

MINUTES
P&D and Reorganization Meeting
Harris Township Board
Wednesday, March 26, 2014 at 7:30pm

The Planning & Development and the Reorganization Meeting of the Harris Town Board were both held on Wednesday, March 26, 2014. The meetings were held at the Harris Town Hall, with the following officers present: Supervisors Larry Key, and Dennis Kortekaas, Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Gary Rosato.*

Also in attendance: Glen Hodgson – Township Road Engineer from SEH, and 7 township residents: Dan Butterfield, Judy Myers, Cyndy Martin, Burl Ives, Jim Kelley, Brad Smith, and Rick Christy.

1. Pledge to the flag followed by the pledge to the flag

2. Re-organizational items

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

◆ *Oath of Office given to Supervisor Dennis Kortekaas*

Re-elected Supervisor Kortekaas took the *Elected Official Oath of Office*, as led by Clerk Smith. The oath was signed, and will be kept on file at the Town Hall. Smith presented Kortekaas with his *Certificate of Election*, noting the required campaign financial report had been received as required.

◆ *Confirmation of Oath of Office taken by Clerk Michele Smith, by a notary*

Re-elected Clerk Smith informed the board she had been given her *Oath of Office* by a notary public, as directed by Minnesota State Statue. The oath was signed, and will be kept on file at the Town Hall. She also received her *Certificate of Election*, noting the required campaign financial report had been received was submitted as required.

◆ *Elect Chairman*

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

◆ *Elect Vice Chairman*

Motion by Supervisor Kortekaas, second by Supervisor Key, to elect **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 **Karlene Gale** to be her Deputy. She'd served as the Harris Township Clerk for several years, as well as the Clerk of the City of Grand Rapids.

◆ *Appoint Deputy Treasurer*

Treasurer Adams informed the board that she would be appointing **Paula Troumbly** to be her Deputy Treasurer; she was an accountant by trade at the Blandin Foundation.

◆ *Designate official newspaper*

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

◆ *Designate a township attorney*

The board agreed to designate **Andy Shaw, of Shaw & Shaw Law Office** in Deer River, as township attorney.

◆ *Designate a township road engineer (see letter from SEH dated March 19, 2014 – Glen Hodgson)*

The letter requested that the board **consider SEH** for reappointment as their 2014 Township Engineer. Similar to last year, SEH proposed the following structure for authorizing Township engineering work:

– Project Work (i.e. annual gravel road project, major construction projects)

Upon authorization from the board, SEH will prepare and present to the board, a letter of proposal with a lump sum fee for each project. SEH will conduct no work until a proposal is approved by the board.

- Miscellaneous Engineering Work (i.e. land use or road reviews, auditor requests, meetings.)
Upon authorization from the board, SEH will complete the requested work on an hourly basis at the rate shown on the attached 2013 Harris Rate table, which was said to be the same rates as last year.
- A Harris Township Engineer Hourly Rate Schedule was also included for board consideration

A motion was made by Supervisor Key to re-appoint Short Elliot Hendricks (SEH) as Harris Township's Engineer, and that their work will be done on a proposal/project basis, as presented. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed by a unanimous vote.

◆ *Designate a bank as the town depository*

Treasurer Adams recommended continuing to use **Wells Fargo for checking and savings**. The board agreed.

◆ *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 only when 3 posting sites are legally required.

◆ *Affirm / appoint members to committees/boards*

a. *Weed Inspector*

Dennis Kortekaas (re-appointment)

b. *Collaborative Opportunities Team*

Supervisor Rosato has been attending these meetings regularly, and had expressed he would like to continue. Supervisor Key would also like to continue attending the meetings on a regular basis. The board approved that *both* supervisors could attend these meetings.

c. *Trails Task Force*

Dennis Kortekaas had served as the Trails Task Force representative for Harris Township for several years, but has been unable to attend their meetings. Therefore, he suggested that one of the new supervisors be appointed to this committee after the May 6th Special Township Election. The board agreed.

d. *Maintenance Crew Leader*

Larry Key (re-appointment)

e. *Safety Representative*

Gary Rosato (re-appointment)

f. *Human Resource / Personnel Representative*

Treasurer Adams (re appointment) with Supervisor Rosato to assist as needed

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.

◆ *Review Resolution #2013-4 Establishing an Administrative Policy regarding for board meetings and discuss if any changes are needed/desired*

Clerk Smith reminded the board that this resolution was recently adopted by the board in May 2013, to replace the similar, but outdated, resolution from 2003. It contained the agreed upon meeting dates and times, agenda templates for the Regular and P&D meetings, as well as parliamentary procedure for town meetings, and public participation guidelines, and access to public information rules. Smith suggested

reviewing the resolution in detail after the two new supervisors take office, as there is a lot of good process information in the resolution/policy. The board agreed this would be a good idea.

3. Itasca County Rezone Application: Applicant = Donald Bischoff | Agent = Kenneth Forst
Parcel #19-018-4401 Location address: 25997 W INGEBO RD, GRAND RAPIDS, MN

Applicant proposes to rezone parcel from Rural Residential to Light Industrial Commercial, to establish possible new business location (T&M Marine); applicant's adjoining parcel is already zoned Light Industrial Commercial. Also, along Hwy 169 of this section is already zoned Light Industrial Commercial. Parcel has existing commercial use for boat storage.

Clerk Smith read aloud the comments she received from Supervisor Rosato, who was absent at tonight's meeting. (*A copy will be attached to these minutes.*) Overall, Rosato stated that the parcel south of Pokegama Lake was a much better fit for the T&M Marine business and show room than moving to their other location on the corner of Mishawaka Road and highway 169, as was originally being considered by Bischoff. The proposed location south of the lake provides for better traffic flow, sanitation systems, environmental control, and overall space requirements. The board agreed Rosato's email comments, and did not have any concerns about the zoning change request.

The facts of findings form for a conditional use application was reviewed, and all questions were answered in the affirmative, or "n/a". (*A copy will be attached to these minutes.*)

Based on the facts of finding and Rosato's comments, a motion was made by Supervisor Kortekaas to approve the rezoning application by Bischoff to rezone parcel # #19-018-4401, located at 25997 W Ingebo Road, Grand Rapids, MN from Rural Residential to Light Industrial Commercial, to establish possible new business location of T&M Marine. Upon a second by Supervisor Kortekaas, the motion passed.

Supervisor Key plans to attend the site inspection on April 7th.

4. Business from the floor

- None

5. Roads

- County Road 441 will become County State Aid Highway #91 (see county resolution); this was just FYI per Clerk Smith; no action was needed.
- Supervisor Key commented that he has a meeting with Northwest Asphalt coming up; he hopes to get a quote for crack repair on the township roads he'd identified. He will report back to the board after the meeting.

6. Recreation

- None

7. Town Hall Report

The report submitted by the Town Hall Caretaker was reviewed, for the period of February 12th through March 11th. There were no damages or accidents, and money collected was given to the Treasurer.

8. Maintenance Report

The maintenance report from the Maintenance crew was read aloud by Chairman Kortekaas. There were no accidents or injuries, and no concerns by the board.

8. Consent Agenda

- None

9. Old Business

- Replacement of Gravely riding lawn mower

Supervisor Key brought a purchase order #1182764 dated 3-20-13 from L&M Supply for a new Gravely lawnmower to replace the old Gravely mower. With a trade in of \$1,400, the cost of the new mower would be \$3,099.00.

A motion was made by Supervisor Kortekaas, and seconded by Supervisor Key, to proceed to purchase the new Gravely ZTHD60 riding lawn mower, and trade in township's old Gravely Z152 mower. The cost of the

mower would be \$4,499, minus the trade in amount of \$1,400, for a net cost of \$3,099.00. Upon roll call, motion passed by a unanimous vote.

Treasurer Adams reminded the board that the cost of new equipment comes out of the Capital Improvement / Equipment dedicated fund (not the equipment operating fund). Adams agreed to provide L&M with the township's tax exempt information.

- Replacement of John Deere riding lawn mower
Supervisor Key noted he was working with Pokegama Lawn & Sport on a replacement mower for the township's John Deere mower. This piece of equipment was also in the rotation for equipment replacement, and was a planned expense that would come out of the Capital Improvement/Equipment fund.

10. New Business

- Request for Board Action (RBA) #1 – Approve Clerk's list of election judges for the May 6, 2014 special township election, and their rates of pay.

Upon review of the RBA as presented by Clerk Smith naming election judges for the special election and their rates of pay, a motion was made by Supervisor Key, and seconded by Supervisor Kortekaas with request for clarification. The RBA noted that both Clerk Smith and Joan Johnson were both head judges. Clerk Smith clarified that only she will be the head judge – but that Joan would serve as her back up. However, it was a typographical error on the RBA, showing 'head judge' next to for Joan's name. (She had been the head judge for the March election). Upon roll call, the motion carried by a unanimous vote.

- Consider approval of Resolution #2014-004, Appointing Absentee Ballot Board for the May 6th Special Twp Election.

After reviewing the resolution as presented, there were no questions by the board. A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve Resolution #2014-004, Appointing Absentee Ballot Board for the May 6th Special Township Election, of which all election judges were included as approved in RBA #1 above. Upon roll call, motion carried.

- Consider calling for portable bathroom bids at landings, parks, and cemetery
Supervisor Kortekaas agreed to call for quotes on portable bathrooms for the township landings, parks, and the cemetery. Kortekaas will get quotes and bring back the information to the board at an upcoming meeting.
- Consider setting a date in April for the annual evaluation preparation of Township employees, and the review of Township Officer and Employee wages

The board set **Wednesday, April 16th 2014** as the meeting date for employee evaluation preparation and review board and employee compensation. The work session will start at 7:30 p.m. but be closed during the employee evaluation portion due to Minn. Stat. § 13D.05 Subd. 3(a). The meeting will then be opened to the public at 8:30pm for the board/employee compensation review.

- Itasca County Township Association annual meeting dinner; head count needed by Apr 9; a door prize is also needed.
Supervisors Key and Kortekaas, as well as Treasurer Adams and Clerk Smith plan to attend the annual dinner meeting. Smith will ask Supervisor Rosato if he plans to attend, and then provide the count to the secretary of the Itasca County Township Association.

Regarding door prizes, Clerk Smith will ask Rosato to request a door prize from the Blandin Foundation. Glen Hodgson was asked if SEH would be willing to donate a door prize for the event, and he agreed to ask and get back to the clerk.

11. Public Input Session

- None

12. Adjourn

At 8:07pm, Supervisor Key made a motion to adjourn tonight's meeting. Upon a second by Supervisor Kortekaas, the meeting was adjourned.

Respectfully submitted,
Michele Smith – Clerk of Harris Township