

MINUTES
Reorganization and P&D Meeting
Harris Township Board
Wednesday, March 25, 2015 at 7:30pm

The Reorganization and Planning & Development Meeting of the Harris Town Board were held on Wednesday, March 25, 2015. The meeting was held at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley and Burl Ives, Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Larry Key.*

Also in attendance: Glen Hodgson – Township Road Engineer from SEH, and township residents Judy Myers, Cyndy Martin, Ken Haubrich and his son.

1. **Pledge to the flag** followed by the pledge to the flag

2. **Oath of Office**

- ◆ *Oath of Office given to Supervisors Gary Rosato (seat C), Jim Kelley (seat D) and Burl Ives (seat E) and Treasurer Becky Adams*

Re-elected Supervisor Rosato, Kelley, Ives and re-elected Treasurer Becky Adams took the *Elected Official Oath of Office*, as led by Clerk Smith. The oath was signed, and will be kept on file at the Town Hall. Smith presented all the officers with a *Certificate of Election*, noting the required campaign financial report had been received as required.

3. **Resignation letter as received from Supervisor Larry Key**

- ◆ Consider approval of Resolution #2015-003 *A Resolution Accepting Resignation and Declaring Vacancy for Town Board Supervisor, Seat A*

Clerk Smith explained that she received a resignation letter from Supervisor Larry Key the afternoon of Sunday, March 15, 2015. His letter noted his reasons for resigning and was duly signed and dated – with his resignation effective that day, 3/15/15.

After reviewing the letter, a motion was made by Supervisor Ives, seconded by Supervisor Kelley, to accept the resignation letter from Larry Key dated 3/15/15. Chairman Rosato noted that Key had been a dedicated board member for 30 years, and he wished him well in his future. Upon roll call, those voting in favor: Ives, Kelley, and Rosato. Those opposed: Kortekaas. Motion passed.

After reviewing the related resolution as recommended by the MN Township Association, a motion was made by Supervisor Ives to approve the Resolution #2015-003, A Resolution Accepting Resignation and Declaring Vacancy for Town Board Supervisor, Seat A. The motion was seconded by Supervisor Kelley and upon roll call, motion passed by a unanimous vote.

- ◆ Review “*Procedure to Fill Board Vacancy*” from MN Association of Townships

After reviewing the process for filling a board vacancy, Chairman Rosato suggested that during the next few weeks, the board and public could let it be known that there is a vacancy on the town board. And, anyone interested should submit their name to the town clerk for consideration by the board.

Supervisor Ives liked the idea of opening up the vacancy to the public, so anyone who is over the age of 21 and a resident of Harris Township could apply. The board agreed that there was no immediate rush to appoint someone to the Supervisor position, so a deadline for applying was not set.

The board agreed that application could be made verbally, or written – via email or letter. The board will then interview each person who applies and make a board decision on who to appoint. The rest of the board was in agreement with this process.

4. Re-organization Items

◆ *Elect Chairman*

Motion by Supervisor Ives, second by Supervisor Kortekaas, to elect **Supervisor Rosato** as Chairman. Upon roll call, motion passed unanimously.

◆ *Elect Vice Chairman*

Motion by Supervisor Kelley, seconded by Supervisor Ives, to elect **Supervisor Kortekaas** as Vice Chairman. Upon roll call, motion passed unanimously.

◆ *Appoint Deputy Clerk*

Clerk Smith informed the board that she would be appointing **Margie Kelley** to be her Deputy.

◆ *Appoint Deputy Treasurer*

Treasurer Adams informed the board that she would be re-appointing **Paula Troumbly** to be her Deputy.

◆ *Designate official newspaper*

Board agreed to designate *the Grand Rapids Herald Review* be the official newspaper of Harris Township.

◆ *Designate a township attorney*

The board agreed to re-designate **Andy Shaw**, of *Shaw & Shaw Law Office* in Deer River, as township attorney.

◆ *Designate a township road engineer (see letter from SEH dated March 3, 2015 – Glen Hodgson)*

The letter requested that the board **consider SEH for reappointment as their 2015 Township Engineer**. Similar to last year, SEH proposed the following structure for authorizing Township engineering work:

- Project Work (i.e. annual gravel road project, major construction projects)
Upon authorization from the board, SEH will prepare and present to the board, a letter of proposal with a lump sum fee for each project. SEH will conduct no work until a proposal is approved by the board.
- Miscellaneous Engineering Work (i.e. continued 5-year road plan development, land use or road reviews, auditor requests, meetings)
Upon authorization from the board, SEH will complete the requested work on an hourly basis at the rate shown on the attached 2013 Harris Rate table, which was said to be the same rates as last year.
- A 'harris Township Engineer Hourly Rate Schedule' was also included for board consideration

A motion was made by Supervisor Kelley to re-appoint Short Elliot Hendricks (SEH) as Harris Township's Engineer, and that their work will be done on a proposal/project basis, as presented. The motion was seconded by Supervisor Ives, and passed by a unanimous vote

◆ *Designate a bank as the town depository*

Treasurer Adams recommended continuing to use **Wells Fargo for checking and savings**. The board agreed.

◆ *Designate an official posting site(s)*

The board agreed to again designate the **posting board in front of the Harris Town Hall** as the township's official posting site, along with the boards at Crystal and Wendigo Parks to be used only when 3 posting sites are legally required.

◆ *Affirm / appoint members to committees/boards*

a. *Weed Inspector*

Dennis Kortekaas (re-appointment)

b. *Collaborative Opportunities Team*

Supervisor Ives has been attending these meetings regularly, and expressed he would like to continue. The board agreed.

- c. *Trails Task Force*
Supervisor Ives had been the Trails Task Force representative for Harris Township since shortly coming on the board during the May 6th Special Township Election. He'd like to continue. The board agreed.
- d. *Maintenance Crew Leader*
This position had been held for many years by Supervisor Larry Key, but upon his resignation, Chairman Rosato recommended leaving the position **unfilled** at this time. The rest of the board was fine with that decision.
- e. *Safety Representative*
Supervisor Kelley was appointed to this position
- f. *Human Resource / Personnel Representative*
Treasurer Adams and Supervisor Rosato were both re-appointed, to assist the township employees as needed.
- g. *Cable Commission Representative*
Treasurer Becky Adams was reappointed as the designated Cable Commission Director, with **Supervisor Ives as an alternate** Director, to fill in for Adams as needed.
- h. *County zoning and environmental services representative (to attend meetings)*
Supervisor Ives was appointed to attend county zoning and environmental services site visits and public hearings, with **Kortekaas as an alternate** representative. Ives will be the main contact person for these issues but that he and Kortekaas can share the responsibilities.
- i. *Northwest Gas Joint Powers Board (see Resolution #2013-007)*
According to the resolution, the joint powers board is made up of two town board members and two city council members. Plus, in odd years, the town board chairman would serve as the fifth member of the joint powers board, and in even years the city mayor would serve as that fifth member. Thus, **Chairman Rosato, and Vice Chair Kortekaas were appointed, along with resident John Howrey, if still interested. Supervisor Ives agreed to be an alternate member if needed.**
- j. *Firewise*
Supervisor Kortekaas was willing to be reappointed for Firewise, though he hasn't been able to attend many meetings the prior year.
- k. IRRRB Residential Redevelopment Program
Resident Dan Butterfield had been appointed for this position in the past, and he agreed to do it again. The board thanked Dan for his willingness to serve.

◆ *Review Resolution #2013-4 Establishing an Administrative Policy regarding for board meetings and discuss if any changes are needed/desired*

Clerk Smith reminded the board that this resolution was recently updated and adopted by the board in May 2013 and was reviewed in detail after the May 2014 special election for two additional supervisors. And, it was also reviewed briefly at the March 16th work session.

- Revised draft Agenda templates for Regular and P&D Meetings (per 3/16/15 work session)

A motion was made by Supervisor Kelley to approve the new agendas for both the Regular and Planning & Development meeting. Upon a second by Supervisor Ives, the motion was passed by a unanimous vote.

Clerk Smith agreed to update the Administrative Policy via resolution, thereby superseding the former policy via resolution 2013-004

- Resolution #2014-001 - Consent Agenda Policy; any changes needed?

No changes needed per board.

5. Consider Variance Application: Request for 58' foot setback from Lakeshore (rather than 75')

Owners: Christopher Laux and Kimberly Fuhrman

Parcel #19-585-0210 | Lot 21, Plat of SunPARK (not Beach), Section 6, T54 N, R25, together with that part of vacated alley

Property address: 21741 Isleview Road, Grand Rapids MN

See detailed request information in packet from Itasca County

Site inspection date TBD; public hearing is Wednesday April 8, 2015 at 9:30am in the Itasca County Board Room

The board reviewed the very detailed descriptions and diagrams included in the packet from the property owners, as supplied by the county. Overall, the owners want to remove an old cabin that is beyond repair, and build a year round home. However, they can only meet a 58 foot setback from the lake— and the reasons were included in the packet. A minor variance was also being requested for the height of the lake home to be 26' 10" rather than 25'.

Chairman Rosato was able to go visit the property; he commented that it was a very nice building site with a good plan for the property. The cabin was in disrepair, and the new home location was staked out. Trees along the sides of the lot clearly established the boundary lines. Everything seemed to be addressed in the packet of information the board received.

Clerk Smith informed the board that she'd received a call from Kim Fuhrman, but she was unable to attend tonight's meeting given she lives in the cities. She offered to answer any questions the board had either via email or via a conference call if needed. Fuhrman also mentioned that she is working with someone from Soil & Water and they will have a recommended storm water and erosion plan by the public hearing visit on 4/8.

The township's "Facts of Finding" form was reviewed by board. All items 1-6 were all answered in the affirmative.

A motion was then made by Supervisor Kelley to recommend approval of the set back variance (and minor height variance request) as received from Christopher Laux and Kimberly Fuhrman for Parcel #19-585-0210 located at 21741 Isleview Road, Grand Rapids MN. Supervisor Ives seconded the motion, and upon roll call, motion passed by a unanimous vote

Clerk Smith will return the signed variance application along with the township's Facts of Finding form, to the Itasca County Environmental Services office.

6. Business from the floor

- None

7. Roads

- Lakeview Drive erosion – see photos and email from Eric Maturi

Ives forwarded an email and photos he and Supervisor Rosato received to Glen Hodgson for review. The email from Eric Maturi voiced concerns about some erosion and drainage issues along a portion of Lakeview Drive, which was just resurfaced last year in 2014. The erosion was occurring between Lakeview Trail and the new ditch. Hodgson did go look at the problem area and he thought it looked like the ditch had been packed full of snow and on nice day, the snow melted and runoff went to the new shoulder and did wash it out a bit.

Hodgson recommended putting recycled asphalt in this area for shouldering, allowing time for it to set up. By doing this, he didn't expect to see this same problem next spring. Hodgson continued that he wasn't sure if the additional the ditching suggested by Maturi would be cost effective, but that he would get an estimate for this work, and bring it back to the board. He will also look at the area again and will advise if additional class V is needed which could be placed by the maintenance crew. Hodgson will advise Rosato with what he decides.

- Mishawaka boat landing and parking issues

In addition to Lakeview Drive, Eric Maturi also voiced concerns about the parking at Mishawaka landing and suggested that the board could make it larger if the township purchased the house next door (to the north), which is for sale.

The board discussed that they had talked about moving the island in the middle of the Mishawaka Landing parking lot in order to make more room, but that no commitment to any action had been made. They agreed to bring it up for discussion again in the future. Supervisor Ives offered to contact the DNR for any information or grants that might be applicable and available to help with the township's public landing improvements.

- Hwy 169 corridor – resurface project

Another item in Eric Maturi's email was about Hwy 169 being resurfaced this year and adding a center turn lane. Glen Hodgson, SEH road engineer, confirmed that he too understood that MnDOT would be doing a pavement rehabilitation project on Hwy 169, from apx McDonalds to the Pokegama Lake causeway. Hodgson agreed to check into a center turn lane option, which could be done by restriping.

- Paul Bunyan Communication

Maturi asked about the expansion of Paul Bunyan into Harris Township, as they were expanding in the city of Grand Rapids. The board responded that they are in communication with Paul Bunyan, but did not yet have their build out schedule for 2015.

- Consider proposal from Schwartz Excavating for grading township gravel roads

A proposal dated Feb 27, 2015 was received from Schwartz Excavating for the grading of township gravel roads in 2015. The board noted this was a voluntary proposal as quotes had not been requested.

The board commented that Schwartz had provided the township with great service in the past; the cost for grading was approximately \$6,000/year. Due to the dollar amount, Rosato noted that quotes are not required by law for amounts of this nature.

A motion was then made by Supervisor Kelley to approve Schwartz & Sons as the grading contractor for 2015 as proposed with a rate of \$145/hour for grading and \$150/hour for mobilization. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.

Supervisor Rosato agreed to contact Schwartz to let them know of the board's approval of their proposal and request a contract for grading in 2015.

8. Recreation

- None

9. Town Hall Report – dated 3/2/15

The report submitted by the Town Hall Caretaker was reviewed. There were no damages or accidents, and money collected in the amount of \$375 was given to the Treasurer.

10. Maintenance Report

The maintenance report from the Maintenance crew was reviewed by the board. There were no accidents or injuries reported. The board commented that they liked the new report form and bullet points.

One concern discussed was that people are driving *on* the new entrance ramp up to the town hall door. Supervisor Rosato met with the crew and discussed installing iron pipe in front of the ramp to stop this from happening, and to stop any cars that may accidentally back into the support posts of the awning. The rest of the board agreed adding some pipes similar to that in front of gas mains or electrical boxes would be a good idea.

11. Consent Agenda

- None

12. Old Business

- Memo regarding change to Board of Appeal & Equalization (LBAE) Training & Compliance Certification

The memo implied that *all* Board of Appeal & Equalization training will only be offered online rather than in person classes starting July 1, 2015. The town board voiced concern about what happens when supervisors or townships don't have broadband internet? Chairman Rosato commented that the MN Association of Townships is aware of this concern and is addressing it.

Currently Supervisor Rosato is the only board member LBAE certified, which is not ideal – as at least one certified member must be present to hold the local board of appeals. Therefore, if he’s unable to attend for any reason, it could not be held.

- Letter from Shaw & Shaw law office, regarding town hall driveway on Lotti’s property

A letter from the township’s Attorney Andy Shaw was received, stating basically that Mrs. Lotti has no desire to work on the situation where the driveway to the town hall is currently on a portion of her property. The two options proposed by Shaw were to do nothing, and continue to share the driveway. Or move the town hall driveway. **Rosato responded that he was in favor of leaving the driveway where it is; the rest of the board all agreed.** Supervisor Rosato will contact Shaw to advise of the board’s decision.

- Itasca County Township Association Dinner, April 13, 2015; registration-5:00pm; dinner - 6pm

- *Who’s going?*

Supervisor Kortekaas and wife will attend, Clerk Smith will attend, Supervisor Kelley will attend, and Supervisor Ives will attend – possibly with his wife. Supervisor Rosato and Treasurer Adams will not be able to attend. Clerk Smith agreed to RSVP accordingly to the Itasca Co. Township Association secretary.

- *Door prize?*

In the past, SEH has donated several door prizes. Glen Hodgson, who was in attendance, agreed to check with the SEH office about again providing some prize for the annual township association dinner meeting.

- Southwood Road mailboxes

Supervisor Rosato was contacted by a couple residents of Southwood Road regarding their mailboxes. When this road was resurfaced, the mailboxes had to be removed and then were put back by the contractor (Schwartz). Two mailboxes were placed in a location where the snowplow rounds the corner and as a result, has hit them and broken them off. The residents are asking for help to reset new mail box posts down further so that the plow doesn’t keep hitting them. The swing away style was preferred per resident Barney Bignall.

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to replace the affected mailbox posts on Southwood Road that were hit by the county snowplow, and replace them with the swing away style. Discussion: Supervisor Kelley recommended that the motion be amended to state that the replacement is due to township projects resulting in mailbox relocation and subsequent hits by the plow, and so the replacement is a onetime event by township. The motion was amended accordingly by Ives and the second held by Kortekaas. Further discussion: When the frost is out, the maintenance crew will purchase some swing away posts and reinstall them. Upon a voice vote, the motion passed by a unanimous vote.

13. New Business

- Consider calling for portable bathroom quotes at landings, parks, and cemetery

Supervisor Kortekaas offered to take care of getting quotes for portable bathrooms. Northland Portable currently has bathrooms at the parks and cemeteries. Dennis will verify rates will stay the same.

The board discussed if quotes were even necessary, given the cost falls below the minimum needed for two quotes. Per an estimate from the treasurer based on a six month bill, the cost for bathrooms at the Cemetery, Wendigo and Crystal Parks, and the landings from July to Dec was \$2,892.

The board would be in favor of extending the Northland Portable contract, if the rate would remain the same. Kortekaas agreed to verify this with them.

- Consider setting a date in April for preparation of annual review of Township employees, and the review of Township Officer compensation

The board set **Tuesday, April 14th** 2015 as the meeting date for employee evaluation preparation and review board and employee compensation. The work session will start at 7:00 p.m. but be closed during the employee evaluation portion due to Minn. Stat. § 13D.05 Subd. 3(a). The meeting will then be opened to the public at 8:00pm for the board/employee compensation review.

14. Public Input Session

- None

15. Adjourn

At 8:46pm, Supervisor Kortekaas made a motion to adjourn tonight's meeting. Upon a second by Supervisor Kelley, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Clerk of Harris Township