

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

**Mission Statement:**  
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

[www.harristownshipmn.org](http://www.harristownshipmn.org)

## REGULAR MEETING March 9, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on February 10, the Budget Work Session on February 17, and the Planning & Development meeting on February 24, 2016
3. **Business from the floor**
4. **Consent Agenda**
5. **Roads**
  - Election Results of Town Question: "Should the Town issue up to three million dollars of general obligation street reconstruction bonds to perform bituminous road maintenance?"
  - Other road issues/concerns/comments
6. **Recreation**
7. **Correspondence**
  - Board Action items:
    - None
  - Noteworthy items:
    - Itasca County Transportation Dept. Public Input Session on Five Year Plan: Tues. Mar 8, 2016 at 3pm
  - Non-action items
    - CC: Twp donation decline letter sent to: First Call for Help, Home Visitor Program, & Itasca Little League
    - CC: Twp letter to Construction General Labor Union, regarding town hall key
    - Memo from U.S. Census Bureau, regarding their 2016 Government Units Survey that will be sent out soon
    - Century Link letter, reminding the board to contact them when planning construction projects
    - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from 1/16
8. **Old Business**
9. **New Business**
10. **Treasurer's Report** – dated March 9, 2016 (Feb 1- 29, 2016 financials)
11. **Approve payment of bills** for March 2016
12. **Public Input** (*please limit comments to 5 minutes*)
13. **Upcoming events and meetings**
  - Mon. Mar 14 Itasca County Township Association Meeting..... 7:00pm County Court House
  - Tues. Mar 22 Work Session – Discuss Reorg Meeting and Officer Duties... 7:00pm Service Center
  - Wed. Mar 23 Reorganization Meeting / Planning & Development Meeting.. 7:30pm Harris Town Hall
14. **Adjourn**

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, February 10, 2016 at 7:30pm**

**DRAFT**

The Regular Meeting of the Harris Town Board was held on Wednesday, February 10, 2016. The meeting was called to order at 7:30pm, 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 – S E H road engineer, Cyndy Martin, Marge Kelley, Judy Myers, Cari Alleman, and Mike & Jana Albers.

**1. Pledge to the flag, followed by the reading of the township mission statement**

**2. Consider approval of Minutes from Regular Meeting on January 13, the Board of Audit on January 20, the Planning & Development Meeting on January 27, and the Budget Work Session on February 1, 2016**

- One correction was noted: The spelling of Frances (not Francis) Haubrich, as shown at the top of the January 13, 2016 Regular Meeting minutes.

***Motion by Supervisor Ives, second by Supervisor Haubrich, to approve the minutes as presented, with the spelling correction as noted above. Motion passed by a unanimous vote.***

**3. Business from the floor**

- Introduction of Cari Alleman, write-in candidate for township clerk

Cari Alleman announced her write-in campaign for the uncontested position of clerk. She has lived in the township for 17 years, and has a business background; she is familiar with spreadsheets, and works regularly with various checks and balances.

Chairman Rosato thanked Cari for attending tonight's meeting, welcomed her to the race, and reminded everyone that the Town Election will be on Tuesday, March 8<sup>th</sup>, with polls open noon to 8pm.

**4. Consent Agenda**

- Consider cemetery deed approval for sites sold to Russell & Charlotte Bouchie: Sec 3, Block 26, Lot 4, Sites 5-6-7-8

***Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the item on the consent agenda as presented. Motion passed by a unanimous vote.***

**5. Roads**

- Matt Wegwerth – Township Road Engineer from S E H

- Presentation of Lakeview Trail dedication application

- Matt Wegwerth, from SEH, presented the original Lakeview Trail dedication application to the board, which was signed by all the land owners along Lakeview Trail.
- Wegwerth had looked at Lakeview Trail, and commented that the road's current width and cul-de-sac size do not meet the township's road standards for accepting a new road. The road's width was estimated at only 22 feet, whereas the township's policy states the road width should be at least 24 feet. Likewise, the cul-de-sac was estimated to only be 60 feet in diameter, whereas the township's policy states it should be 90 feet in diameter. However, Wegwerth noted there was a large enough right-of-way (ROW) to allow for a 90' turn around, and that the ROW of the road itself was 66 feet.
- As for the condition of the road, Wegwerth noted no deficiency in the gravel and commented that the road, while 2 feet narrower than policy width, was adequate for the vehicle traffic in the area. The smaller cul de sac did concern him, however, as the county plow, a school bus, or fire truck may have difficulty turning around.
- Robert Peterson was in the audience, and he owns lots 2 and 3 off of Lakeview Trail -where the cul de sac is. He commented that currently, the cul de sac is not used for anything; there are no buses that

go down their road, and plowing is currently done by light trucks. And if the snow gets bad, Lance Shultz (who owns lot 5 – and Casper Construction) will bring in a loader.

- The board did not voice any concerns about Lakeview Trail.
- Consider adoption of Resolution #2016-003 Accepting Dedication for Town Road (Lakeview Trail)

***Motion by Supervisor Kelley, second by Supervisor Ives, to accept Resolution #2016-003 Accepting Dedication for Town Road (Lakeview Trail) as presented; clerk Smith informed the board that the resolution had been prepared by township attorney Andrew Shaw. Discussion: Haubrich asked what kind of investment the township would have to make to bring Lakeview Trail up to township standards – for width and diameter of the cul de sac. Wegwerth responded that the 22 ft width is not a concern, but for the cul de sac, they would need to dig up the outside edge for the area, do some grading, and add Class V gravel along the edges. An estimated cost would be \$5,000-\$10,000. And while increasing the size of the cul-de-sac was not urgent, Wegwerth encouraged to board to keep it in mind, for use by snow plows and fire trucks. The condition of the ditches was also questioned. Robert Peterson, who lives on Lakeview Trail, commented that the ditches are in good shape; he never sees standing water and added that Lance Schultz has taken good care of the ditches to date. With no further discussion, the motion adopt the resolution passed by a unanimous vote.***

Clerk Smith will send a certified copy of Resolution #2016—003 to attorney Andrew Shaw as he requested, and for recording with the county.

- Other road issues/concerns/comments?
  - Bonding question

Mike Albers, resident of Mishawaka Road, asked the board what the plan was for paying back the general obligation road improvement bond if bonding passes during the upcoming township election. Would the bond be paid back through increased levies, or via special assessment of land owners along the improved roads?

The board responded that while Harris Township could assess by way of their urban powers, it is not the board's desire to do special assessments; however, there may be a need to increase future levies to pay back the bond, which would result in an increase in property taxes.
  - Vroman Road

Supervisor Rosato commented that the end of Vroman Road is being reviewed as some land near the road is being sold. Rosato spoke with the Itasca County surveyor and was told there is no problem with the party who is purchasing the parcels; the quarter mile long road goes right to the proposed land for sale, so there is no land-lock issue.

## 6. Recreation

- None

## 7. Correspondence

- Board Action items:
  - Itasca County Annual Township & City Weed Report

The original weed report was given the Supervisor Kortekaas, who is the weed inspector for the township. He agreed to complete the report, and return it to the county.
- Noteworthy items:
  - Collaborative Opportunities Meeting minutes from Jan 13, 2016
  - Received *recorded* Resolution #2015-012 "Accepting Platted Roads for Maintenance by the Town" from Shaw & Shaw law office, regarding Wendigo Park Circle, Kathryn Avenue, and Nicholas Street
  - Updated Itasca County snow plowing map, to include Davis Road as requested.
  - CC: Donation decline letter sent to Support within Reach Resolution #2008-004

**DRAFT**

- Non-action items
  - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from 1/16

## 8. Old Business

- Consider cost of advertising the March 8, 2016 Town Election in the *Mines & Pines Shopper* (Supervisor Kelley)

Supervisor Kelley reported back to the board, that the cost for running an election/annual meeting promotional ad in the Mines and Pines shopper will depend on the size of the ad as follows:

- ½ page - \$400
- ¼ page - \$219
- 1/6 page - \$179
- 1/8 page - \$139
- 1/16 page - \$99

Treasurer Adams noted that the cost for the filing notice that was run four times in the Herald Review was \$310.40; she showed the board the actual block ad for size comparison.

Clerk Smith commented that the next publication notice she needs to do will be lengthier than the filing notice ad, as it will include the election date, polling times, ballot items, as well as the annual meeting date and time, the board of Canvass date and time, and a sample ballot.

***A motion was made by Supervisor Haubrich, seconded by Supervisor Ives, to proceed with placing one ad in the Mines and Pines shopper, 1/6 of page for \$179, promoting the annual election and town meeting. Discussion: Clerk Smith will provide Supervisor Kelley with a copy of what she will be publishing in the Herald Review, and Kelley will verify that the 1/6 page will be large enough in the Mines and Pines for easy readability before publishing. If there's an issue, he will bring back to the board. Motion passed by a unanimous vote.***

## 9. New Business

- There was no new business.

## 10. Treasurer's Report – dated February 10, 2016 (Jan 1- 30, 2016 financials)

Treasurer Adams recapped the treasurer report, reminding the board that the fund balances are preliminary until after the 2015 audit is completed. And that the box at the bottom left of the report shows where the money is located, in the three township accounts:

- Balance January 1, 2016: \$1,441,851.13
- Receipts: \$ 1,985.12
- Disbursements: \$ (28,319.95)
- Balance January 31, 2016: \$1,415,516.30

***Motion by Supervisor Kelley, second by Supervisor Ives, to approve the February 10<sup>th</sup>, 2016 Treasurer's report of January 2016 financials as presented. Motion passed by a unanimous vote***

- Updated 2015 bill lists and treasurer reports

Adams explained to the board that she had updated 2015 bill lists and treasurer reports, reflecting any adjustments made when she and Clerk Smith were balancing their books. New copies of the treasurer reports were available for anyone that wanted them, and any bill lists that had a change would need to be reviewed and signed by the board after tonight's meeting. This would confirm for the auditor that the board saw any adjustments to the reports, and approved them. A set of the most current reports would also be included in the 2015 minutes binder, for the record.

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**11. Approve payment of bills for January 2016**

**Motion by Supervisor Kelley, second by Supervisor Ives, to pay the bills as per the attached document titled "February 2016 Bill Listing to Board" in the amount of \$61,711.775. Motion passed by a unanimous vote.**

**12. Public Input (please limit comments to 5 minutes)**

- Judy Myers commented that while she was happy for the residents of Lakeview Drive, she did not approve of the town board accepting roads that were not up to the standards as outlined in the Harris Township Road Establishment Policy, as doing so sets a bad precedence.

**13. Upcoming events and meetings**

- Wed. Feb 17 Budget Work Session..... 7:00pm Harris Town Hall
- Wed. Feb 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election..... Polls open Noon to 8:00 pm at Harris Town Hall  
Board of Canvass..... 8:10pm Harris Town Hall  
Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Mon. Mar 14 Itasca Township Association Meeting..... 7:00pm County Court House
- Wed. Mar 23 Reorganization Meeting/Planning & Development Meeting.. 7:30pm Harris Town Hall

**14. Adjourn**

**With no other business to become before the board, a motion was made at 8:12pm by Supervisor Kortekaas to adjourn tonight's meeting. Upon a second by Supervisor Haubrich, the motion passed and the meeting adjourned.**

Respectfully submitted,

Michele Smith, Clerk of Harris Township

**DRAFT**

February 2016 Bill Listing to Board

Description	Amount
Gary Rosato Mtgs, wages, labor, less withholding	702.27
Dennis Kortekaas Mtgs, wages, labor, less withholding	558.04
Burl Ives Mtgs, wages, labor, less withholding	401.81
Jim Kelley Mtgs, wages, labor, less withholding	608.04
Ken Haubrich Mtgs, wages, labor, less withholding	587.44
Michele Smith Mtgs, wages, labor, less withholding	1,727.55
Becky Adams Mtgs, wages, labor, less withholding	813.51
Dan Key Labor less withholdings	2,123.64
Derrick Maritila Labor less withholdings	2,220.64
PERA ONLINE pmt:: Payroll withholding	1,409.98
Advantage Systems Group alarm systeming monitoring feb 1, 2016-Jan 31, 2017	240.00
Century Link ONLINE pmt:: Dec phone service	286.82
City of Grand Rapids PEG and Franchise Fees - 4th QTR 2015	6,273.03
Computer Enterprises Laptop for treasurer	1,029.98
Davis Oil January Invoices	303.18
Express Employment rink attendants 1/12, 1/19, 1/26	663.96
Fastenal hose clamps	8.43
Ferrellgas shop - service center, grave heater tank	270.38
Grand Rapids Public Utilities Utilities; lights and town hall	208.20
Hawkinson Construction retainage - underwood road	2,978.17
Herald Review notice - public office	310.40
Itasca County Transportation Snowplowing season - 2015-2016	23,170.00
Itasca County Association of Townships Dues for 2016 MAT and Itasca County Association	1,609.92
L & M service center supplies	84.92
Lake Country Power ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	860.19
MediaCom PHONE PAY:: sept phone and Internet service - town hall	101.53
Minuteman press policy brochures, p and d copies	42.31
Northland Portables wendigo, crystal, cemetery portables and boat landing portables	492.00
Northwest Gas service center gas	57.76
Personnel Dynamics caretaker and rink attendant	1,108.69
Plackner Tree Care tree removal - 7 trees along sunny beach, pine over Wendigo rink	1,100.00
Primerica Life Ins. Co life insurance premium for maintenance workers - 1 yr	673.00
Range Water Feb rental cooler and 5 gal in store	27.25
Rowe Funeral Home Overpayment for Wickmann grave opening	200.00
S E H Engineering Services - misc. services	4,735.00

Shaw and Shaw	78.50
Stokes Printing	211.97
Verizon	173.01
Waste Management	25.05
Wells Fargo Credit Card	233.90
Commissioner of Revenue	478.00
EETPS	2,523.30
<b>Total</b>	<b>\$ 61,711.77</b>

Approval to pay :: February 10, 2016, Checks numbered 17014 through 170

Ken Haubrich  
 Burl Ives  
 Jim Kelley  
 Dennis Kortekaas  
 Gary Rocato

**BUDGET WORK SESSION  
HARRIS TOWN BOARD  
Monday, February 17, 2016 - 7:00pm**

**DRAFT**

The Harris Town Board met at 7:00pm on Monday, February 17, 2016 at the Harris Town Hall for a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Treasurer Becky Adams and Clerk Michele Smith. *Absent:* none.

Also in attendance, resident Cyndy Martin.

The purpose of this work session, as posted:

**Discuss and review the proposed 2017 budget including past, current, and projected expenses and balances for all funds. Board will consider a recommended 2017 levy for each fund, and for the year overall.**

1. **Pledge to the flag**, followed by the reading of the Harris Township mission statement
2. **Review and discuss recommendations for the 2017 budgets and proposed levies by fund**
  - **General Fund: \$140,000 proposed levy; board was in agreement**
  - **Road & Bridge Fund: \$490,000 proposed levy; board was in agreement**

- Line item #210 Signs: \$6,000 proposed budget for 2017

The board reviewed two quote summaries from the maintenance crew, for estimated sign replacement costs in 2016-2017:

- Earl F Anderson: The cost for the signs that are in need of replacement is \$5,602.
- TAPCO Traffic Control Products and Solutions: The cost for *some* of the signs (Stop, Stop Ahead and Dead End only): \$5,788; the cost of other needed signs were not available from this vendor.
- The costs above were for the signs only – not installation; and breakaway posts would be extra, if needed. Breakaway posts are not required on many township roads, if they have a lower speed limit.

Rosato noted that the township buys most of their signs from Earl F Anderson, so that may be why they offered the lower price. Also, he noted that the township did not need to buy the signs all at once for the price quoted; they could be purchased as needed. Thus, the 2016 adopted budget of \$3,000 and the proposed 2017 budget of \$6,000 should be adequate for the sign replacement needs.

- Line item #222-Major Gravel: \$20,000 proposed for 2017

The board discussed that Wendigo Park Circle will need gravel in 2016. An estimate was not known, but given past projects, the \$35,000 gravel budget for 2016 was thought to be adequate for this and other roads if needed. The 2017 gravel project will depend on road inspections in the spring, but the proposed \$20,000 seemed adequate per the board.

- Line item #230 Crack Fill: \$40,000 proposed for 2017 | Was increased to \$65,000 (see below)

**The board agreed to transfer \$25,000 in 2016 from the Cemetery Fund to the Road & Bridge fund, to have additional money to use for crack fill, line item #230.** It was noted that this transfer would *not* increase the proposed Road and Bridge fund levy for 2017, as it would be done in 2016 – allowing an increase to the line item for crack fill.

Roads to be crack filled:

- 2016 -Underwood Road-west (first year, after improvement in 2015)
- 2017 - At least part of Sunny Beach Road – Adair to Park Road – which will be improved in 2016 regardless of bonding. And if bonding passes, *all* of Sunny Beach Road should be crack filled as well as the other roads in the project.

- Line Item #231 Road Patching: \$5,000 proposed for 2017

Board discussed that if bonding does not pass, they may have to do more patching to prolong roads. However, money can be used from other line items if needed as the budget is just a guide. The board approved leaving the 2017 budget for road patching at \$5,000.

- **Equipment Fund: \$10,000 proposed levy; board was in agreement**
- **Cemetery Fund: \$ - 0 - proposed levy; board was in agreement**

- Due to the excess balance in the Cemetery fund at the end of 2015, equal to over 200% of the annual operating costs for the cemetery, the board unanimously approved to transfer \$25,000 in 2016 from the Cemetery Fund to the Road and Bridge Fund. This would allow additional budget money for crack filling roads in 2017 that will be repaired in 2016, while still leaving over 6 months of operating funds in the Cemetery Fund.

- **Recreation Fund: \$25,000 proposed levy; board was in agreement**
- **Building & Grounds: \$50,000 proposed levy; board was in agreement**

- The board discussed that if a playground were installed at the town hall, costs would be apx \$30-\$35,000 and so the levy in this fund would need to be increased to cover the expense. The board recognized that many renters have requested a playground, but if bonding does not pass, the board felt all money will need to be put into roads. However, the board agreed to reconsider during the 2018 budget session.

- **Fire Fund: \$80,000 proposed levy; board was in agreement**

- **Capital Improvement: \$135,000 proposed levy; board was in agreement**

- The board agreed that the Capital Equipment Plan rotation plan needs to be reviewed and updated. In addition, they discussed using hours rather than age for the basis of when to replace equipment.

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- **ALL FUNDS: \$930,000 TOTAL LEVY PROPOSED for 2017 ; board was in agreement**

It was clarified that the proposed 2017 budget and levy would be the same, whether or not bonding passed.

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#### Next steps:

As agreed to by the board, Clerk Smith will update the budget worksheets to reflect:

- A transfer \$25,000 in 2016 from the Cemetery Fund, to the Road and Bridge Fund
- Increase the Road & Bridge crack fill line item for 2017, from \$40,000 to \$65,000 (an increase of \$25,000)

Smith will then prepare a draft annual report, including the updated proposed 2017 budget worksheets, and share with the board at the P&D meeting on Feb. 24<sup>th</sup>. This will give everyone time to review the report in full prior to printing the week of March 2<sup>nd</sup>.

#### 3. Adjourn

**Motion by Supervisor Kelley, second by Supervisor Kortekaas, at 8:19pm to adjourn tonight's budget work session. Meeting adjourned.**

**DRAFT**

Respectfully submitted,

Michele Smith, Clerk

MINUTES from the P&D Meeting  
Harris Township Board  
Wednesday, February 24, 2016 at 7:30pm

DRAFT

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, February 24, 2016. 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, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance were Matt Wegwerth – SEH road engineer, Andrew Shaw - township attorney, Dick White and his realtor, Marge Kelley, Ryan DeHut, Cari Alleman, and Judy Myers.

1. **Pledge to the flag**, followed by the reading of the township mission statement

2. **Business from the Floor**

• Ryan Dehut – Question on expansion plans for broadband internet services in Harris Township

Ryan Dehut lives on East Harris Road and has DSL for internet, but it is very slow. He asked the board if there were any plans for Paul Bunyan or Mediacom to come out to his area of the township.

Supervisor Ives responded on behalf of the board, commenting that they understood Dehut's frustration and know a lot of people in the township have this same issue. Ives explained that the board had been in touch with Paul Bunyan Communications and Mediacom, and that what they'd learned from Paul Bunyan is that residents need to start a petition for broadband internet in their neighborhoods - asking for service in their area, indicating who would be interested, and the impact of what *not* having broadband means for them. Petitions don't guarantee service in their area, but it moves areas up on the list. Ives noted there is a township resident near Dehut that has a petition started in the Wendigo Park Road area.

Dehut indicated he'd be interested in doing a petition in his neighborhood; he asked if there was a template for him to use. Ives offered to share the resident's name with Dehut who has a petition started, so that she could share the petition information with Dehut.

• Cari Alleman – Write-in candidate for township clerk

Cari Alleman informed the board and ICTV audience again of her write-in campaign for the uncontested position of clerk. She has lived in the township for 17 years, has a business background and works for Kootasca. She noted she is familiar with spreadsheets and budgets, and looks forward to the opportunity to serve her community as clerk.

Chairman Rosato thanked Cari for attending tonight, and reminded everyone that the Town Election will be on Tuesday, March 8<sup>th</sup>, with polls open noon to 8pm.

3. **Consent Agenda**

- a. Consider approving the sale of cemetery sites to Morris & Betty Ehalt: Sec 2, Block 39, Lot 3, sites 3 & 4
- b. Consider approving the sale of cemetery sites to Tammy Stevens: Sec 3, Block 26, Lot 3, Sites 5-6-7-8

***Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the consent agenda items as presented. Motion passed by a unanimous vote.***

4. **Roads**

- Matt Wegwerth – SEH Road Engineer
- 2016 Road Improvements project; consider authorization of advertisement

Matt Wegwerth updated the board that SEH was working on plans for 2016 bituminous road project, and requested authorization from the board to advertise the project bid. The bid would be for the full project as proposed, including all of Sunny Beach Road, Isleview Road, Birch Street, Romans Road and Pine Street; there would also be a request for a bid on just section 2 of Sunny Beach Road from Adair Road to Wendigo Park Road.

*Motion by Supervisor Ives, second by Supervisor Kelley, to approve that SEH advertise for bids of the proposed 2016 road project and alternate project. Discussion: Wegwerth clarified that the bid would only be advertised in the Grand Rapids Herald Review, as that's the official township newspaper. The deadline for bids would be 21 days, so the bidding time will overlap the bonding vote results date of March 8<sup>th</sup>. Wegwerth agreed to update bidders once the bonding results were known, so they had a better idea of the actual project for 2016. The bid results may be known by the March 23<sup>rd</sup> P&D Meeting; Wegwerth will keep the board updated. The motion to authorize SEH to advertise for bids passed by a unanimous vote.*

Annual Meeting attendance:

Supervisor Rosato asked Matt Wegwerth if he'd be able to attend the Annual Town Meeting on March 8<sup>th</sup> at 8:15pm, in case there are questions about the proposed 2016 road project(s). Wegwerth agreed to attend.

• Other road issues/concerns/comments

○ Vroman Road questions/concerns – Dick White

Dick White owns a farm in the Wendigo area near the old Hughes Road, and is selling two forty acre parcels off the end of Vroman Road. The fence line of the parcels come right to the corner of the road, so White came to ask if the new owners would have the right to access the parcels off of Vroman Road.

White talked to Mr. Vroman, who didn't have any concerns about accessing the parcels off of Vroman Road.

White commented that some pins of the property corners were found, but others were not.

Supervisor Rosato shared that he had been out to the area and did a site survey so he was familiar with how Vroman Road ends at the fence line of White's parcels. Rosato also visited with the Itasca County Surveyor, who said the property comes right up to the corner of Vroman Road.

Township attorney Andrew Shaw was in the audience and gave his input on the situation. Overall, the potential buyer of White's two parcels wants to know if there's a public right of way to the property. Shaw explained there are two questions for determining this: (1) Is the road a town road? If so, this creates a public right of way. Most town roads have been recorded, but if the road was *not* recorded, that doesn't mean it's not a town road as it could be a town road by use and maintenance. Question (2) Does the road abut the property? In other words, could a person drive off the end of the road and onto the land? It appears that that it does, as the road is up the section line.

Shaw further explained that when property is sold, a title company will identify if there's any issues with access. White's realtor commented that the title work had not yet been started; the plat drawing was just received today and it appears there's no issue as the end of Vroman Road ends at their property line. And as such, there is access.

The board agreed that they strongly believed there is access.

Shaw commented that he has not examined the title, but it's not an issue unless someone makes it an issue. He advised the board that when title work comes back, if there's any issues, the board can pursue the matter further.

• Salt request on slippery roads

Ives noted that he'd received a call from residents in the Islevew/Birch Street area earlier this week, requesting salt on the road.

• Norberg Drive:

Supervisor Haubrich commented that he'd observed the repairs made last fall on Norberg Drive are not holding up; the cracks have gotten really bad. Supervisor Rosato agreed, and commented that the

traverse cracks were really bad. Matt Wegwerth from SEH was asked look at this road when the ice melts.

## 5. Recreation

- Rinks update

Supervisor Rosato commented that both Wendigo and Crystal rinks are still open; the rain on Monday actually did a nice job flooding the rinks, which froze nicely. Rosato will check the ice again tomorrow after the recent sunshine, as he anticipated they would be need to be closed soon due to warmer temps in the forecast.

## 6. Town Hall Report

The board reviewed the town hall report as prepared by the new town hall caretaker, dated 1-29-16. Supervisor Haubrich commended Amber Hartl on the report; he really liked how she prepared it.

### Some Town Hall related items reviewed:

- Consider approval of a DJ during the town hall rental on June 18, 2016 for a 50<sup>th</sup> Anniversary;  
As outlined in the #7 of *Town Hall Lease Agreement*, which states: "Board shall clear any entertainment...", the board reviewed the request for a DJ during the June 18<sup>th</sup> rental. They did not have any concerns.  
  
***Motion by Supervisor Ives, second by Supervisor Haubrich, to approve the DJ request for June 18<sup>th</sup>, 2016. Motion passed by a unanimous vote.***

Clerk Smith will let the town hall caretaker know of the board's approval.

- Discuss coverage of Town Hall duties while Caretaker (Amber) is out of town on April 8-10, 2016  
Supervisor Haubrich agreed to be the contact person while the care taker is out of town; Smith will let Amber know, and ask that she provide Haubrich's contact information to anyone renting the hall while she's gone, in case of problems.
- Discuss contacting Construction General Labor Union, regarding their possession of a town hall key  
The Labor's Union used to meet at the town hall on a regular basis, but a note was found by the new caretaker in the payment box that they have found another location. However, the renter – Tim McCauley, secretary for the Union – may still has a town hall key, per a note found from the former caretaker. There was no phone number known for McCauley so Clerk Smith offered to send a letter from the township to the address that is on the Union's checks, and request the key be returned if they still had one. The board agreed.
- Consider setting a date to review the town hall policy and lease in detail, for possible updates.  
The board agreed the town hall policy and lease should be reviewed in detail. They will keep this on their radar for April or May, when the new clerk is on board. Smith noted that this would be a good idea as she felt there were some discrepancies, such as showing 'dances' as an approved activity on the policy, yet the lease noting any music had to be approved by the board.

## 7. Maintenance Report: Jan 11 – Feb 5, 2016

The board reviewed the maintenance report as prepared by the maintenance crew. There were no questions or concerns.

## 8. Old Business

- Cost to publish notice of the Annual Meeting and Election in the Mines and Pines (tabled from 2/10 Regular Meeting)  
Supervisor Kelley contacted the Mines and Pines Shopper to ask what the cost would be for the same Annual Meeting and Election notice that was published in the Herald Review. This was done because the board liked the idea that *everyone* in the township got the shopper, whereas only those who subscribe gets the Herald Review. Kelley requested costs for ads with and without a sample ballot:
  - \$400 per run, for the notice and sample ballot of a similar but slightly smaller size
  - \$279 per run, for just the notice (no sample ballot)

**DRAFT**

The board then discussed concerns they had about setting a precedence if this notice was published in both the Herald Review and the Mines and Pines Shopper; would people then expect *all* township related notices to be published in both? The board also questioned how many more people would see the notice in the Mines & Pines. And, if sources other than the official township newspaper were to be used for this ad, should ads also be placed on the radio? And if so, which stations?

***Motion by Supervisor Ives, second by Kelley, to only advertise the Annual Town Meeting and Election for March 8, 2016 in the township's official paper – the Herald Review (and not in the Mines and Pines, as previously approved on February 10<sup>th</sup> 2016). Motion passed by a unanimous vote.***

Changing the official newspaper to the Mines and Pines was also discussed, as the board will designate an official newspaper at the annual reorganization meeting coming up on March 23, 2016. However, certain notices such as road bids need to go in a 'Legal' section of a paper, which the Mines and Pines does not have. Therefore, it may not be suitable for the township's official newspaper.

**9. New Business**

- Notice of local Board of Appeal and Equalization (BAE): Wed. May 4<sup>th</sup>, 2016 at 9:00am  
Clerk Smith advised the board to put Wednesday, May 4<sup>th</sup> at 9am on their calendars for the annual Board of Appeal and Equalization. The town hall has been reserved, and notice will be published in the newspaper as the date gets closer. Supervisor Rosato is currently the only supervisor with his BAE certification. The other supervisors were encouraged to get their certification, as at least one supervisor at the BAE meeting needs to be certified in order to hold the BAE meeting.

- Consider setting date for a work session to discuss the 2016 Reorganization Meeting, and officer duties

The Board set **Tuesday, March 22<sup>nd</sup> at 7:00pm at the Service Center** as the time and place for a work session to discuss the March 23<sup>rd</sup> 2016 reorganization meeting and officer duties. The clerk will post notice of the meeting accordingly.

**10. Public Input**

- None

**11. Upcoming meetings/events**

- **Tues. Mar 8**    Town Election ..... polls open from noon to 8:00pm Harris Town Hall  
                             Board of Canvass..... 8:10pm Harris Town Hall  
                             Annual Town Meeting..... 8:15pm Harris Town Hall
- **Wed. Mar 9**    Regular Meeting..... 7:30pm Harris Town Hall
- **Tues. Mar 22**    Work Session..... 7:00pm Service Center
- **Wed. Mar 23**    Reorganizational Meeting and P&D Meeting..... 7:30pm Harris Town Hall

**12. Adjourn**

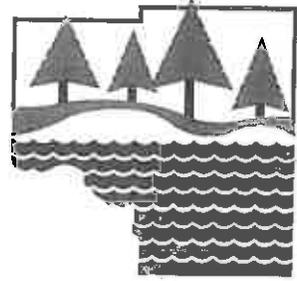
**Motion by Supervisor Kelley, second by Supervisor Ives, to adjourn tonight's meeting at 8:21 pm.  
 Motion passed, and the meeting was adjourned.**

Respectfully submitted,

Michele Smith, Clerk0

**DRAFT**

**ITASCA COUNTY**  
**Transportation Department**  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744-2600  
Office (218) 327-2853 Fax (218)327-0688



Date: February 18, 2016  
To: All Itasca County Township and City Clerks  
From: Itasca County Transportation Department  
Subject: Five-Year Plan

This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan. The meeting will be held at the regularly scheduled County Board Meeting on Tuesday, March 8, 2016 @ 3:00 pm or immediately following the County Board meeting in the Boardroom of the Itasca County Courthouse in Grand Rapids. During the meeting we will present our proposed Five-Year Plan. County Board members will be available to hear verbal input at that time. The Five-Year Plan will be available on the Transportation Department webpage on March 1, 2016. Written comments will be accepted at the Transportation Department until March 30, 2016.

Please note that the project schedule is dependent on funding, permitting and future staffing levels. This "Five-Year Plan" can and most probably will be subject to change. Some projects could be delayed and occasionally some projects are advanced.

Copies of the Five-Year Plan will be available at the meeting, or upon request from the Transportation Department. Thank you for your interest in our projects.

If you have any questions, please contact me at 327-2853.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Sutherland". The signature is fluid and cursive, with a large initial "R" and "S".

Ryan Sutherland, PE  
Assistant County Engineer