

**MINUTES from the P&D Meeting  
Harris Township Board  
Wednesday, October 28, 2015 at 7:30pm**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, October 28, 2015. 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, 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, road engineer from SEH, Paul Donna, from Robert W. Baird & Co., Dan Butterfield, Marge Kelley, Jennifer and Lester Flem, Cyndy Martin, Peter Miskovich, and Paul Hawkinson.

**1. Pledge to the flag**

**2. Business from the Floor**

- Dr. Peter Miskovich: As a Sunny Beach Road resident, he came to the board to discuss a safety issue with his driveway. His driveway is very steep; he's had two vehicles slide down it and cause damage. He's been contemplating repairing his driveway and had talked to Paul I Hawkinson of Hawkinson Construction about lowering the grade by 3-4 feet. The line of sight may also be improved by doing this. Miskovich asked if the township engineer could assist him, when the Sunny Beach Road is improved.

Glen Hodgson, from SEH, commented that he had reviewed the area and agreed the driveway is steep. The driveway would be in the reclaim area of the project, in a rolling section of the road. Hodgson commented that he thought the road bed could probably be lowered in this area— but was not sure by how much; he would need to study this area more. Ives asked if any borings were done in this area, but Hodgson thought it was several hundred feet away. He would want borings done right in this specific area before moving forward. Paul Hawkinson added that when the house was built, they had clean sand subsoil but was not sure what's under the road.

**3. Consent Agenda**

- None

**4. Roads**

- Discuss results of Public Hearing that was held tonight 10/28/15 at 6:00pm, on the township's five year street reconstruction plan and intent to issue general obligation bonds

The board discussed that they were disappointed in the small turnout for tonight's public hearing to consider the five year road plan and bonding option; only 8-9 residents were in attendance. Overall, one resident feared bonding while the others were okay with it.

Supervisor Rosato commented that did didn't feel the bonding option had been discussed enough as a board, and wasn't sure if he was willing to put township in debt for 10-15 years when there are other options. He recognized that roads are rough, but considered them safe for the type of traffic they saw at low speeds. He was surprised to learn during the public meeting tonight that even if the township bonds for 3 million dollars, they will still be <\$200,000> short to get the project done. Supervisor Ives responded that bids may be lower than engineers estimate, so the bonding may still cover the entire cost of the project. He added that he was not sure how Sunny Beach Road will ever get done if they don't bond. Right now is the cheapest time to borrow money as interest rates are lower now than they've been in many years, so if they are going to bond, now's the time. Supervisor Haubrich agreed he was also disappointed in the small public hearing turnout and is still on the fence with regards to bonding; the impact on the township is weighing on him and he worries they may be short on cash for other road projects. He suggested having a contingency plan in case they don't have enough money. Treasurer Adams reminded the board that there is \$300,000 in road budget for 2016 – which would be added to the 2.8 million dollars that would come from bonding.

Rosato asked if putting a question on the March 2016 ballot was an option. While it is an option, Ives commented that by waiting that long, the timeline for bidding would not doable. Perhaps they could do it as a fall project but feared the contractor's bids may not be as competitive that time of year. Plus interest rates by then could be all over the board, especially being it's a presidential election year.

Paul Donna responded that if the board needs more input from the public, they could continue the public hearing until a later date, and reconsider the resolution at that time. Donna noted that, per the attorney, the resolution does needs to be acted on during the same day as the public hearing. The soonest the board could have another public hearing in conjunction with a regularly scheduled meeting date (and meet the ten day published notice requirement) would be at the P&D meeting on Wednesday Nov 18<sup>th</sup>. Glen Hodgson noted that delaying action until 11/18/15 was not a problem from a project scheduling perspective. He'd like to bid in March, and noted they could bid the projects without having the money in the bank.

The board noted that if they vote in favor of the resolution for bonding, the public has 30 days to petition the board to place it on the March 2016 ballot as a question.

Kelley was in favor of continuing the public hearing until the November 18<sup>th</sup> P&D meeting and Kortekaas suggested the public could also email the clerk with their comments, if they are unable to attend.

***A motion was then made by Supervisor Kortekaas to table a decision on Resolution #2015-001 Resolution Approving Street Reconstruction Plan and Authorizing the Issuance of Approximately \$3,000,000 in General Obligation Street Reconstruction Bonds Thereafter until the November 18<sup>th</sup> P&D meeting. The motion was seconded by Supervisor Kelley for discussion: The motion should include the public hearing be continued to the same date of November 18<sup>th</sup>, at 6pm at the Harris Town Hall. The board agreed. The board also agreed that a larger block ad should be run in the newspaper, in addition to the small legal notice that is required. Upon a roll call vote, Kortekaas, Kelley, Ives and Haubrich voted in favor tabling the decision and continuing the public hearing, while Rosato voting against it. Motion carried.***

- Glen Hodgson, SEH Road Engineer – updates
  - None
- *Other road issues/concerns*
  - Annual Road Meeting – not mandated, per MN Association of Townships attorney (see email)

The board agreed to resume annual road reviews and the annual road meeting in the spring of 2016
  - 2015 Certification of Town Road Mileage to MnDOT – due to Itasca County by Fri. Nov 6, 2015

Supervisor Rosato agreed to compare the length of roads in the township annual report to the recent list of MnDOT mileage as received from Itasca County; he will drop off any changes to the county engineer's office.
  - Master road map for Itasca County

Supervisor Ives asked if the township was up to date with the road list and map as requested by Itasca County. Were there any roads not accounted for? Were vacated roads now off the list? Supervisor Kortekaas offered to look into this project and report back to the board.

## 5. Recreation

- None

## 6. Town Hall Report dated 10-8-15

- The board reviewed the town hall report as submitted as prepared by town hall caretaker. There were 14 rentals and \$275 collected.
- The board then discussed the replacement plan for the town hall caretaker, due to her resignation letter as submitted. Supervisor Rosato commented that he and Treasurer Adams had a good meeting with Bonnie Key, the current caretaker, and she offered suggestions regarding the job and duties, based on 14 years in the position.

Rosato and Adams planned to review the current caretaker job description and would like to advertise for a town hall caretaker in the Herald Review newspaper, to be staffed by early December. The board was invited to give input on job description, if they had any.

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Haubrich, to advertise in the Herald Review for a part time town hall caretaker position when ready. Supervisor Rosato agreed to be the contact person for those answering the ad. He and Adams will work together to find or create a job application form. The motion passed by a unanimous vote.***

#### **7. Maintenance Report for September 7 – October 9, 2015**

The board reviewed the maintenance report as submitted by the maintenance crew. The last page of hours by project was noted to be very blurry. Rosato agreed to check in with them on what might have caused this.

Rosato also commented that the crew did put red flashing lights on top of the stop signs on Wendigo Park Road, where it meets Harris Town Road. He was worried they may be too bright and bother the nearby residents, but they are fine. He'd like to consider adding lights to the two signs on Harris Town Road as well. The lights are solar powered, and about \$99each.

Also, the docks are currently still out, but will probably be taken out soon as others are pulling theirs.

#### **8. Old Business**

- Consider proposals for water softeners at Harris Town Hall (tabled from 10/14/15 Regular Meeting)

The board reviewed two proposals for water softeners at the town hall:

- Range Water Conditioning: \$2,295
- Culligan: \$1,450

Supervisor Ives commented that he was not sure a water softener was needed at the town hall, as suggested by the Range Water Conditioning presentation at the October 14<sup>th</sup> meeting. He thought that perhaps they needed to have the water heater fixed. While the water testing performed did indicate the water at the hall was hard, large quantities of water are not used at the hall on a regular basis, which is part of the problem.

***Supervisor Ives then made a motion to table a decision on the water softener water proposals until the November 18, 2015 P&D meeting. The motion was seconded by Supervisor Kelley. After a short discussion, Ives, Haubrich, Kelley and Rosato voted in favor of the motion, and Kortekaas voted against. Motion passed.***

- Consider setting a date for a work session in November, to review a variety of items (tabled from 10/14/15)

The open dates at the town hall in November, as received from the caretaker, were reviewed by all officers of the board.

***A motion was then made by Supervisor Haubrich, seconded by Supervisor Kelley, to hold a work session on Monday, November 16<sup>th</sup> at 7:00pm. Chairman Rosato and Clerk Smith agreed to work together on an agenda to include in the posted notice. Motion passed by a unanimous vote.***

- Consider running another ad in the Source Book as published by the Herald Review (see copy of last year's ad)

The board reviewed the 2015 ad that was run in the Source book, and noted all the updated information that would be needed. The cost would be \$435 for a half page ad. The board also discussed if it was worth running the ad, as not that many people seem to review the Source book; most will search Google or our website for township information.

***A motion was then made by Supervisor Ives, seconded Supervisor Haubrich, to not run a township informational ad in the 2016 Source Book. Motion passed by a unanimous vote.***

- New computer purchased for Clerk

Clerk Smith shared with the board that she purchased a new township computer from Computer Enterprises in Grand Rapids, as her old one had been having issues for some time and then suddenly

would no longer stay connected to the internet – which is vital to her position. Her computer was over 5 years old (purchased in 5/2010), which is the average life span of most computers these days.

Other issues she'd been having were:

- The computer would totally shut down due to overheating; the fan ran almost continuously
- The monitor would go black for no reason; she'd have to shut down to get it to be visible again
- The laptop battery wouldn't charge, even after replacing it
- She had PC Refresh clean & go through the laptop in May 2015, which did help for a month or two, but then got worse
- The log in screen would randomly get the "hiccups" – which made it difficult to log in, as the cursor would jump back to the starting place while typing in the password

The cost of the new laptop and software was cost \$1,019, which was well below the 2015 budget line item amount of \$1,500 for computers. Smith did let Chairman Rosato know of her computer difficulties before purchasing a computer, letting him know of the need for a new one.

- Township Email Addresses

Supervisor Kelley shared with the board that he talked to someone who'd be willing to come to a township meeting to talk about hosting emails for the officers of the board. PC Refresh also offered to provide a proposal. Per the collaboration opportunities team meeting, there are services out there and people who are willing to come in and check malwares and such on all township computers. Ives will get information to the Clerk, to disseminate to board.

The board agreed to have Kelley invite the person he met to the Monday, November 16<sup>th</sup> work session, to share information with the board regarding email services.

## 9. New Business

- None

## 10. Public Input

- None

## 11. Upcoming meetings/events

- Tues Nov 3 ISD #318 Special Election..... polls open 7am – 8pm Harris Town Hall
- Mon Nov 9 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Tues Nov 10 Regular Meeting (*a day early, due to Veterans Day on Wed.11/11/15*).....7:30pm Harris Town Hall
- Mon. Nov 16 Work Session – variety of times, including email presenters.....7:00pm at Harris Town Hall
- Wed. Nov 18 Planning & Development Mtg (*a week early, due to Thanksgiving*)..... 7:30pm Harris Town Hall

## 12. Adjourn

***With no other business to come before the board, a motion was made at 8:33 p.m. by Supervisor Kortekaas, seconded by Supervisor Haubrich, to adjourn the meeting. Motion passed.***

Respectfully submitted,

Michele Smith – Harris Township Clerk