

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, December 9, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, December 9, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance: Glen Hodgson – S E H engineer, Rusty Eichorn - County Commissioner/resident, Marge Kelley, Judy Myers, Cyndy Martin, Dan Butterfield, and approximately 6 other residents.

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

2. Consider approval of Minutes from Regular Meeting on November 10, the Work Session on November 16, the Public Hearing on November 18, and the P&D Meeting on November 18, 2015

A motion to approve the minutes as presented was made by Supervisor Ives, and seconded by Supervisor Kortekaas. Motion carried by a unanimous vote.

3. Business from the floor

- Dan Butterfield - Bonding notice

Dan had heard many questions raised since the public hearing and township P&D meeting on November 18th when the board passed a motion to move forward with the bonding process. Several residents asked Dan to bring their questions and concerns to the board:

- Notification: A lot of residents said they didn't know about the public hearing and meeting to vote on moving bonding forward. They don't get the newspaper, don't have ICTV, and do not use the internet to check the township website. And while legally it's only required that the hearing and meeting be posted and published, a mailing to everyone in the township would have been nice.
- Roads being bonded for: Residents questioned why the township was bonding for roads that are not major arteries. The roads in question - Sunny Beach Road, Birch Street, and Isleview – do not have heavy traffic; they only have residential traffic as there is no business on their roads. Where is the data that supports the traffic count on Sunny Beach Road? And where is additional information on when Sunny Beach Road was last repaired/resurfaced?

In brief, Supervisor Ives responded by noting that:

- Major arteries are usually county roads rather than township roads.
- The traffic count was done by SEH several years ago when the "relief roads" were being discussed and considered. At that time, the count was 1,900 people/day on Sunny Beach Road.
- A direct mailing to everyone in the township is expensive.

The board thanked Butterfield for bringing these concerns to the board.

4. Consent Agenda

- None

5. Roads

- Glen Hodgson – SEH: Consider approval of a "Notice of Termination" of a construction storm water permit for 2007 project on Woodland Park Road and Melody Lane, as submitted to SEH by Hawkinson Construction (see memo attached to these minutes)

Hodgson explained to the board that in 2007, the township conducted a pavement rehabilitation project on Woodland Park Road and Melody Lane. Because the project disturbed more than 1 acre of land, a 'Construction Storm Water Permit' was obtained by the contractor from the Minnesota Pollution Control Agency. As the owner on the project, the township was the 'co-permittee'.

The contractor, Hawkinson Construction, has prepared a Notice of Termination for the permit, which requires a township signature. It states that the project has achieved final stabilization in regard to erosion control and storm water runoff. Hodgson had inspected the project site and found that final stabilization had indeed been achieved. He therefore recommended that the board authorize the chairman to sign the notice of termination form.

A motion was made by Supervisor Kelley to authorize the town chairman to sign the "Notice of Termination" form, for the storm water permit obtained in 2007 for the Woodland Park and Melody Lane project. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.

- Discuss Attorney Shaw's response regarding the township taking over private roads (see email)

Supervisor Rosato spoke with township attorney Andy Shaw, regarding requests for three private platted roads to be taken over by the township. The roads asked about were Lakeview Trail, Wendigo Circle, and Kathryn/Nicholas roads of Oak Island Estates.

Oak Island Estate roads (Kathryn/Nicholas) were established in 2006 and the developer, Todd Christianson, worked with the township to make sure the two roads in the development were built to township specs. They are already paved, and there is a nice turn around for a snow plow. Currently, there are 2 homes on Kathryn and 2 other parcels have sold. One of the home owners was in the audience and was concerned about snow removal. Ownership of the development had been transferred to a partner, who lives out of town, and they had not yet contacted the residents. He hoped the township would take over the maintenance of the roads – particularly Kathryn, as no plats have sold yet on Nicholas. Kathryn is 0.2 of a mile long and Nicholas is 0.4 of a mile long. They were believed to be 9 ton roads.

Wendigo Circle is 0.4 miles in length, gravel, and is part of Hale Acres Plat which was established in 1996. The developer worked with the township when building the road, and brought it up to the township specs at the time. However, due to lack of maintenance, this road needs some gravel and reshaping. The right of way has grown up a bit, but the ditches are okay. Wendigo Circle serves 8 residents.

Lakeview Trail is 0.3 miles in length, gravel, and in the plat of Lakeview Heights. It was built to township specs at the time, but has had limited maintenance. It too is a private road, but unlike the other roads being discussed, Lakeview Trail was *not* dedicated to the public. It is a private road, owned by the landowners.

Per Attorney Shaw, extra steps would be needed before the township could take Lakeview Trail over. In brief, all property owners would need to sign off on an easement letter, giving the road to the township. They'd have to hire an attorney, who would draw up an easement. This was the cheaper of two options, the other requiring landowners to deed land to the township. The details of what to do from Attorney Shaw were shared with two residents of Lakeview Trail, who were in the audience. It was discussed that all property owners would have to sign the easement document, even if they are out of town. However, Hodgson agreed to look into all options as well.

The Lakeview Trail residents commented that one resident in the area had been maintaining the road over the years, including plowing, but that he'd gotten busier and so they'd prefer if the township took it over. All lots of the plat are sold, but there are only 4 homes on Lakeview Trail. The residents in attendance said all were in favor of the township taking their road over.

Glen Hodgson of S E H did look at all the roads noted above and commented that Kathryn and Nicholas look like nice roads, and are in good shape. Wendigo Park Circle did need gravel and shaping, and in places, the ditches should be cleared out. Lakeview Trail needs gravel and shaping, and he had some concern about cul-de-sac at the end as it is not very wide; the snow plow may have a challenge.

One concern voiced was regarding the bleed of Lakeview Trail gravel onto to Lakeview Drive. Lakeview Trail joins Lakeview Drive at a steep grade – and gravel from the Trail washes down onto the Drive. It was also recommended that drainage where the two roads come together be looked at in the near future.

- Consider approval of Resolution #2015-012 to accept and establish the following platted roads: Wendigo Park Circle, Kathryn Avenue & Nicholas Street

A motion was made by Supervisor Ives to approve Resolution #2015-012 to accept and establish Wendigo Park Circle, Kathryn Avenue & Nicholas Street as township roads. The motion was seconded by Supervisor Kelley for discussion: Because there are no residents on Nicholas Street, the board does not wish to plow that road until there's a resident on it. Kathryn should be plowed, as should Wendigo Circle. The board also discussed that Wendigo Circle will need some gravel work next summer. Upon roll call, Kelley, Haubrich, Ives and Rosato voted in favor to accept the roads; Supervisor Kortekaas voted in opposition. Motion passed.

Supervisor Rosato agreed to bring a signed copy of resolution #2015-012 to Itasca County so that snowplowing will be done accordingly.

Sara/Glen from S E H agreed to determine the length of Wendigo Park Circle and the amount of gravel that would be needed, for consideration during the upcoming budget meetings.

- Other road issues/concerns/comments
 - Red flashing lights were installed on Harris Town Road stop signs, where it meets Wendigo Park Road. A flashing light was also installed on the stop sign at Sunny Beach Road, where it meets Harris Town Road.
 - The maintenance crew had been out trimming tree limbs as requested by Itasca County highway department, for their county plows.
 - The maintenance crew is also reviewing the township sign program for next year's budget cycle.
 - Supervisor Ives updated the board regarding his attempts to reach someone from MnDOT about the speed limit on Sunny Beach Road. He started by talking to someone locally, then was passed to a person in Duluth. He's since been passed on to another person in Duluth for the Northern District. Ives hopes to communicate with him soon to request a 30 mph limit on portions of the road.
 - Sunny Beach Road has markers along the side of the road. Why? Hodgson explained this is due to preliminary work being done, as previously approved by the board. The flags mark anything underground, as determined by Gopher One when called.

6. Recreation

- Consider approval of Express Employment Professionals proposal for hiring seasonal rink attendants

The board reviewed the Express Employment contract and discussed the need for 4 skating rink attendants (2 for Wendigo and 2 for Crystal), as the rinks are open 7 days a week – weather permitting. The option and cost for background checks was also discussed, given that rink attendants work with children and are alone much of the time.

The contracted rate for 2015-2016 is \$13.55/hr per attendant; the rate paid to the attendant is \$9.00/hr. The cost for background checks range from \$10 to \$60 depending on how many counties need to be checked.

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the Express Employment Professionals contract for the hiring of four (4) rink skating rink attendants for the 2015-2016 season. Discussed reason and costs for background checks and drug screens. Also, Supervisor Ives commented he'd like a headcount of how many people use the rinks to justify the cost of attendants. And, he'd like to require that attendants take better care of the ice as there were issues last year where attendants didn't shovel the rink; Ives did not want our maintenance crew to spend their time removing snow. Rosato noted that some attendants may not be physically able to throw snow. Supervisor Kortekaas then amended his motion to include background checks and Kelley seconded the amended motion. The motion passed by a unanimous vote.

Clerk Smith will return the signed contract to Express Professionals. Supervisor Rosato agreed to be the contact person for Express and would meet with candidates; he will also create their work schedules.

- Water Recreational Development Program

Supervisor Ives mentioned that he will be communicating with Mr. Moore from the DNR about a water recreational development program, regarding improvements to public accesses, their parking lots, and public boat launch ramps. Townships are eligible to apply for the program, so Ives will look into what is needed for that. He'd like to see if there's any money available for repair of destruction at Casper (Troop Town) landing and LaPlant landing, which occurred from high waters in 2015.

7. Correspondence

- Board Action items:

- None

- Noteworthy items:

- Mediacom - missing channels, including ICTV (see email from Beth George)
- Collaborative Opportunities Meeting minutes from October 26, 2015 and agenda from Nov 30th, 2015

Supervisor Ives attended the November 30th meeting, and gave a recap that the cost to have facilitator at the collaborative meetings will no longer be paid for by the Blandin Foundation. As a result, the group is asking member groups to help pay for the facilitator. In 2014, the township paid \$100 for this service and has also paid \$100 in 2015.

Ives then made a motion to increase Harris Township's support of the Collaborative Opportunities Team Meetings by \$400, for a total of \$500/year. He finds the meetings very beneficial and the money goes to help pay for the facilitator only. Other members are paying that amount, and some like the City of Grand Rapids and Cohasset are paying more. The motion was seconded by Supervisor Kortekaas. Discussion: Relationship building is a main takeaway of the meetings, but Supervisor Haubrich would like to see more people attend from local governments. Rosato commented that the township used to belong to the South Central Intergovernmental Planning Board and that membership was apx \$1,000/yr. Therefore, the \$500/year for the Collaboration group was not unreasonable. He agreed that the members have mutual problems, and knowing your neighbors is beneficial. The motion passed, with approval by Ives, Kelley, Kortekaas, and Rosato. Haubrich voted in opposition.

Ives then requested that the next Collaborative Opportunities Meeting be held at the Harris Town Hall on Wednesday, January 13th from 11am – 1:00pm. The board approved. This is the same day as the Regular Meeting, which will be that evening.

- Non-action items

- Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from October 2015

8. Old Business

- Paul Bunyan update

Ives met with Steve Howard, an IT & business development person with Paul Bunyan, to discuss the need for build out of services in Harris Township. Howard advised Ives that petitions from residents are the best way to get service from Paul Bunyan. Ives will be getting copies of maps from Howard which show areas where there is no internet service at all – and includes two large areas in Harris Township. Ives will bring copies to the board in January as areas that have no broadband or cable service can apply to Paul Bunyan for service. Paul Bunyan in turn can apply for funding, which may include the IRRRB. Petitions from residents in these areas would be very beneficial. Mr. Howard is willing to meet with the board if desired; he could meet some late afternoon, but not an evening as he lives in Bemidji. The board will consider this more after reviewing maps in January.

- Update on the Town Hall Caretaker position

Today is the current Caretaker's last day. The receipt book and rental calendar has been turned in and placed in the town hall office. No keys were left however – but perhaps the maintenance crew has them.

HR representatives Rosato and Adams will interview an interested person at Personnel Dynamics at 10am tomorrow (Thursday, December 10).

It was suggested that all future rentals be put on hold, until a new caretaker is hired, but to honor all those currently on the calendar where an agreement is in place including one coming up on Saturday. Supervisor Haubrich agreed to contact the renter and meet them with a key. He also agreed to be the contact person for all other existing reservations, who will also need a key as the dates draw near. Clerk Smith will change the website and answering machine messages accordingly to advise the public to contact Haubrich if they have rented the hall, and need to make key pickup arrangements.

- Review town hall policy and consider removing use of the garage during rummage sale rentals or removing rummage/garage sales from the 'approved' list of uses for the town hall.

The board discussed previously that they'd like to use the garage at the town hall to store maintenance machinery, to make room in the Service Center garage. The garage at the hall now sits empty in case a renter wants to use it for a garage sale. However, the board agreed it would be more valuable to use it for the township needs rather than an occasional renter use.

The current town hall policy was reviewed, and two options considered:

1. Omit use of the town hall garage when renting the hall for a garage sale
2. No longer allow rummage/garage sales at the town hall, thereby omitting an option to use the garage

A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to remove rummage/garage sales. Discussion: In the policy, rummage/garage sales would be listed as "non-approved activities", so there is no confusion. The motion passed by a unanimous vote.

Clerk Smith will update the policy accordingly, but will wait to print any until a new caretaker is hired so as to include her/his contact information.

- Consider responding to donation requests prior to the annual town meeting with a letter stating the township's policy on donations and contributions via Resolution #2008-004 (tabled from Nov. 18th P&D meeting)

Resident and County Commissioner Rusty Eichorn was in attendance and had requested that the board consider responding to donation requests prior to the annual meeting given the township's "no donation" policy via Resolution #2008-004.

As Eichorn often serves as moderator at the township annual meeting, he has found it awkward to have donation requests included in the annual report and on the agenda for consideration when there's a policy in place that states they will be denied. He'd like to see the process streamlined whereby any letters received would be reviewed by the clerk, and then sent a letter stating that due to the township policy, their request will not be heard at the annual meeting. A copy of Resolution #2008-004 would be included as well. Any presentations from the floor can still be heard, if representatives comes to the annual meeting and request to do so.

The town board approved a new procedure whereby the town clerk will send a letter and a copy of Resolution #2008-004 Donation or Contribution Request Policy to any donation requests received – other than the Fair Board and Historical Society, which are donated to through the levy. The clerk agreed to implement this new process immediately. She will cc the board.

- Consider township email account options as presented by JDI Net and PC Refresh (tabled from Nov. 18th P&D meeting)
Supervisor Ives made a motion to table this item until the next Regular Meeting on January 13th, 2016. The motion was seconded by Supervisor Haubrich and passed by unanimous vote.
- Town Hall airflow quote from Aspire Heating and Control

Supervisor Haubrich shared an estimate he'd received from Aspire Heating and Control for an airflow heat exchange unit for the town hall, to help remove moisture from the hall. It was discussed previously that moisture in the hall is a problem, causing the window frames to rot and entrance door to frost over. The quote from Aspire was for \$1,800.

The humidity reading in the hall was 54%, but it was after floors were refinished so that may have affected the reading. Also, the maintenance crew still needs to check the door seals.

Only one estimate was requested by Haubrich as Aspire's came in similar to what he paid when he got an exchange unit recently, and he had gotten 3-4 estimates.

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to move forward with Aspire Heating and Control to install an air exchange unit as outlined in their estimate #1436 dated 12-8-15 for a cost of \$1,800.00. Motion passed by a unanimous vote.

9. New Business

- Consider approval of the "Harris Township 2016 Meeting Schedule" for publication and posting on website

After reviewing the 2016 meeting scheduled, a motion was made by Kelley, seconded by Haubrich, to approve the schedule as presented for publishing and posting. Motion passed by a unanimous vote.

- Consider approval to publish Filing Notice of township offices in the Herald Review 4 times (rather than 2)

Because the clerk has indicated she will not be running for office, and additional exposure of filing is needed, a motion was made by Kortekaas, seconded by Kelley, to approve running the notice in the Herald Review as a block ad four (4) times. Motion passed by a unanimous vote.

- Consider setting dates for budget work sessions in January and February 2016, and Board of Audit

After a discussion of what date would for all officers of the board, Supervisor Kelley made a motion to have the Board of Audit and a budget meeting on Wednesday, January 20th, 2016 at the town hall, beginning at 7:00pm. Other budget meetings would be determined at the January 13th Regular meeting. Motion passed by a unanimous vote.

10. Treasurer's Report – dated December 9, 2015 (November 1-30, 2015 financials)

Treasurer Adams recapped the December 2015 treasurer's report as follows:

- Balance Nov 1, 2015: \$1,121,431.48
- Receipts: \$ 7,364.58
- Disbursements: \$ (36,930.35)
- Balance Nov. 31, 2015: \$1,091,865.71

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to approve the December 9, 2015 Treasurer's Report of November 2015 financials. Motion carried by a unanimous vote

11. Approve payment of bills for December 2015

Treasurer Adams noted that included in the bill list was the second half the fire contract for \$37,624.50

A motion was then made by Supervisor Kortekaas, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled "December 2015 Bill Listing to Board" in the amount of \$63,976.06. Motion passed by a unanimous vote.

12. Public Input (please limit comments to 5 minutes)

- **Judy Myers** asked if the board had been presented with a petition to have bonding put on the township ballot. Rosato and Smith said they had not. However, Dan Butterfield noted there was one circulating that would be turned in within the next day or two. The deadline is December 18th.
- **Dan Butterfield** informed the board that the Truth in Taxation meeting for Itasca County was held previously and the levy passed by the county for 2016 was just under 7%, rather than 8% as proposed.

13. Upcoming events and meetings

- Mon. Dec14 Itasca County Twp Association Meeting/Potluck..... 6:00pm Itasca Co. Courthouse
- Tues. Dec 29 First day to file for township office: Clerk (2 yr term) and Supervisor A (3 yr term); cost \$2.00
Filing period ends at 5:00pm on Tue. Jan 12th, 2016.
- Mon. Jan 11 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Wed. Jan 13 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Jan 20th Board of Audit and budget meeting..... 7:00pm Harris Town Hall
- Wed. Jan 27 Planning & Development Meeting..... 7:30pm Harris Town Hall

14. Adjourn

With no other business to become before the board, a motion was made at 9:28pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kortekaas, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

December 2015 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	677.57
Dennis Kortekaas	Mtgs, wages, labor, less withholding	511.39
Burl Ives	Mtgs, wages, labor, less withholding	511.39
Jim Kelley	Mtgs, wages, labor, less withholding	511.39
Ken Haubrich	Mtgs, wages, labor, less withholding	540.66
Michele Smith	Mtgs, wages, labor, less withholding	1,110.96
Becky Adams	Mtgs, wages, labor, less withholding	538.76
Bonnie Key	Cleaning labor, showing, less withholding	393.62
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,204.59
PERA	ONLINE pmt:: Payroll withholding	1,356.77
Avenet	website hosting through 11/30/16	550.00
Blue Cross Blue Shield	insurance premiums 12-1 -1/1	1,059.07
Busy Bees Quality Cleaning	floor services - strip and wax	700.00
Century Link	ONLINE pmt:: Nov phone service	285.41
City of Grand Rapids	2015 Fire Contract - 2nd half payment	37,624.50
Cole Hardware	fog nozzle, keys	68.94
Davis Oil	fuel for equipment	236.54
Ferrellgas	grave heater tank	36.00
Grand Rapids Public Utilities	Utilities; lights and town hall	203.92
Hawkinson Sand and Gravel	class five and gravel	1,254.03
Herald Review	legal notice, street recon hearing	438.40
Home Depot	ONLINE pmt:: service center supplies	186.60
L & M	service center supplies	215.85
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	501.04
MATIT	Workers Compensation coverage 1/1/16-1/1/17	4,695.00
MediaCom	PHONE PAY:: sept phone and internet service - town hall	217.80
Minuteman press	agenda packets, public hearing copies	156.78
Northern Air Plumbing	circuit board and service call	439.67
Northland Portables	Nov portables: wendigo park, crystal park, cemetery	285.00
Range Water	water cooler Dec	10.00
SEH	Engineering Services - misc. services	1,412.50
Stokes Printing	office supplies: ink for printers - color and black	67.48
Verizon	cell phone bills - Dec 12	105.53
Commissioner of Revenue	Payroll withholding :: electronic payment	413.00
EFTPS	Payroll withholding :: electronic payment	2,332.26
Total		\$ 63,976.06

Approval to pay :: December 9, 2015, Checks numbered 16940 through 16960 and 16979 through 169

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato