Rob Mattei.

- Discuss a demonstration of the new cemetery GIS system at a township meeting (would need an internet card)

Clerk Smith shared that she, Julie Kennedy, and intern Allie Jervelin met with Mike LeClaire that afternoon, for a demonstration of the GIS cemetery database. There are still some bugs to work out before it will be set up for the maintenance guys and the clerk, but when finalized, Smith will bring this topic of a demonstration back to the board.

- Consider request to put Harris Township's public places – such as the parks, hall, cemetery, etc. - on Google Maps (A community education project, funded by a Blandin Foundation grant)

Clerk Smith had received a call from a resident working for the school district, in Community Education, who asked about putting Harris Township public places on Google Maps. That way, when someone was searching for "Parks in Itasca County", Crystal Park and Wendigo Park would come up as a pushpin on Google Maps – with their address and link to the website.

The board approved the request to add Harris Township's public places to Google Maps by ISD318, and noted that no money was involved.

10. Adjourn

A motion to adjourn tonight's meeting was made at 10:01 by Supervisor Kortekaas, and seconded by Supervisor Rosato. The meeting was adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Twp