

**MINUTES from the P&D and Annual Road Meeting
Harris Township Board
Wednesday, May 28, 2014 at 7:30pm**

The regularly scheduled P&D Meeting and the Annual Road Meeting of the Harris Town Board was held on Wednesday, May 28, 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, Dennis Kortekaas, Burl Ives, and Jim Kelley, and Clerk Michele Smith. *Absent: Supervisor Larry Key and Treasurer Becky Adams.*

Also in attendance: Glen Hodgson – Road Engineer from SEH, Joe Roy and Kim Wagner – Northwest Gas, Mike Hendricks – Creative Services Associates (the ‘recreational advisor’ for the township), and residents Dan Butterfield, Judy Myers, Cyndy Martin, John Howrey, Marge Kelley, Jim & Ofelia Godwin, and Barney Bignall.

1. **Pledge to the flag** followed by the reading of the Harris Township Mission Statement
2. **Northwest Gas Updates – by Joe Roy and Kim Wagner**

Joe Roy from Northwest Gas came to request permission to place, construct and thereafter maintain a new system of natural gas distribution mains, in certain road right-of-ways (ROW) in Harris Township; this was phase 3 of their built out plans. Copies of the “*Harris Township Application for Utility Permit on Township Road Right Of Way*” were given to board and included Mishawaka Road, Harris Town Road, Mishawaka Shores Trail, Lakeview Trail, Lakeview Drive, Harbor Heights Road, Woodland Road, and Melody Road. The application had been signed by Mike Gorham. It was explained that a sketch was *not* included as noted in the application, as it was with the state permit. Kim Wagner agreed to send it to the clerk.

During discussion with the board, Roy clarified that no tree clearing was needed, boring would be done to go underneath tarred driveways, the pipe would be placed down in the ground at least 2’ deep, that they will also be going along Hwy 169 – up to the causeway bridge (but not across). Residents in the area have been contacted and their response of interest for Northwest Gas had been great.

The town board advised Roy and Wagner that the following road on the application were not township roads: Harris Town Road (county), and Lakeview Trail (private).

The board also advised that Lakeview Drive and Harbor Heights Road are scheduled for road improvements this summer, and that Lakeview has very little ROW. Roy commented that they have been talking to people in the neighborhood, and plan to go off the road and find where other utilities are located. Itasca utilities will be doing the digging. Glen Hodgson, road engineer from SEH, said he will talk to Itasca Utility to make sure improvements are compliant with the road work – noting the timing of both projects will be important.

Supervisor Kortekaas made a motion to approve the Application for Utility Permit for Harris Township on the following 4 roads only: Mishawaka Road, Mishawaka Shores, Woodland Park Road, and Melody Road; the motion was seconded by Supervisor Ives. Discussion: The board, Hodgson, and Northwest Gas will get back together at the June 11th, 2014 Regular Meeting to discuss Lakeview and Harbor Heights, and the timing of the road improvement projects vs. the gas line install. Upon roll call, the motion was passed by a unanimous vote. (Note: the non-township roads, and the non-approved roads were lined out on the application before signed.)

John Howrey, a resident representative on the Northwest Gas Joint Powers Board, requested a financial report of the company. It had been almost a year since the agreement was signed in July 2013, yet there has been no communication at all since then. Wagner commented that there had been no increase in the rates, and therefore no meeting of the board had been called or requested. She will follow up with the clerk, regarding a financial report.

3. **Rezone application – from Farm Residential to Light Industrial Commercial, along US Hwy 169 corridor**
 - a. Applicants: Gary Lemke, Anthony Erickson/Jay Columbus, Thomas Theisen, and RH Properties – Itasca LLC. Parcels 19-008-1140; 19-008-1122; 19-008-1121; 19-008-1108
 - b. These parcels are used for LIC purposes. The section line split the zones so the businesses are in both the FR and LIC zones; therefore, a rezone to LIC would be appropriate and in accord with the Itasca County Comprehensive Plan Use Plan.
 - c. Public hearing: Wed. June 11th at 10:30am – Courthouse | County Board Hearing – June 24, at 2:50pm

There was no one in attendance to discuss the rezone application. Supervisor Rosato had talked with zoning, and found that when the set back was created many years ago, the county didn't realize that only the set back area got zoned Light Industrial Commercial – rather than the entire parcels. Thus, the four affect parcels have 2 different zonings - with the landowners businesses partially located in both zones.

After reviewing the rezone application, and maps provided by the county, the township's Facts of Findings form was reviewed. All questions were answered affirmatively, with no issues by the board. The businesses are all well established within township.

A motion was made by Supervisor Kelley to recommend approval of the rezone application from Gary Lemke, Anthony Erickson/Jay Columbus, Thomas Theisen, and RH Properties – Itasca LLC, regarding parcels 19-008-1140; 19-008-1122; 19-008-1121; 19-008-1108. The motion was seconded by Supervisor Ives, and with no further discussion by the board, passed by a unanimous vote.

4. Business from the Floor

- Judy Myers requested clarification of the available right-of-way along Mishawaka Road for Northwest Gas, as she recalled the board discussing a limited ROW when recently reconstructed. Hodgson commented that there would be at least a prescriptive easement along Mishawaka, to include edge of road to edge of road, plus whatever area is needed to maintain a road. He added that the area where other utilities are located also becomes part of the prescriptive easement. However, per the board's request, he will do some checking to verify the ROW along Mishawaka.

5. Roads

a. Annual Road Review Meeting – at 8:00pm

As posted and published, at 8:00 p.m. the P&D meeting was recessed and the Annual Road meeting opened, upon a motion by Supervisor Kortekaas, and a second by Supervisor Ives; motion carried.

Chairman Rosato recapped that the purpose of the annual road meeting was for residents to come talk to the board about any township roads they had questions or concerns about, as they had all be inspected by the board in the past couple weeks.

Sample road inspection sheets for gravel and paved roads were shared with the board (and audience) and explained by Hodgson; many items are reviewed by the supervisors during the road inspections, and rated from 1 (bad) to 5 (good). Hodgson reminded the board that the sheets completed by Rosato, Key, and Kortekaas will compiled to calculate a condition ranking for consideration of improvement in 2015.

The following roads were asked about, by audience members:

- Gary Drive: Rosato reviewed this road, and noted there were a lot of 2 & 3s; he had concerns about the corner, and the traverse cracks.
- Sunny Beach Road (3 distinct segments, based on obvious road condition differences)
Rosato reviewed, and commented that this road has been improved a portion at a time in the past, due to its length and expense. During his review, he rated the segments as follows:
 1. Section from Wendigo to Park Road: rated with many 2-3-4s; drainage was average
 2. Section in the middle, from Park Road to Adair : Mostly 1's; this is a bad road – the worst of the 3
 3. Section from Adair to Harris Town Road: Mostly 2s and 3s ... a few 1sRosato confirmed there is a large pot hole by Dr Jess's home that needs to be fixed asap. Kortekaas was also contacted about this hole.
- Field Crest Road: Kortekaas rated this road mostly 2 & 3's; it's pretty bad. Could use an overlay. Ken Godwin asked if more repairs will be done to the area of the road that washed out. Hodgson had looked at the area with Kelley and suggested the damaged area of pavement be saw cut and a pavement patch applied – to bring the road back to its former width – along with some shouldering

and ditch work. With regards to correcting the problem that caused the washout issues, Hodgson did not know the answers yet. Kelley commented that a big part of the problem was that snow wasn't plowed back into the ditch this winter, but instead was left on road. And when it melted, it caused the washout.

- Southwood Road - Barney Bignall reported that the large French drain installed near his home on Southwood Road is working well. No water has come through culvert under the road, as all water drained down French drain; he commented that the culvert was probably unnecessary. However, the board confirmed that the culvert would *not* be taken out. Bignall also commented that cracks are developing on the newly resurfaced Southwood Road. Hodgson assured him that this was expected, as any crack that is underneath will show through eventually, when overlaid. He hoped to see the road crack-filled this summer, to seal the cracks in accordance with the township's maintenance policy.
- Robinson Road: John Howrey thanked the board for overlaying Robinson Road in 2013; however, he counted 13 cracks on road, and the ditch isn't draining totally. Hodgson acknowledged that any underlying cracks do resurface after a year or 2, so he was not surprised to hear of the cracks on Robinson. The Board's policy is to crack-fill a paved road the first year after overlay. With regards to the drainage, Hodgson reminded Howrey that they knew it wouldn't be perfect – but rather, hoped for a significant improvement. Howrey agreed – it has been a huge improvement.

Other roads of concern, per Rosato, were: Birch Street and Isleview. They are both in bad shape.

With no other questions from the audience or board, Supervisor Kortekaas made a motion to adjourn the Road Meeting at 8:33 p.m. and reopen the P&D meeting. The motion was seconded by Supervisor Ives, and duly passed.

b. Glen Hodgson – SEH Road Engineer: Road project updates (see memo)

- 2014 Gravel Road Project: Bear Creek Road.

Hodgson prepared a quote package to be distributed to 5 contractors, as previously approved by the board. Quotes are to be submitted to SEH by 4:00pm on June 9th. Hodgson will compile the quotes and have a letter of recommendation for the board at the on June 11th Regular meeting. He noted that there is a center line culvert on Bear Creek that needs to be replaced; this was not in his earlier estimate so he expected the quotes to come in slightly higher than he'd estimated. Also, upon measuring the road width, Hodgson discovered that the existing gravel surface of Bear Creek is wider than the 24 feet figure he used when estimating. This 'extra' width will require a few extra tons of class five.

A proposal from Braun Intertec was also shared with the board, for the testing of gradation and compaction. Their estimate for this work came in at \$1,677.50. This is important work, per Hodgson, and he recommended approval by the board. It was clarified that Braun does gradation testing before gravel is hauled out of the pit, and compaction testing after work is done.

Supervisor Ives made a motion to approve the Braun Intertec proposal for testing during the 2014 gravel road project on Bear Creek Road for an estimated amount of \$1,677.50. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed by a unanimous vote.

The related agreement was signed by the Chairman.

- 2014 Bituminous Paving (Reclaim)Project: Underwood Road-East, Harbor Heights Road, and Lakeview Drive

Per board direction, a letter of agreement between Harris Township and SEH was submitted by Hodgson for professional engineering services for the 2014 Bituminous Paving Project. This project is for reclaiming the following roads: Underwood Road – east of Wendigo Park Road, Lakeview Drive, and Harbor Heights Road. The proposal for engineering services was for a lump sum fee of \$24,145, and included overseeing the reclaim process & drainage improvements, and talking to residents. It does *not* cover any drainage

improvements on Underwood Road-west; that will be billed hourly as “miscellaneous services” as he has no idea what that project will entail.

Hodgson commented that Itasca Soil & Water was contacted to discuss if there are any wetland issues with Underwood Road-west; he has not been able to set up a meeting with them yet, but has met with some residents on that section of the road including Gundersons.

A motion was made by Supervisor Kortekaas to approve the letter of agreement proposal between Harris Township and SEH for professional engineering services of the 2014 Bituminous Paving Project as presented, for a lump sum amount of \$24,145. The motion was seconded by Supervisor Ives, and upon roll call, motion carried by a unanimous vote.

The related agreement was signed by the Chairman and Clerk. Hodgson will work towards a bid opening in early August 2014.

- o Regarding the reclamation project on 3 roads noted above, Hodgson strongly recommended that testing be done on each road to determine the pavement and gravel thickness to verify that reclaiming is a viable option. He therefore submitted another proposal from Braun Intertec to “core” the pavements and gravel base. Braun proposed to complete 20 such cores (8 on Underwood-east, and 6 on Lakeview and 6 on Harbor Heights, at an estimated cost of \$4,625. Hodgson commented that these tests are also needed to be able to tell the contractor the thickness of the pavement and gravel, because if bidders are given accurate information it will save money.

A motion was made by Supervisor Kortekaas to approve the Braun Intertec proposal for bituminous coring on Harbor Heights Road, Lakeview Drive, and Underwood Road (east) for an estimated cost of \$4,625.00 to assist in designing the overlay projects for these roads. The motion was seconded by Supervisor Kelley and upon roll call, motion carried by a unanimous vote.

The related agreement was signed by the Chairman.

c. Grading Contract by Schwartz

A letter from Schwartz Excavating was reviewed at the board’s March 12, 2014 meeting, in which rates were proposed for grading gravel township roads in 2014. The rates were: \$145/hr for grading and \$150/hr for mobilization; these were the same as the rates as the year before. A motion was passed by the board that night, agreeing to contract with Schwartz Excavating for grading in 2014 at the proposed rates - but that an actual contract and certificate of insurance was needed.

Tonight, the contract was reviewed by board along with the certificate of insurance. Supervisor Ives commented that he felt this service should go out for bids (or quotes), as there are contractors in Harris Township that may be as well qualified. Rosato noted that Schwartz has provided great service and hasn’t raised their rates in the past 4 years but agreed that getting comparable quotes in 2015 may be a good idea.

A motion was made by Supervisor Kortekaas to approve the Road Grading Services Agreement (contract) from Schwartz Excavating, which reflected the same rates agreed upon in the letter from March 2014. The motion was seconded by Supervisor Rosato and passed by a unanimous vote.

The contract was signed by the Chairman and Clerk, and will be mailed to Schwartz.

6. Recreation

a. Tennis Court repair proposals - Mike Hendricks

Mike Hendricks shared two quotes for the resurfacing of the two tennis courts and one basketball court at Crystal Park, and the two tennis courts at Wendigo Park:

- \$24,700 by Ferguson Seal Coating and Paving of Bill Falls, MN, with an adjusted (reduced) cost of \$22,230 – if all courts are included. Timeframe was as soon as weather permits.
- \$24,602 by Madsen Specialties of Fargo ND and Pine River, MN – 2 optional additional costs added in, for crack repair of \$1,680 and an additional acrylic resurface on Wendigo tennis courts, due to bad shape, for \$1,937 . Timeframe was middle to end of July

For reference, \$25,200 was the quote accepted by board last year.

Hendricks recommended the board approve the low quote by Ferguson, for \$22,230 and noted both contractors had done work in Grand Rapids area – at schools and camps -and both had good reports.

Based on questions by the board, Hendricks clarified that the basketball court would have cracks filled with rubberized crack-fill, and then have an acrylic coating placed over the top. The improvements of the tennis courts should last about 10 years. Wendigo courts have been redone 4 times, and Crystal courts have been done twice – and are about 25 years old.

A motion was made by Supervisor Kortekaas to go with the low bid from Ferguson Sealcoating and Paving, for the adjusted cost of \$22,230.00. The motion was seconded by Supervisor Kelley, and upon roll call, motion passed by a unanimous vote.

Hendricks will notify the contractors accordingly, and proceed with the park improvement projects.

7. **Town Hall Report** – dated May 2014

There were 26 hours of cleaning, and 2 hours of non-routine work done by the caretaker. There were 12 rentals total, with 5 being resident rentals (one of these was no-charge and one was a discounted group), and 7 rentals being by the board (no pay). Total money collected was \$250.

There was discussion that the town hall has was losing money in that more money was being paid out than was coming in for rentals. The board further discussed that the hall is not meant to be a profit maker, though it would be nice to break even. The board also discussed that the hall is there to serve the town board as well as the residents of the township.

8. **Maintenance Report** - for April 2014

Chairman Rosato reminded the new supervisors that this report is the highlights of the maintenance crew's work – it does not contain everything that they do. There were no concerns or comments by the board.

9. **Old Business**

a. Consider approval of Express Employment Professionals contract for summer maintenance interns

At the May 14, 2014 Regular Meeting, a motion was passed to continue using Express Employment Professionals to hire the township's summer interns. However, a contract had not yet been received at that time. Tonight, a 2014 contract was reviewed. The hourly rate to be paid to the intern(s) was \$11 in accordance with the township's policy, and the billed rate by Express to the township was \$15.95/hour. This was the same billed rate as 2013.

A motion was made by Supervisor Kortekaas to approve 2014 agreement from Express Employment Professionals for the hiring of summer maintenance interns at a billed rate of \$15.95/hour. The motion was seconded by Kelley. Discussion: The board clarified that they only approved the hiring of one full time intern at the May 14th meeting, and wanted board approval before a second intern was hired. Also, Supervisor Ives stated that he felt \$11/hour was too high of a wage to pay an intern for what he knows the job duties to be. He would like to review their job description. With no further discussion, a roll call vote was called. Those in favor were Rosato, Kortekaas, and Kelley. Those opposed were Ives. Motion passed.

b. Review public township contact page – for posting and on website (any corrections?)

Clerk Smith will correct Supervisor Ives email address, and get the contact list posted at the town hall, and on the township's website.

c. Reminder to preregister for MAT short course by June 11th for June 25th/Walker or June 26/Carlton

Chairman Rosato noted that attending the short courses are optional, but encouraged.

10. **New Business**

a. Board of Appeal and Equalization training – by Itasca County (see schedule)

This will be held on September 17, 2014 from 6pm – 9pm; the registration deadline is Sept 9, 2014.

11. Public Input

- a. None

12. Adjourn

A motion to adjourn was made at 9:40pm by Supervisor Ives, and seconded by Supervisor Kelley. Meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk