

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, April 22, 2015 at 7:30pm**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, April 22, 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, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none. (Supervisor A seat still vacant.)*

Also in attendance: Glen Hodgson – Road Engineer from SEH, and residents Dan Butterfield, Cyndy Martin, Judy Myers, Barney Bignall, and Ken Haubrich.

1. Pledge to the flag

2. Business from the Floor

- None

3. Consent Agenda

- Consider approval of cemetery sites purchased by George Snyder: Sec 3, Block 2, Lot 3, Sites 1 & 2

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to approve the consent agenda item as presented. Motion passed by a unanimous vote.

4. Roads

- Glen Hodgson – SEH Road Engineer (*see memo – attached to these minutes*)
 - Consider approval of SEH Engineering Proposal for Underwood Road-west

The board identified the Underwood Road ditching and overlay project as a 2015 construction project, including some ditching and a bituminous overlay in the summer, pending the wetland application approval. Hodgson shared a proposal to provide engineering services for design, bidding, and construction phases of the project. The estimated project cost was \$184,000. The SEH proposal for providing engineering services for the project was a lump sum fee of \$14,252.

Hodgson reminded the board that this project had *not* yet went out for bids. And with regards to a timeline for the wetland application, that an inspection of the area was needed once the vegetation greened up – so around mid May – and then would be processed. He hoped they'd have a favorable outcome by mid June. He would like to have bids in hand as soon as possible after the application is approved so they could have the bid opening in July, and the project completed by September.

Hodgson requested the board approve the SEH proposal and authorize them to proceed with design, bidding and construction phase work.

A motion was made by Supervisor Ives to approve an estimated amount of \$198,252 for the Underwood Road – west project; this amount was made up of estimated construction costs of \$184,000 and engineering costs of \$14,252. The motion was seconded by Supervisor Kortekaas and upon roll call, the motion passed with a unanimous vote.

- Consider Additional Ditching on Lakeview Drive

In response to a letter/email that the board received on Lakeview Drive and concerns regarding some erosion that occurred during this year's snow melt runoff, Hodgson was asked to review the area to determine if some additional ditching should be done as a means to better control erosion.

Hodgson reviewed area and shared what he found with Hawk Construction and Itasca Utilities. Itasca Utilities submitted an estimate of \$2,550.00 for extending the ditch (from the 2014 project) about 150'-200', up the hill towards Lakeview Trail. The estimate included excavation, seeding, and temporary erosion control.

Hodgson commented that this year, the erosion was caused by a ditch full of packed snow from plowing, and a rapid snow melt runoff. He felt the additional ditch work would help, but was not cure all. However, he added that he predicted there would be less chance of anything happening again in the future. Overall, the ditch would be about a foot deeper –with no additional runoff concerns per Hodgson.

Supervisor Kortekaas made a motion to approve that Itasca Utilities perform additional ditching as outlined Hodgson, in the amount of \$2,550.00. The motion was seconded by Supervisor Kelley. Discussion: Will SEH supervise the work? Yes, per Hodgson. Upon roll call, the motion passed with a unanimous vote.

○ Feedback from MnDOT on Trunk Highway 169 Project

In response to a resident request and direction from the board, Hodgson checked into the suggestion of changes to the Highway 169 lane markings to be done in conjunction with the MnDOT pavement rehabilitation project scheduled for this summer. Hodgson met with MnDOT construction engineer to discuss the lane marking suggestions. However, MnDOT’s conclusion was that its current lane striping will *not* be changed.

● Discuss which meetings the board would like Glen to attend during the spring & summer months

The board determined that Hodgson should continue to touch base each month with clerk to determine if his attendance would be “needed” during the upcoming months. Rosato commented that Hodgson will probably be at most meetings.

● Discuss damage report to buried cable belonging to CenturyLink (see email)

Rosato and Ives investigated a complaint inquiry they received from Sierra Barger of the Claim Center, LLC in Minneapolis regarding damage done to a buried cable belonging to CenturyLink on Sunny Beach Road. They felt it had been hit during ditch mowing near Sunny Beach Road and Forest view Trail around 8/15/2014.

Ives has not yet replied to claims center but he did review the site and did not see any damage. And since it was *buried* cable damage for a phone company, he didn’t understand how a mower would hit a cable that supposed to be 24” underground. If it’s *not* underground cable, then that’s a different story. Rosato also looked the area over and found no boxes were damaged. Ives agreed to request specifics of the damage date and location and report back to the board.

● Discuss request by resident Greg White to ‘take over’ Hughes Road (refer to Vacating Town Road policy)

Resident Greg White called Supervisor Ives about vacating Hughes Road. Ives said he’d bring it to the board. The board agreed that White could come to a meeting to review the process and policy for Vacating a Town Road, or Ives was free to share the policy with White.

● Review *draft* revised culvert policy via Resolution #2015-005, and discuss any changes needed

The board previously discussed and agreed upon some changes to the current culvert policy. Clerk Smith updated the policy as she understood it but wanted the board to review to verify that she captured the intended changes correctly - including that *only metal* culverts would be supplied by the township going forward.

A motion was made by Supervisor Kelley to approve Resolution #2015-005 Revised Culvert Policy. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.

Other road issues/concerns

● Alicia Place – stumps

A resident of 28606 Alicia Place complained to Supervisor Rosato that a large wooden stump worked its way up through the pavement in their road. The resident has had to shave it down, but the snowplow still hits it. He also said there’s another stump coming up apx 150 feet away. Rosato asked Hodgson if he could review the area.

A motion was then made by Supervisor Kelley to have Glen Hodgson from SEH check out the stump issues on Alicia Place. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.

- Jane Lane - County Snowplowing Contract

In reviewing the snowplowing contract, Supervisor Ives noticed that there was one road that did not have an identity number on Attachment "A": Jane Lane - which is right in between #21.) Isle View Road and #22.) Jess Harry Road. Jane Lane is 0.50 miles long and *is* plowed by Itasca County for the township so it appeared that it should have a number. Clerk Smith agreed to ask the county about this item.

- Birch Street – patch?

There is a large loose and alligatored area at the end of Birch Street that may need a patch. Hodgson was asked to look at this area and report back to the board.

- Woodbine Road – end of road:

This road has a very short turn around, and people have been going in others yards when they attempt to turn around. This is a very small area just past the "end of road maintenance" sign. A UPS truck also got stuck. A request was received by the board, asking to make the turnaround on Woodbine Road larger. Rosato recalled that this had been discussed before, and they found that no, it could not be made larger since it's beyond the end of maintenance sign. He suggested the maintenance crew may have record of the details.

- Park Circle Drive – no stop signs

Clerk Smith received a call from a concerned person who said there are no stop signs on either end of Park Circle Drive (near Alicia Place and Wendigo Park Road). He had seen two near accidents because of the lack of signage and wanted to report the safety concern. The board commented that this is not a township road. However, Hodgson agreed to review the situation since he'll be in the area reviewing the stump problem on Alicia and try to determine if Park Circle Drive abuts a township road.

5. Recreation

- Creative Services Contract – addendum

Supervisor Ives requested that either an addendum or a revision be made to Mike Hendricks "Creative Services" contract, to add language that identifies him as an independent contractor and not an employee of the township. Ives felt this should be a part of any and all private contractor contracts. It was suggested that a copy of the paragraph be sent to Hendricks and ask that he sign it or add to his contract; Rosato agreed to do this.

6. Town Hall Report dated 4-7-15

The board reviewed the report as submitted by the town hall care taker. There were 25 hours of cleaning. Money collected was \$400. Some supplemental information was received regarding 'to-do' items on the maintenance punch list; Rosato agreed to address this with the care taker during their upcoming employee review meeting. He will also provide her with more of the 'newer/revised' town hall report forms.

7. Maintenance Report

The board reviewed the report as supplied the maintenance crew. Various tasks performed by the crew were highlighted by Chairman Rosato.

8. Old Business

- Review current compensation of township employees, and discuss any changes for May 2015-Apr 2016
As a point of reference, see "Request for Board Action" from May 14, 2014, for current rates of pay for township employees. Consider any changes for the upcoming year, May 2015 – April 2016

Supervisor Rosato recapped that a closed work session was held earlier tonight at 6:00pm for employee evaluations; there was a lot of good conversation held by the board regarding the two full time maintenance workers and part time caretaker.

Now that evaluations of the employees had been completed, the board discussed current and future compensation.

- Full time maintenance workers:

Treasurer Adams noted that for 2015, the cost of living increase is 1.7%. In prior years, the board has awarded apx 2% increases each year. Adams also mentioned that the MN Benefit Association has added vision benefits and that the cost would be \$4-\$5/month/per employee, for single coverage. Vision covers – per a pamphlet shared with the board – an eye exam 1x/yr, lenses every 2 years, and frames every 2 years with a co pay – either a dollar amount or percentage. Safety glasses are not currently provided by the township. The board liked the idea of adding them and vision as a benefit for the full time employees.

Supervisor Kelley then made a motion to keep maintenance crew hourly wage the same at \$18.70/hour but add the single coverage vision benefit. The motion was seconded by Supervisor Ives, and upon a roll call vote, passed by a unanimous vote.

- Part Time Town Hall Caretaker:

There was some discussion by the board that the caretaker was neither eligible for vision nor dental, due to the ‘part time’ status of the job, but that she does get a \$10,000 life insurance policy, paid for by the township.

A motion was made by Supervisor Ives to keep the Town Hall Caretaker’s wages the same at \$15.00/hour for cleaning and \$14.50/showing appointment. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

- Review email and article from MN Assoc of Twps outlining requirements for attending meetings via SKYPE
The Clerk included this information for the board as a reminder only, after the lack of a quorum at the last Regular meeting. She noted that supervisors *cannot* vote by phone, and that attending a meeting via Skype is permissible but the “3 day notice” is still needed – which must include where the offsite supervisor will be so the public could be there if they wanted.

The following items were on the April 8th Regular Meeting Agenda, but due to the lack of a quorum for most of that meeting, they were forwarded to this meeting’s agenda:

- Consider approval of the Minutes from the Board of Canvass on March 10, the Regular Meeting on March 11, the Work Session on March 16, the Trails Work Session on March 18, and the Reorganization and P&D Meeting on March 25, 2015. Note: The *draft* minutes from the Annual Town Meeting held March 10, 2015 are included for review/correction only, as the they will not be officially approved until the March 2016 Annual Meeting.

A motion was made by Supervisor Kortekaas to approve minutes for 3/10/15, 3/11/15, 3/16/15, 3/18/15, and 3/25/15. And there were no corrections or changes needed to the draft 3/10 annual meeting minutes. The motion was seconded by Supervisor Kelley, and passed by a unanimous vote.

- Treasurer’s Report – dated April 8, 2015 (March 1-30, 2015 financials)

Financials for month of March 2015 were recapped by the treasurer:

- Beginning balance, March 1: 1,163,762.88
- Deposits: \$27,878.01
- Disbursements: (\$53,682.14)
- Ending balance March 31: \$1,137,958.75

A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Treasurers April 8 report as presented for March 2015 financials. Motion passed by a unanimous vote.

- Correspondence
 - Board Action items: (none)

○ Noteworthy items:

- Collaborative Opportunities meeting agenda for April 15, 2015 – 11am at Timberlake
Supervisor Ives commented that he attended this meeting; there was a long discussion about I.T. services. He thanked the Clerk and Treasurer for filling out the IT survey. There will be more talk about additional services in the future. The next meeting is May 28th – Sonja from Blandin Foundation will be there regarding funding of the facilitator for the meetings.
- Letter from Century Link, regarding required notice for road construction projects
Glen Hodgson noted that they (SEH) already follows this procedure

- Consider approval of proposal from Northland Portables for portable bathrooms at the cemetery, parks, and three public landings (Note there are one and two year agreement options for consideration, and a monthly cost estimate page for review.)

The board discussed that they like the idea of a 2 year agreement, where prices would be held the same for both years. ADA units would be year round at the parks and cemetery, and standard units May 1 – Sept 30 at the 3 boat landings (Mishawaka, Troop town, and LaPlant). The proposal also showed standard units at 2 boat landings in the winter, from Dec 1 to Mar 1. *(A copy of the proposal will be attached to these minutes.)*

A motion was made by Supervisor Kelley to approve the 2 year agreement for Northland Portables as presented - \$95/ADA handicapped units and \$69/standard unit guaranteed through 2016. The motion was seconded by Supervisor Ives. Upon roll call, motion passed by a unanimous vote.

- Consider setting an end date for accepting applications for the vacant Supervisor seat A position; decide next steps: Refer to article from MAT:

The board discussed options. Supervisor Ives would like to see an ad in newspaper at least once. The board agreed to run an ad twice on May 6 & 10, and advise anyone interested to contact the clerk by May 20th. **A group interview will be held during a work session at 6:00pm on May 27th, before the P&D Meeting.** Questions they will be asked will include why they'd like to be on the board, and what do they bring to the board.

- Discuss email from Kyle Hartnett – MAT attorney, regarding work session agenda if regularly scheduled

The Board agreed to just try out 6:00pm work sessions as needed prior to a Regular or P&D meeting and see how it goes before deciding if one or more are needed on a regular basis.

- Consider approval of Resolution #2015-004, Resolution designating a Harris Township Director and Alternate for the Greater Area Grand Rapids Area Cable Commission, for the term March 2015 through March 2016

A motion was made by Supervisor Kortekaas to approve 2015-004 to designate a Harris Township Director and alternate to the GRACC. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.

- Consider options regarding the discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where half the block is in the River Road right-of-way

Supervisor Rosato reported that this issue is still being researched and investigated.

A motion was then made by Supervisor Kortekaas to table this item until the May 27th P&D meeting. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.

- Consider RBA to revise Cemetery Policy to have a single cemetery site price for all sales:

After discussing the reasons for the change request as outlined by Clerk Smith in her Request for Board Action, a motion was made by Supervisor Kortekaas to amend the current Harris Cemetery Policy to reflect a single rate of \$125 for residents and non residents, plus a \$46 recording fee per deed; this would replace the current rate structure of \$125/site for a "resident" and \$250/site for a "non resident". The motion was seconded by Supervisor Kelley. Roll call vote: Kortekaas, Kelley and Rosato voted in favor of the motion; Supervisor Ives was opposed as he would have preferred to see a single rate be between the current \$125 and \$250 rates. Motion passed.

- Consider action on information from Itasca County Land Department real estate office, via letter dated March 9, 2015 regarding parcels described as forfeited to the State of Minnesota

The board discussed that this was something new, where Itasca County is no longer accepting tax-forfeited land. If the township doesn't take the land over, it will be sold by auction. The letter noted that if there was no reply from the board within 60 days, the sale will proceed. That date is May 9th. Ives discussed one parcel that may be about Wendigo Park #19-420-0010; it's zoned residential. Ives will investigate further. Another parcel worth looking at is #19-535-0226 on Gary Drive; it looks like it's just a driveway. Ives will also look into this one.

- Schwartz Contract

Supervisor Rosato updated the board that while they did previously approve the *proposal* from Schwartz for grading township roads, he was still working with them to provide an actual contract for services for the board to review and sign.

- Lottie / Township: Status of shared town hall driveway

Supervisor updated the board that he talked with the township attorney Andrew Shaw to advise him that the board had voted not to pursue any further action with regard to a portion of the town hall driveway that is on Lottie's property. The board chose not to do anything, which was one of the options Shaw suggested.

- Verizon cell phone bill

Treasurer Adams asked the board to approve payment of the Verizon bill that didn't make the bill list last week due to timing. It is in the amount of \$156.32. ***The board approved to pay this bill tonight as requested by the Treasurer.***

9. New Business

- none

10. Public Input

- **Dan Butterfield** updated the board that the Variance requested for the home off Pokegama that they reviewed last month did pass. He commented that he received some calls with concerns but felt it would be fine.

11. Adjourn

With no other business to become before the board, a motion was made at 9:14pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk