

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, May 27, 2015 at 7:30pm**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, May 27, 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, 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, Judy Myers (and her brother), Marge Kelley, Ken Haubrich and his wife Diane.

1. Pledge to the flag and mission statement read.

2. Appoint candidate to fill vacancy of Harris Town Board Supervisor – Seat A

Chairman Rosato explained that a work session was held at 6pm tonight, May 27th, 2015, to interview candidates for the Supervisor seat A vacancy that occurred when Supervisor Larry Key resigned, effective 3/15/15. The term of office for the newly appointed supervisor will begin upon taking the oath of office (within 10 days of appointment), and serve until the next township election in March 2016.

There were two people who applied for the Town Supervisor seat A position: Ken Haubrich and Jason Engeldinger. Haubrich was at the work session for the interview but Engeldinger was not able to attend due to being out of town. However, both candidates had submitted answers to interview questions in writing, for board consideration.

Chairman Rosato noted that when a vacancy in the position of supervisor occurs, the remaining town board members and the town clerk combine as the “appointment committee” with each having an equal voice in the decision. This is the only time a clerk votes at a board meeting.

Chairman Rosato then asked for voice votes in favor of Ken Haubrich for Supervisor A. Those in favor were Supervisors Kortekaas, Kelley, and Ives, Clerk Smith, and Chairman Rosato. Those opposed: None.

Votes in favor of Jason Engeldinger for Supervisor A were then asked for by Rosato; there were none.

A motion to appoint Ken Haubrich to fill the vacant Harris Town Supervisor A seat for approximately 10 months, until the next township election, was made by Supervisor Kortekaas and seconded by Supervisor Kelley. The motion passed by a unanimous vote.

Clerk Smith presented Haubrich with a certificate of appointment, in accordance with Minn. Stat. § 367.25, subd. 1. This certificate contained essentially the same information as a certificate of election. Haubrich was then given the Oath of Office, which he then filed with the clerk. As a result, Haubrich assumed the office of Supervisor A tonight, and assumed all of the authority and obligations of the position.

3. Business from the Floor

None

4. Consent Agenda

- Consider approval of cemetery sites purchased by William & Donna Wilson, Sec 2, Block 44, Lot 1, Sites 1 & 2
- Consider approval of cemetery sites purchased by Mary Lou Smith, Sec 3, Block 3, Lot 2, Site 4
- Revised “Attachment A” for Itasca County Snowplowing Contract – all roads now have numbers (*copy in pkt*)

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the single item on the consent agenda. Motion passed by a unanimous vote.

5. Roads

- Glen Hodgson – SEH Road Engineer:
 - Discuss 2015 crack sealing project (see memo from Hodgson);
 - *See also letter from the Mishawaka Shores Homeowners Association requesting crack sealing of Mishawaka Shores Trail*

Hodgson recommended 5 roads for rubberized crack sealant: **LaPlant boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road (east) and Mishawaka Road.**

Mishawaka Shores Trail was not part of the five roads recommended for the rubber sealant type of crack fill, as most of the deep and wide cracks are beyond repair by this type of crack sealant. *However*, Hodgson explained there is a different crack fill product called Nuvo Gap, which is meant to repair wider, deeper cracks like that on Mishawaka Shores Trail. The process includes grinding out the cracks, and then filling them in with 2 layers of a product more like an asphalt/pavement mix - not a rubberized product. It was used by city of Grand Rapids last year and they were very satisfied with the results. Mishawaka Shores Trail was a good candidate to try this type of crack fill per Hodgson.

Hodgson went on to explain that the Nuvo Gap product would be a way to improve the ridability of Mishawaka Shores Trail until more extensive road improvement work could be done. The board was reminded that this road is on the draft 5 year road plan, as it needs more than crack filling in the next five years.

Supervisor Ives asked if Nuvo Gap should also be used on **Alisha Place** to fill some of larger cracks on the road. Per Hodgson, if sealant is used on a road, he recommends waiting several years before overlaying it as it won't stick as well to the sealant. Alicia Place is on the 5 year plan in the overlay category, but if the board ends up pushing back the road overlay for 5-6 years, he would recommend crack filling Alicia Place next year.

Also discussed regarding Nuvo Gap:

- The cost of Nuvo Gap was thought to be more expensive than rubberized sealant
- The life of Nuvo gap was claimed to be 5-10 years
- No other road besides Mishawaka Shores Trail was recommended for Nuvo Gap at this time, as it's just going to be used on a trial basis.
- Hodgson agreed to ask if Nuvo Gap could be used to go over old cracks.
- The same contractor does both types of crack fill – with both the rubberized sealant and Nuvo Gap.

A motion was then made by Supervisor Kelley to have Hodgson get a cost proposal for rubberized crack sealing on LaPlant boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road (east) and Mishawaka Road plus a cost estimate for use of Nuvo Gap on Mishawaka Shores Trail. Upon a second by Supervisor Haubrich, motion passed by a unanimous vote. Hodgson agreed to bring the information back to the board at the June 10th Regular meeting.

- Update on wetland permit application for ditch and shoulder improvements to Underwood Road-west

Glen Hodgson explained that Itasca County Soil & Water has moved along to the next step with regards to the wetland permit application for the ditch and shoulder improvements on Underwood Road-west. The application is scheduled for review on July 7th by the SWCD board. Hodgson did not anticipate a problem as the impact to wetlands is so small. He is comfortable moving forward with the project and will bring information to the June 10th Regular meeting to submit bids, and award on July 8th.

- Pot holes on Sunny Beach Road

There was some confusion on the pot hole repairs on Sunny Beach Road near Oak Island Estates, and if the maintenance crew was going to look at them or if Glen Hodgson was to look at them. Hodgson agreed to meet with the maintenance crew to decide together what can be done.

- Other road issues/concerns
 - Isleview Road ditching was finished Friday per Hodgson, and it looks good. He added that the back slope was just seeded 3 days ago, so it hasn't had time to grow yet.
 - Fieldcrest ditching on west side – has never been talked about in detail, but rather just informal discussions. There is a lot of water that runs off the field in the spring when the snow melts from the ditches. Hodgson agreed that this could be an issue if Fieldcrest is improved.
 - Road Work Session next Wednesday, June 3rd – SEH will give a short presentation of their findings of engineering review of Sunny Beach Road, Isleview Road, Birch Street, Romans Road and Pine Street. The work session will begin at 7pm.

6. Recreation

- None

7. Town Hall Report dated 5-11-15

Maintenance items noted on the bottom of the town hall report were reviewed by the board and noted; Rosato will work with maintenance crew on these items.

There was also a note from a renter that was shared by the Town Hall Caretaker, regarding an electrical plug that needed to be fixed and a breaker for the Bunn coffee maker. Rosato added these items to the list for the maintenance crew.

8. Maintenance Report

Memorial Day service: Many people commented on how nice the cemetery looked. Supervisor Ives asked that the comments and thanks be passed on to the maintenance crew.

Town Hall flooring was noted in the maintenance report; Rosato noted he still needed to touch base with the caretaker on the floor issues.

9. Old Business

- Consider setting the Annual Road Meeting date, and decide on a road review process.

After some discussion with Glen Hodgson, the board agreed the 2015 road projects have already been decided, so there's no hurry to complete the road inspections. However, they will plan to do them before the snow flies, probably early fall. That way, they will have a better idea of road issues before budget meetings commence.

A motion was made by Supervisor Kelley to table this until the August P&D meeting. The motion was seconded by Supervisor Ives 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 four sites are unusable as they are in the River Road right-of-way (tabled from 4/22/15 P&D meeting)

A motion was made by Supervisor Kortekaas to table this again, as the Hafar family (including his wife) was not able to be in attendance tonight. Supervisor Rosato seconded the motion. Discussion: Rosato and Kortekaas agreed to meet out at the cemetery with the maintenance crew to discuss options – including possibly moving the fence, which would make all sites useable. Supervisor Ives suggested tabling it until the June 24th P&D meeting, and the rest of the board agreed. The motion passed by a unanimous vote – to table this item until 6/24.

- Treasurer's May Report – of April 2015 financials (tabled from 5/13/15 Regular meeting)

Treasurer Adams recapped the treasurer's report of April financial activity, which was not yet ready at the time of the May 13th Regular meeting:

- April 1, 2015 balance on hand: \$1,137,958.75
 - Total receipts: \$ 1,723.84

- Total disbursements: \$ (19,103.46)
- April 30, 2015 ending balance: \$1,120,579.13

Adams commented that the Building & Grounds fund still showed a negative balance of (\$31,762.27) as money had not yet been transferred out the capital improvement fund into the Building & Grounds Fund as previously agreed to by the Board. She wanted to wait until after the 2014 audit was completed, which should be very soon.

Supervisor Kelley made a motion, seconded by Supervisor Haubrich, to approve the Treasurer report dated May 27, 2015 of April financials. Motion passed by a unanimous vote.

- Consider approval of Express Employment Professionals 2015 contract for a summer maintenance intern

After reviewing the contract, noting that the rate paid by the township to Express was \$0.33/hour higher than 2014, a motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Express Employment 2015 contract for hiring a summer maintenance intern. The rate paid to the intern would be \$11/hour as per the township's employee compensation policy, and the rate paid to Express would be \$16.28/hour. Motion passed by a unanimous vote.

The township's HR representatives, Chairman Rosato and Treasurer Adams, hoped to interview the candidates next week and advise Express which one they'd like hired.

- Discuss interest (if any) in the tax forfeited parcels in Harris Township: 19-013-1109, 19-420-0010, 19-535-0226; (see packet of additional information and maps)

Supervisor Ives brought information for the board's review, after having a conversation with the real estate department of Itasca County. There were three tax forfeited parcels in Harris Township:

1. #19-013-1109 is a parcel off Wendigo Road, and has a house on it. Ives did not think the township would have an interest in this property.
2. #19-535-0226 is a small piece of land near Gary Drive. One of the landowners that abuts up to it is interested in it, and has also talked to county. Ives did not think the township would have an interest in this property.
3. #19-420-0110 is near Hale Lake, off of Hidden Point Trail, and abuts up to the township's Wendigo Park. This property Ives felt the township *might have* an interest in, as they own property on 2 sides of it. However, the cost of the tax forfeited parcel was not yet known; the county will come to the township with a number for board consideration. One concern is that Hidden Point Trail is not a township road, so they'd need an easement to access the property from that road.

The board thanked Ives for bringing this information to the board.

10. New Business

- Tour of township properties

Supervisor Ives asked if Chairman Rosato would take new Supervisor Haubrich on a tour of all the township properties and buildings, and introduce him to the maintenance crew. Rosato agreed to do that.

11. Public Input

- None

12. Adjourn

With no other business to come before the board, a motion was made Supervisor Ives to adjourn tonight's meeting. Upon a second by Kortekaas, the meeting was adjourned at 8:19pm.

Respectfully submitted,

Michele Smith – Harris Township Clerk