

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, July 23, 2014 at 7:30pm**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, July 23, 2014. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Jim Kelley and Burl Ives, and Clerk Michele Smith. *Absent: Treasurer Becky Adams*

Also in attendance: Glen Hodgson – road engineer from SEH, Mike Hendricks – recreational advisor from Creative Services, and Cyndy Martin, Judy Myers, Dan Butterfield, and one other resident (name not known).

1. Pledge to the flag – followed by the reading of the township mission statement

2. Business from the Floor

- N/A

3. Roads

- Glen Hodgson - SEH
 - Update on 2014 gravel road project (Bear Creek Road)

Hodgson reported that the gravel road project was not yet completed on Bear Creek Road, but that the contractor did start today. They got about one third of the road done and plan to be finished by end of the week. Testing of the road will be completed by the middle of next week, and dust guard is lined up to be applied by Dust B Gone when the road is released. Supervisor Rosato commented that he'd received several complaints from the Bear Creek Road residents, who were upset that dust guard had not yet been put on their road.
 - "Community Complex" findings (plans for Service Center property, by ICC interns)

With regard to a starting point for a new maintenance garage at the township's service center property, the board had asked Hodgson to look through old SEH files and computer archives for any information/presentations done by the ICC interns on a "Community Complex" concept plan for the Service Center property. Hodgson found such and brought copies of power point presentations from May 26, 2010, October 27, 2010, November 27, 2010, and June 8, 2011, which included some research and options for a new maintenance garage and location options for all buildings and entrances. Copies were given to board for reference.
 - Ditching option – Underwood Road (east)

Hodgson looked into an option that someone suggested at a recent Neighborhood Road Meeting / work session, regarding a drainage issue that affected his property. The gentleman lived on east Underwood Road, and suggested that the problem could be solved if the road was ditched road to the west, went under Wendigo Park Road and continued to the west. However, Hodgson completed the preliminary analysis, and while physically possible, it would not be feasible as the ditch would be more than 8 ½ feet deep and very wide (70-80 feet). Hodgson suggested looking into other options to help this resident with the drainage issue.

Hodgson also noted that the problem could be solved by grading to south, but that would require the cooperation of a particular property owner – who was not willing to give a drainage easement. However, Hodgson said it was worth pursuing one more time.

- Other road issues/concerns/comments

- Mishawaka Shores:

- Supervisor Key received calls from residents of Mishawaka Shores that their road is breaking up. Key did look at it, and commented that the alligator cracks in the low spot of the road were too far gone for crack fill. He suggested the board consider an overlay next year.

- Crack filling

- Supervisor Key updated the board that the township road crack filling should be done at the end of August.

- Supervisor Ives commented that another company he used (personally) for wide crack sealant worked well. The rubberized crack fill is placed with a trowel. The area he had done was 16" wide. Ives added that they were a nice company to deal with, and had a good product.

- Mishawaka Road – public landing;

- Supervisor Rosato commented that during a visit to Mishawaka Landing, he noted that many of the parking lot spaces were taken up by construction trucks, from a project on Mishawaka Road (gas line install). Rosato was not sure how long the trucks would be there, but wanted it noted and watched.

4. Recreation

- Wendigo Picnic Park project update and options – by Mike Hendricks

- Mike Hendricks of Creative Service Inc. provided the board with a "Wendigo Picnic Grounds – Report and Recommendations, July 2014" handout and spoke to the board about his and Supervisor Key's park project options. *(A copy of the handout will be attached to these minutes.)* This project was in response to resident requests for picnic park improvements.

- An issue discovered during this project was that Harris Township does not have a deed for the Wendigo Picnic Area, so they could only locate an easement for the front portion of the picnic area. Supervisor Key contacted people of the old Wendigo community club as well as the Itasca County recorder's office, who searched back to 1920 but could not locate a copy of the deed. A title search may be needed to determine true ownership and if there were any terms to the property donation.

- Per the recollection of those contacted, the Wendigo Picnic Park site of apx 1 acre, located on the south end of Wendigo arm of Pokegama Lake, was *donated* to Harris Township by the Wendigo Community club back in the mid 1950-1960's. There was said to be terms involved, whereby the township could not sell the property – but could give it to the State of Minnesota if they no longer wanted it.

- The present condition of the park is considered to be poor. There are two concrete picnic tables and slabs in rough shape; the timber stairway to the shoreline is small and rotted away in most areas, making it very unsafe; there is shallow well, with a hand pump – but the hand pump has been removed; the charcoal braziers are old and in poor shape; and there are no toilet facilities on site.

- There is a 5' chainlink fence on the east side, a tree & undergrowth border on west side, and a small gravel parking for 4-5 cars – plus limited walk-in lake access.

- Hendricks reported on 4 possible options for the park:

- 1. Do nothing

- a. This doesn't seem prudent, as the township has a responsibility to provide for safe and pleasant experiences at all its public facilities.

2. Allow property to pass to the state on MN

- a. If township does not wish to develop or use the property, it's believed that – according to the terms of the donation – the property would go to the State of Minnesota. However, transferring property to the state is a long and complex process.

3. Initiate major park improvement

- a. A major park improvement is limited by various factors (see handout), including a boating and fishing docks are not feasible, a full sized playground would be duplicating like element at Wendigo Park (2 ½ blocks away), and increasing the parking lot size would take away from space needed for the park.

4. Develop small picnic area with limited activities

- a. A smaller park area focused on family and small group picnic type activities would include: new metal/wood picnic tables, new charcoal braziers, cleaning the lake bank of scrub brush and damaged trees, replacing the timber stairway with new wider and longer timbers, limited shoreline cleanup, construct a small hard surfaced game area, sand volleyball court, and double horseshoe court, enlarge the parking area, place portable restrooms seasonally, and improve signage.
- b. **Hendricks recommended this option**, as it was the most feasible and cost effective from both a development and maintenance standpoint. If the board approved moving forward, Hendricks could develop a plan payout, cost estimate and time schedule.

Supervisor Ives commented that some *additional* options he'd suggest would be to sell the property or trade it for other property that could be used for boat landings.

The board agreed that the first thing they need to do is determine if the township actually owns the Wendigo Picnic Park site, which adjoins the public access to the lake. Also, they need to know if there were any terms of the donation.

A motion was made by Supervisor Ives to have a professional title search done to determine true ownership of Wendigo Picnic Park, parcel ID# 19-024-3320, which adjoins public landing ID #19-460-0590. The motion was seconded by Supervisor Key. Discussion: It was suggested that Lark Huntley do the search; Key will contact him. Upon roll call, the motion passed by a unanimous vote.

• Casper (aka Troop Town) Public Access

Supervisor Ives reported that there was a large divot in front of the Troop Town landing ramp; it's in the parking area (not the ramp), where 4-5 feet have been washed away. Key agreed to have the maintenance crew fill in with crushed rock, as the township is responsible for maintaining the landings (areas not in the water.) It was discussed that FEMA dollars may be available to help with damage like this, however, the board was not certain that Itasca County had been declared a disaster due to recent flood conditions.

5. Town Hall Report

As the board reviewed the town hall report as submitted by the town hall caretaker, it was noted that the total money collected was not shown. It was also unclear what the 4 "discounted" rentals were for; was it for when the board used the hall (no rent)? Supervisor Rosato agreed to talk to the caretaker about clarifying the new town hall report form, and making it easier to fill out and meet the board's needs.

6. Maintenance Report

There were no questions or concerns by the board, as they reviewed the maintenance report for the past month.

7. Old Business

- Town Hall ramp project update, and quote(s)

Supervisor Kelley gave an update on the project that he and Supervisor Key have been working on to replace the ramp at the town hall – and add a covering.

The plan per Kelley and Key was to take out the existing ramp that's crumbling, but leave the stoop. The ramp would be widened to the same width as the stoop, and extend out to the parking lot. There would be cedar railings instead of pipe, and a roof cover that would extend out from the hall to cover the entire length of the ramp, with lighting down the center. No sides were included in the project.

The deadline for proposals was today, but Kelley had only received one cement contractor' bid and one 1 roof contractor's quote. He was waiting on one additional proposal for each part of the project.

Because the board wanted to have at least two contractor's quotes for both parts of the ramp/roof project for comparison, the board discussed waiting to award of the project. There was some concern about the timing of project, with regard to hall availability and the cement work alone taking a week, but that will be determined at a later date.

A motion was made by Supervisor Kelley, and seconded by Supervisor Ives, to recommend waiting until the August 13th Regular Meeting to review town hall ramp and roof quotes, in hopes that they would have at least 2 for each part of the project by then.. The motion passed by a unanimous vote.

- Update on revised job descriptions for township maintenance crew and town hall caretaker

Rosato shared a draft updated Maintenance Worker job description with the board, as well as the updated Intern job description previously shared. Prior to approving, Rosato suggested having the maintenance crew review the description for any additions, deletions, or changes.

A motion was made by Supervisor Ives to table the approval of the updated job descriptions for the full time maintenance crew and the summer interns until the next P&D meeting on August 27th. Upon a second by Supervisor Kelley, the motion passed by a unanimous vote.

- Update on revised Employee Handbook

Clerk Smith reported that she was still working on a revised draft of the Employee Handbook; she was waiting on a response from MAT on the "Human Resource" term, and had yet to find wording for various areas as discussed. She will try to have draft done by the August 27th P&D meeting.

- Sales Tax Fact Sheet #125 – Motor Vehicle Purchases (FYI)

In follow up to what Reno Wells said at the July Itasca County Township Association Meeting, Clerk Smith brought the "tax fact sheet" he referenced regarding tax on township vehicles. Supervisor Key noted that he did get a rebate form to request a refund of the tax that the township paid on the dump truck. Treasurer Adams agreed to complete the form and send it in, as she agreed it was worth a try to get the money back.

- Resolutions:

- Validation of #98-1: (no title – but regarding HUD and NE MN Hosing Consortium (HOME). See minutes from April 10, 2013
 - The board agreed to leave this resolution on the books.
- Review DRAFT #2014-007: A RESOLUTION updating the POLICY for ANNUAL EMPLOYEE PERFORMANCE EVALUATIONS and EMPLOYEE and TOWN BOARD OFFICERS COMPENSATION REVIEW (this is an update to #98-2)

A motion was made by Supervisor Kelley, seconded by Supervisor Key, to put resolution #2014-007 on the consent agenda for the August 13th Regular meeting. Motion carried.

- Consider rescinding #98-3, A Resolution Adopting the Consent Agenda Policy, as it was replaced by Resolution #2014-001 A Resolution Adopting a Revised Consent Agenda.

A motion was made by Supervisor Kelley, seconded by Supervisor Key, to rescind resolution #98-3, as it was replaced by resolution #2014-001. Motion carried.

- New supervisors meeting the employees

Supervisor Rosato followed up with Supervisors Ives and Kelley, to see if they'd had a chance to meet with the maintenance crew. Neither had met them yet.

- IRRRB Residential Redevelopment Program

Supervisor Rosato asked Dan Butterfield, the township's representative for the IRRRB Residential Redevelopment Program, for clarification on what to do if there are buildings in the township that should come down. Butterfield commented that a property owner (township or resident) has to pay for the removal of a dilapidated residential structure up front, but then the IRRRB will reimburse them up to a certain percentage. Butterfield has forms that need to be filled out for this purpose.

8. New Business

- ICTV Strategic Planning meeting request; discuss representatives to attend from Harris Township

The board agreed that participating in this planning meeting with ICTV (Beth George) was a good thing. Chairman Rosato, Treasurer and Cable Commission Representative for the township, Becky Adams, and Supervisor Ives – a former Cable Commission Representative for the township, agreed to represent the township. Clerk Smith will email their names and addresses to Beth, so that a date that works for everyone can be determined.

- MN Power meeting regarding the proposed transmission line

Supervisor Rosato advised the board that on July 24th at 11am and 6pm at the Sawmill Inn, in Grand Rapids, Rich Libby / Minnesota Power is hosting a public meeting about their proposed transmission line, which will include clearing a 200' wide corridor. It was noted that Harris Twp is *not* included in any of the maps – but Blackberry Township was.

9. Public Input

- Dan Butterfield thanked the board / Clerk Smith for posting meeting minutes on the township website. He found it helpful to 'catch up' on missed meetings.

10. Adjourn

Motion to adjourn was made at 8:50pm by Supervisor Key, and seconded by Supervisor Ives. Meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk