

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, January 27, 2016 at 7:30pm**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, January 27, 2016. 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 were residents Dan Butterfield, Marge Kelley, Cyndy Martin, and Judy Myer.

1. Pledge to the flag

2. Business from the Floor

- o None

3. Consent Agenda

1. Updated Employee Compensation Policy (Skating Rink Attendants wage was increased to \$9.00/hr)

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the consent agenda item as presented. Motion passed by a unanimous vote.

4. Roads

- Discuss 2016 Road Improvement Project memo from Matt Wegwerth-SEH Road Engineer, regarding the inclusion of the following roads:
 - o Romans Road (near the end of Sunny Beach Road, where it meets Wendigo Road)
 - o Pine Street (between Isleview Rd and Birch Street)

Supervisor Rosato had talked to Wegwerth regarding the memo, and his recommendation to include Romans Road and Pine Street in the full 2016 road project, as they both were included in the original S E H 'Preliminary Engineer Report' for the project. Estimates to repair the roads were \$110,900 for Romans Road and \$71,400 for Pine Street. These additional costs would be covered by bonding if it passes.

The board liked the idea of including these roads if the bond goes through (only) as it was uncertain when they would be in close proximity to these roads again, for mobility savings. However, if bonding doesn't pass, and the 2016 road project needs to be trimmed down, Romans Rd and Pine Street would have to wait.

Motion by Supervisor Haubrich, second by Supervisor Kelley, to approve that Romans Road and Pine Street be a part of the 2016 full road improvement project (option A) as recommended by the SEH Road Engineer; the motion to include the additional two roads was contingent upon the passage of the bond question on the ballot of the March 8, 2016 election. Motion passed by a unanimous vote.

- Other road issues/concerns/comments
 - o Consider Itasca county Transportation Department memo dated Dec 11, 2015 regarding the Township Sign Program. (Tabled from Jan 13, 2016 Regular meeting)

Chairman Rosato recapped that Itasca County was asking which townships wanted to work with them regarding a federal grant for a "sign assessment and management program", whereby the government would provide assistance to inventory and evaluate signs, and cost share up to 80% of the costs for the removal or replacement of road signs.

Haubrich commented that he'd reviewed the Harris Township sign policy that was developed by the Harris Township maintenance crew, and recommended continuing to use that plan rather than going

with the county plan. Supervisor Rosato had also reviewed the township's current sign policy, and was impressed with it; it includes an inventory of signs, how to test for retro-reflectivity, the last date of inspection, the life of sign, etc.

Motion by Supervisor Haubrich, second by Supervisor Kortekaas, to not participate with Itasca County on a road sign program for townships. Motion passed by a unanimous vote.

○ Salt and Sanding of Town Roads

Supervisor Ives inquired as to who determines when salt and sand is put on township roads – the county or the town board? Supervisor Rosato clarified that the County makes this determination, but that any of the town supervisors could call the county if there's a concern with a township road. This was also true with requests for plowing.

5. Recreation

- Usage of Wendigo and Crystal park skating rinks/warming houses

Supervisor Rosato shared a tally sheet of skating rink and warming house use at both of the township parks, Wendigo and Crystal. He noted that despite having a difficult time making ice this year due to warmer temperatures, Wendigo had more activity than Crystal, especially this past weekend where there were over 50 people who used Wendigo's rink.

Supervisor Ives commented that he would still like to see a guest book at each warming house, where skaters would sign in. Rosato asked what that information would be used for; Ives clarified that he'd like to know how many residents vs. nonresidents use our rinks, and the amount of repeat guests vs. new people.

6. Town Hall Report dated 12-31-2015

- The board reviewed the town hall report, which was prepared by Supervisor Haubrich as he'd filled in for the retired town hall caretaker position for about a month. There were 4 cleaning hours, 5 resident rentals, and 1 board meeting. \$250.00 was collected.

The new caretaker will be preparing future town hall reports, beginning in February at the P&D meeting.

7. Maintenance Reports

- Nov 9 – Dec 4, 2015
- Dec 7 – Jan 8, 2016

Upon review of the two maintenance reports, Supervisor Ives asked what is done with the trees that our crew cuts down. Supervisor Rosato responded that the crew chips them up on site. And, if a tree service is needed, Plackner Tree Care is used based on the good relationship that the township has with them, and great service they've received the past few years.

The board also discussed the list of equipment as shown on the list that the crew reports their hours. This list is in need of updating as certain pieces of equipment are not on the current list – like the Gravely lawn mower and John Deere z920m – yet they are mentioned in the narrative report as having been worked on. Treasurer Adams agreed that the form needs to be updated as there's also equipment on there that the township no longer owns. Rosato agreed to work with the maintenance crew to determine this information.

It was questioned why the township purchased a fire hose. Rosato clarified that fire hoses are used to flood the skating rinks, and one they had was cracked.

Ives inquired why the crew had put in overtime. Haubrich responded that it was to plow the town hall parking lot on a weekend, as requested by him, due to snow and impending town hall rentals coming up.

8. Old Business

- Consider changing the Board of Canvass start time to 8:10pm on Tues. March 8th, 2016 so that the electors know the results of the town question vote prior to the annual meeting at 8:15pm.

(The Board of Canvass is currently scheduled to begin “immediately following the annual meeting”.)

At a previous meeting, Supervisor Rosato asked if it would be possible for residents to know the results of the town question on bonding before they voted on the levy. In response, Clerk Smith contacted an attorney at the Minnesota Association of Township, and confirmed that the town board could change the time of the Board of Canvass meeting to be right *before* the annual meeting, rather after the meeting as was included in the resident motion during the March 2015 annual meeting. Smith recommended setting the Board of Canvass for 8:10pm on March 8th, 2016, to announce the town question on bonding results, then voting to continue the board of canvass until right after the annual meeting to announce the officer winners.

Supervisor Ives commented that he did not see an advantage for residents to know the bonding question results before voting on the annual levy for 2017, as during the budgeting processing, the board would have two different options - for if bond passes, and for if it does not pass. Smith questioned if it would be appropriate to have a vote for a levy amount contingent on the bonding question results. Other board members commented that if the vote is known, then only one budget option would need to be discussed and reduce many of the “what if” questions.

A motion was then made by Supervisor Kelley to set the Board of Canvass time for 8:10pm on March 8, 2016 so the bonding question vote could be announced to residents before the annual meeting starts. Supervisor Kortekaas seconded the motion. Discussion: Treasurer Adams shared that if bonding passes, the first payment would not be due until spring of 2017 as per Paul Donna, even if the bonding money was spent in 2016. Ives indicated he would prefer to have both plan A and plan B discussed at the annual meeting with the residents. Upon calling the vote, supervisors Rosato, Kortekaas, Kelley, and Haubrich voted in favor of the 8:10pm board of canvass time change, and Ives voted opposed. Motion passed.

- Discuss expectations of the write-in (only) election results for Town Clerk

Clerk Smith, who is *not* running for reelection in March 2016, reviewed with the board the following items as no one filed for the clerk position:

- *How the winner of a write-in only office is determined*
The name of the township resident with the most write-in votes is declared the winner, regardless of their willingness to serve.
- *If the winner declines to serve, and a vacancy is declared*
The board will then need to appoint a clerk; they can advertise in the newspaper or go through a staffing agency if needed.
- *An appointed clerk eligibility requirements, and length of term*
An appointed clerk must meet the same eligibility requirements as the elected clerk position being filled, and therefore must be a resident of township for at least 30 days. (This was per Eric Hedtke, attorney from the Minnesota Association of Townships.)
The appointed clerk would serve only until the next town election in March 2017; the clerk position would then go back on the ballot to fill the remainder of the clerk’s two year term.
- *Current responsibilities of the Harris Town Clerk*
Clerk Smith shared with the board a list she prepared of her current job responsibilities. This list would be good information for the board to share with anyone who may be interested in the position – or if they need to advertise to fill a vacant position.

Smith stressed to the board that having a Clerk is necessary for any township checks to be legal, as it is one of 3 required signatures as outlined in the Minnesota state statues; she was not aware of any ‘work arounds’. She encouraged the board to get the word out that a clerk will be needed, either as a write in candidate, or by appointment.

9. New Business

- Discuss “City Employees Working as Paid On-Call Firefighters” policy for employees that perform two different types of work at different rates of pay as shared by the City of Grand Rapids during the Collaborative Opportunities Team Meeting on January 13, 2016.
Supervisor Haubrich spoke to the board about the policy that the City of Grand Rapids put in place, and noted it was FYI only; he was not requesting any board action.
- Invitation to ICTV’s annual meeting: Tuesday, Feb 9th, 2016 11:30am – 1pm at Sawmill (RSVP by 2/3/16)
Treasurer Adams, who is on the Cable Commission for the township, shared that is *not* able to attend. Supervisor Ives indicated he would be interested in attending if his schedule allows.
- Check request for renewal of life insurance for maintenance crew
Treasurer Adams requested approval to pay the life insurance renewal premiums for the two township maintenance workers, which are due in January. The township did not get the paperwork in time for the January 13th 2016 check run. To avoid lapsing, Adams requested approval of checks for \$208 and \$465 to pay the insurance bills tonight; she will include on the February bill list.
Motion by Supervisor Kortekaas, second by Supervisor Haubrich, to approve payment of the life insurance renewal bills for the two maintenance workers in the amounts of \$208 and \$465, so as to avoid a lapse in coverage. Motion passed by a unanimous vote.

10. Public Input

- Dan Butterfield commented on two topics:
A sign-in sheet at the skating rinks would not be appropriate, due to children’s names being on it. It could become public and so he cautioned the board *not to* move forward with such a list.
Because this year’s town ballot is quite different from prior years, in that there’s a bonding question on it, as well as no name for the clerk position, Butterfield suggested the board consider a mailing encouraging residents to vote. The newspaper, website, and ICTV aren’t enough. The board discussed the costs of such a mailing, and that perhaps something in the Mines and Pines paper that goes to all residents may be an option for an ad. Supervisor Kelley will check into the cost for an ad and report back to the board at the February 10th Regular Meeting.

11. Upcoming meetings/events

- Mon. Feb 1 Budget work session..... **7:00pm** Harris Town Hall
- Mon. Feb 8 Itasca County Township Association Meeting..... 7:00pm Itasca Co. Court House
- Wed. Feb 10 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Feb 17 Budget work session..... **7:00pm** Harris Town Hall
- Wed. Feb 24 Planning and Development Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election for Supervisor A and Clerk; polls open from noon to 8:00pm, Harris Town Hall
- Tues. Mar 8 Board of Canvass 8:10pm & Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Mar 23 Reorganizational Meeting and P&D Meeting..... 7:30pm Harris Town Hall

12. Adjourn

**Motion by Supervisor Kelley, second by Supervisor Haubrich, to adjourn tonight’s meeting at 8:33 pm.
Motion passed.**

Respectfully submitted,

Michele Smith, Clerk