

**MINUTES**  
**Reorganization and P&D Meeting**  
**Harris Township Board**  
**Wednesday, March 23, 2016 at 7:30pm**

The Reorganization and Planning & Development Meeting of the Harris Town Board were held on Wednesday, March 23, 2016. The meeting was held 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: Matt Wegwerth – Township Road Engineer from SEH, and township residents Marge Kelley, Dan Butterfield, and Mike Vroman.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Oaths of Office:**
  - ◆ Supervisor Ken Haubrich
  - ◆ Clerk Cari Ann Alleman

Clerk Smith led the *Elected Official Oath of Office* for the recently elected Supervisor-Seat A position winner, Ken Haubrich, for a three-year term, and for the uncontested, write-in candidate winner for Clerk, Cari Ann Alleman, for a two-year term. The oaths were signed and will be kept on file at the Town Hall. Smith presented each newly elected officer with a *Certificate of Election*, noting the required campaign financial report had been received from Haubrich as required.

3. **Re-organizational items:**

◆ **Elect Chairman**

Nomination by Supervisor Kortekaas for Supervisor Kelley to be Chairman; however, Kelley declined.

*Motion by Supervisor Kelley, second by Supervisor Kortekaas, to elect **Supervisor Gary Rosato** as Chairman for a third year in a row, stating his history with the board as a supervisor since 1988 would be valuable in bringing on a new clerk. Rosato accepted the nomination and motion passed by a unanimous vote.*

◆ **Elect Vice Chairman**

*Motion by Supervisor Haubrich, second by Supervisor Ives, to elect **Supervisor Jim Kelley** as Vice-Chairman. Kelley accepted the nomination and motion passed by a unanimous vote.*

◆ **Appoint Deputy Clerk**

Clerk Cari Ann Alleman informed the board that she would be appointing former clerk **Michele Smith** 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**

*The board agreed, and motion passed, to re-designate the **Grand Rapids Herald Review** be the official newspaper of Harris Township.*

◆ **Designate a township attorney**

*The board agreed, and motion passed, to re-designate **Andrew Shaw**, of Shaw & Shaw Law Office in Deer River, as township attorney. Supervisor Rosato had talked to Shaw, who agreed he'd be happy to serve again and the township attorney.*

- ◆ Designate a township road engineer (see reappointment request letter from SEH)  
The letter requested that the board **consider SEH for reappointment as their 2016 Township Engineer**. Similar to last year, SEH proposed an hourly rate schedule for their work.  
*Motion by Supervisor Kelley, second by Supervisor Kortekaas, to **keep SEH on as the township road engineer**. Discussion: Haubrich asked about the 10% administrative markup noted in the he hourly rate schedule, for sub-consultants. Matt Wegwerth explained that this would only apply if SEH hired a sub-contractor; if the board hires them – such as Braun Intertec - there would not be a markup. The cost applies only if SEH has to supervise a consultant. Ives asked if Matt Wegwerth would be the Harris Township designated engineer. Per Wegwerth, a new person was hired at SEH but he (Wegwerth) will be the engineer for the township, while grooming the new person. The board also asked Wegwerth for more itemized billings going forward; Wegwerth agreed it was no problem to provide a breakdown letter with all invoices. Motion 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, and passed a motion accordingly to stay with Wells Fargo as the town depository.* It was noted that the township also has a savings account with American Bank.
- ◆ Designate official posting sites  
*The board agreed, and passed a motion, 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
    - **Supervisor Dennis Kortekaas** (re-appointment)
  - b Collaborative Opportunities Team (or similar)
    - **Supervisor Burl Ives** and **Supervisor Ken Haubrich** have been attending these meetings regularly, and both expressed an interest and willingness to continue. The board agreed.
  - c. Trails Task Force
    - **Supervisor Burl Ives** had been the Trails Task Force representative for Harris Township since shortly coming on the board during the May 6<sup>th</sup>, 2014 Special Township Election. He'd like to continue. The board agreed
  - d. Maintenance Crew Leader
    - This position was held for many years by former Supervisor Larry Key, but upon his resignation in March of 2015, Chairman Rosato filled the position for the past year and met weekly with the maintenance crew. Rosato said the maintenance crew does an excellent job, and that a crew leader was not really necessary. However, a nomination was made for **Supervisor Ken Haubrich** be the new Maintenance Crew Leader. Haubrich and the rest of the board agreed to this appointment.
  - e. Safety Representative
    - **Supervisor Gary Rosato** was appointed to this position
  - f. ~~Human Resource / Personnel Representative~~ *Renamed "Employee Representatives"*
    - **Treasurer Becky Adams** and **Supervisor Gary Rosato** were both re-appointed, to assist the township employees as needed. The board agreed to rename this position as "Employee Representatives" to clarify its nature and purpose.

g. Cable Commission Representative

- **Supervisor Burl Ives** was appointed as the designated Cable Commission Director, as the former director, Treasurer Becky Adams, wished to roll off. Ives agreed to attend the quarterly, day meetings.

h. County zoning and environmental services representative (to attend meetings)

- **Supervisor Gary Rosato** was appointed to attend county zoning and environmental services site visits and public hearings, with **Kortekaas as an alternate** representative.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)

- 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, because 2016 was an even year, only two representatives were needed. **Supervisor Ken Haubrich and resident John Howrey were appointed.**

j. Firewise

- **Supervisor Dennis Kortekaas** and **Supervisor Jim Kelley** were appointed for Firewise

k. IRRRB Residential Redevelopment Program

- The board chose NOT to appoint anyone to this position, and to remove it from future reorganization meetings. The program is available at any time, should the board choose to use it. A representative is not necessary; the board will consider each request on a case by case basis.

l. Temporary assistant clerk, for up to 1 year (*new*)

- **Michele Smith**, former Harris Town Clerk for 12 years, was appointed as a temporary assistant clerk for up to 1 year, with review after 90 days. The purpose of the position was to provide assistance as needed to the newly elected clerk during the position transition. The assistant clerk would be paid at the same allocated hourly rate as the clerk. This position would be added to the *Employee Compensation Policy*, as a temporary employee. The board recognized the complexity and wide array of clerk's responsibilities and duties, and agreed it would be beneficial to have a former clerk train a new clerk on all aspects of the job. **Motion by Kelly, second by Haubrich, to approve the new temporary assistant clerk position as discussed above; motion passed by a unanimous vote.**

m. Other?

- None

***Motion by Supervisor Kelley, second by Supervisor Haubrich, to approve all appointments and designations as noted above. Motion passed by a unanimous vote.***

◆ Review board policies; discuss if any should be re-examined in detail, or amended:

- *Administrative Policy via Resolution #2015-007, regarding board meetings and Access to Public Information:*

At the suggestion by Supervisor Ives, the board agreed to revise 6.2 of page 3 of the policy, regarding when the Planning and Development (P&D) Meeting agenda is put out to board and public. This is to be changed to so that the agenda and packet of supporting documentations go out the Monday prior to the P&D meeting. This would give the board and public time to review the information prior to the meeting. The board discussed that a

hard copy prior to the meeting wasn't necessarily needed, but that it at least be posted on the website.

***Motion by Ives, second my Haubrich, to amend the Administrative Policy via resolution discussed to provide the P&D Meeting Agenda and Packet by the Monday prior to the meeting – if only on the website. Motion passed by a unanimous vote.***

Two other changes/corrections to the Administrative Policy were noted and agreed to by the board as follows:

- Page 2, at the top, change “ruing” to during the entire year.
- Page 3, under 6.2, item b. Consent Agenda: Omit the word “only” and revise the sentence to read: *“The board may employ the use of a consent agenda during the Regular Meeting or Planning and Development meeting, to approve matters of a routine or non-controversial nature...”*
- *Consent Agenda Policy via Resolution #2014-001*  
No change
- *No Donation / Contribution Policy via Resolution #2008-004*  
No change
- *Road Establishment Policy via Resolution #2014-009*  
No change
- *Road Vacation Policy*  
No change
- *Culvert Policy via Resolution #2015-005*  
No change
- *Road Sign Policy via Resolution 2012-001*  
No change
- *Town Hall Policy*  
No change
- *Cemetery Policy / Fee Schedule:*
  - Supervisor Ives requested that the Fees per grave, currently at \$125/each (for both residents and non-residents) should be changed; he felt residents should get a better ‘deal’ on the cost of sites.
  - Ives also suggested that the cost of grave opening for adults in the *winter* should have a higher price than summer openings, due to excess labor needed to thaw the ground in the winter.

***A motion was made by Ives, seconded by Kelley, to table changing the cemetery policy until the next P&D meeting, on April 27<sup>th</sup>, to allow the board time to inquire what other townships and cities are charging for grave openings and sales.*** Discussion: Clerk Smith was asked for her input, given her history with the cemetery. She responded by explaining that she had provided the board with ample support in her RBA of April 8, 2015, when she requested moving to a one tier cemetery site price. In that information, Smith explained that when people call her to purchase a cemetery site, they are often in the grieving process and it's very awkward - and feels cold – to ask them if they are a ‘resident’ or ‘non-resident’ before quoting them a price. In addition, this often results in an ask for an exception to the *non-resident* rate because they 'used to' live in Harris Township, or they still own land in Harris Township. Or, they have family already buried in the Harris Cemetery, or family that still lives in Harris Township. The meaning of “resident” is very unclear and subjective. In addition, when families need a site for a child who

has died unexpectedly, or for a loved one who has committed suicide, it's really difficult for the clerk to have to quote them a higher price, given the suffering they are already experiencing.

In addition, while the dual grave site prices may have allowed Harris Township residents an advantage to reserve space for their families in Harris Cemetery back when it was 'new', and the number of sites available for sale was limited, that is no longer the case. There is no shortage of sites, and the Cemetery fund is extremely healthy. Thus, Smith did not feel there was justification to increase rates for cemetery sales, or internments. ***Motion to table review of the cemetery policy and fee schedule until the April P&D meeting passed by a unanimous vote.***

It was also noted that the contact information needs to be updated on the policy, to reflect the name and phone number/email of the new clerk (rather than that of former Clerk Smith).

○ *Any new policies needed?*

- None

◆ Review Town Ordinances:

1. Ordinance No. 1 – Consumption of Intoxicating Beverages
2. Ordinance No. 2 – Subdivision Bituminous Surfacing
3. Ordinance No. 3 – Lodging Tax in Harris Township

- ***Motion by Ives, second by Haubrich, to update the last paragraph of Ordinance #3. The 'Grand Rapids Area Visitors and Convention Bureau' is now known as Visit Grand Rapids and so the ordinance should be updated to reflect this change. Motion passed by a unanimous vote.***

Clerk Smith noted that she was unsure how to revise/update an *ordinance*...which is an actual law. She or Clerk Alleman will check into what is required.

4. Business from the floor

- Larson Hayes: Request for approval of Liquor License for The Pickled Loon Saloon (in the old Harbor)

Larson Hayes sent an email to Clerk Smith for board consideration. The email said, "I am Larson Haynes Owner of The Pickled Loon Saloon in Outing. I am in the process of opening a second location of The Pickled Loon Saloon at 20184 Highway 169, Grand Rapids. *(The former Harbor restaurant location)*. We are a full service bar and restaurant serving high quality lunch, dinners and appetizers seven days a week and breakfasts on the weekends. I am requesting your consideration for a liquor license at my new location." Hayes was not in attendance at tonight's meeting as planned.

***Supervisor Ives commented that he had a discussion with the owners of building, Mr. Edwards, regarding the request, and proceeded to make a motion, seconded by Supervisor Kelley, to recommend approval of a liquor license for the Pickled Loon Saloon at the old Harbor location at 20184 Highway 169, Grand Rapids – located in Harris Township. Motion passed by a unanimous vote.***

Clerk Smith agreed to submit a certified copy of these minutes to the Itasca County auditor's office, who will then submit them to the state along with the liquor license application.

5. Consent Agenda

- None

6. Roads

- Matt Wegwerth – SEH Road Engineer

Update on bid advertisement for 2016 Road Projects (see affidavit of publication)

Wegwerth explained that the 2016 bituminous road project is now out for bid via the Herald Review, and that bids will be opened next Tuesday at the SEH office at 10am. No one from the township has to be at the

opening, but anyone can attend if desired. Wegwerth/SEH will review the bids to verify math and comparability, and bring them to the next town board meeting with a recommendation for acceptance.

- Discuss seasonal road restrictions, and who is exempt (see Mn Statue 169.87)
  - Supervisor Kelley received a phone call from a Sunny Lane resident, stating that his garbage was not getting picked up. Kelley found out that Waste Management was asked by residents *not* to drive down Sunny Lane during road restrictions, to help maintain the road. However, Minnesota state statues indicate that garbage trucks and school buses are exempt from road restrictions. Matt Wegwerth from SEH commented that once a week garbage truck traffic shouldn't do any more damage than a vehicle driving down it several times a day. He also agreed with the county that service vehicles are exempt.

***Motion by Supervisor Kelley, second by Supervisor Ives, to allow Waste Management to continue picking up garbage on Sunny Lane. Discussion: The board discussed and agreed that all residents of the road would need to agree and come to a board meeting to request that Waste Management not to come down their road. If approved, that board would contact the business rather than a resident. Motion passed by a unanimous vote.***

The board then discussed if their town roads should have road restriction signs posted, as people assume if they are *not* posted, there are no restrictions. For gravel roads, 5 ton is assumed; for paved roads, a 10 ton rating is assumed, unless signed differently. The board asked Wegwerth how do they know what are roads are rated. He responded that the board needs to know how road was built – or take core sample. And traffic count is part of the calculation.

- Consider signing annual Road Contract with Itasca County for Snowplowing (due April 12<sup>th</sup>)

After reviewing the contract, it was noted that Lakeview Trail is not on the county's road list via Attachment A, nor on the map, for snow plowing. This road needs to be added. It's currently being recorded as a town road.

***Motion by Supervisor Kelley, second by Supervisor Haubrich, to approve contracting with Itasca County for snowplowing (only), at a rate of \$700/mile. Motion passed by a unanimous vote.***

- Consider proposal from Schwartz Excavating for grading township gravel roads

***Motion by Supervisor Rosato, second by Supervisor Ives, to table this item until the April 13<sup>th</sup>, 2016 Regular Meeting. Motion passed by a unanimous vote.***

- Other road questions/concerns/updates
  - None

## 7. Recreation

- None

## 8. Town Hall Report

- Review town hall report dated 3/3/2016
  - Consider hiring Amber Hartel directly as the Town Hall Caretaker, as her 90 day anniversary with Personnel Dynamics is April 4<sup>th</sup>, 2016

***Motion by Supervisor Rosato, second by Supervisor Haubrich, to approve the hiring of Amber Hartel as a township employee for the position of part time Town Hall Caretaker. Her hire date would be that of her 90 day anniversary with Personnel Dynamics temporary employment agency, which was believed to be April 4<sup>th</sup>, 2016. Discussion: Treasurer Adams asked if there was any processes in place for new hires, as this would be the first new employee since she came on the board. Rosato agreed to work with Adams on her questions. Motion passed by a unanimous vote.***

Rosato agreed to contact Personnel Dynamics to let them know the township would like to officially hire Hartel as a township employee.

## 9. Maintenance Report

- Supervisor Kelley commented that a resident had called him about the sinking culvert on Wesleyan Drive, which was noted under the Road & Bridge section of the maintenance report.

## 10. Old Business

- Consider email options through JDI Net, PC Refresh, and Gmail (as tabled from to 3/23 P&D meeting)

**Motion by Supervisor Ives, second by Supervisor Haubrich, to table this discussion indefinitely as the board is not ready to pursue this matter or take action on either proposal received. Motion passed by a unanimous vote.**

Clerk Smith commented that the new clerk, Cari Alleman, has set up an email for township business that can be easily passed on to a new clerk when needed: [harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com).

- Itasca County Township Association Dinner, April 11, 2016 at Wabana Town Hall; registration is at 5:00pm with dinner at 6pm
  - Who's going?
    - Rosato, no. Ives, yes. Kelley, yes. Haubrich, yes with guest. Kortekaas, no. Adams, maybe. Alleman, yes. Smith, no. Clerk Smith will let Pat Hill know, from the Itasca County Township Association.
  - Door prize?
    - Supervisor Ives agreed to supply a door prize for the dinner, on behalf of Harris Township.

- Updated Sign Policy

Supervisor Rosato reported that the township's sign policy has been reviewed and updated by the maintenance crew. A copy of the revised policy will be placed in the office of the town hall.

## 11. New Business

- Review resident request to vacate a 20 foot wide strip between properties of Kaynosh Beach plat

A resident who owns several lots of the Kaynosh Beach plat (in Stony Point area, but not on Stony Point Road), contacted the board to request that a 20 foot wide strip of unused land between her and a neighbor be vacated.

**Supervisor Rosato made a motion to request authorization to investigate the matter, and request help from the township's attorney on how to proceed. The motion was seconded by Ives for discussion: The original plat map shows road names of Marr Ave and Midway Ave, which don't currently exist. However, the board agreed that the right of way (ROW) would still exist – even if the roads were never built in the ROWs. It would appear that "Maiden Lane" is the name of the 20 foot strip that the resident is wanting vacated. It was unclear if this was intended to be a public access to the lake. It was also discussed that before vacating, that a public hearing would be needed. The motion to have Rosato submit this matter to the township attorney for a recommendation on how to proceed passed by a unanimous vote.**

Rosato agreed to do a physical site review of the property in question, and turn over to attorney Andrew Shaw.

- MN Association of Townships Short Course: Thursday, March 31<sup>st</sup> at the Sawmill Inn; 9am-3pm

Clerk Smith reminded the board of the upcoming training at the Sawmill on 3/31/16. Registration is onsite only, beginning at 8:00am, and the cost is \$50. Any officer attending should pay out of pocket, and then request reimbursement with their April claim form.

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

The board discussed that in 2015, they signed a two-year contract with Northland Portables. Therefore, calling for proposals would not be needed until 2017.

- Notice received of rate increase to Paul Bunyan Television services (FYI only)

No action needed

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

The board agreed to meet on **Wednesday, March 30<sup>th</sup> for a work session, beginning at 7:00pm** to evaluate the township employees. This evaluation portion of the meeting would be closed. However, when compensation is discussed, for the employees and officers of the board, that part of the meeting would be open to the public. Thus:

- 7:00pm, the work session will be closed for evaluation of township employees
- 8:00pm, the work session will be opened up to the public, for review of the employee and town board officer compensation.

The work session will take place at **Harris Town Hall**; Clerk Smith will post accordingly.

- Notice from Itasca County Auditor/Treasurer’s Office regarding new online training option for election judges and clerks. See also, the need for judges and a request for anyone interested to please fill out an Election Judge form and return to the county by 3/25/2016

Clerk Smith noted this was informational only, but reminded the board that they too can serve as an Election Judges, as long as their name is not on the ballot. The county is in need of more judges for the upcoming presidential election the board was encouraged to spread the word to contact Vicki Dabill at Itasca County if interested and willing to serve.

- Consider approval to add a township cell phone line with Verizon, and purchase a new iPhone for the Township Clerk for township business use.

***Motion by Supervisor Ives, second by Supervisor Kelley, to add a phone line with Verizon and purchase a new iPhone for the new township clerk for township business use. Motion passed by a unanimous vote.***

Treasurer Adams will take care of the phone line and new phone request.

12. Public Input

- Dan Butterfield shared that Hugh Quinn resigned from his Veterans Services position with Itasca County. After he turned his resignation, he was dismissed immediately by the Itasca County Board. Butterfield did not feel he was treated fairly, and had concerns about what happened. He commended Quinn on an excellent job, working for the veterans while reporting to the county board.

13. Upcoming meeting and events:

Wed Mar 30	Work Session – Evaluate EEs; review board and EE comp.....	7:00pm Harris Town Hall / Open 8pm
Thur Mar 31	MN Association of Townships Short Course Training.....	9:00am Sawmill Inn   Grand Rapids
Mon Apr 11	Itasca County Twp Association Annual Dinner & Meeting.....	6:00pm Wabana Town Hall
Wed Apr 13	Regular Meeting .....	7:30pm Harris Town Hall
Wed Apr 27	Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed May 4	Local Board of Appeal and Equalization.....	9:00am Harris Town Hall

13. Adjourn

***At 9:14pm, Supervisor Ives 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