

PLANNING & DEVELOPMENT MEETING
March 28, 2018– 7:30pm
Minutes

Present: Chairman, Jim Kelley
Supervisors: Dennis Kortekaas, Mike Schack and Ken Haubrich
Treasurer: Becky Adams; Deputy Clerk: Kati Pierce
Absent: Supervisor, Peggy Clayton

1. **Pledge to the flag-** reading of our mission statement
2. **Additions and Corrections-** see additions below
3. **Approve the minutes-**
 - ❖ P&D Meeting 2/28/18- KP
 - ❖ Work Session 3/14/18- CA
 - ❖ Work Session 3/19/18- KP

Motion made by Supervisor Kortekaas to approve all minutes, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
 - ❖ Jason from Mediacom- Mediacom has been granted the DEEDS grant money to go forward with the expansion covering roughly 268 homes throughout Harris Township. \$773k is the rough estimate for the expansion project. Crews will start as soon as weather permits and letters will be going out to residents in the area to notify them when the crews are starting. All homes that will be covered in the expansion will be able to receive all the services that Mediacom provides. Feel free to stop in the local office, call, or e-mail if you have any questions. It will likely be completed this summer, however may take the majority of summer to wrap up.
 - ❖ Jason Newman- lives on county road 67- Jason was looking at our inspection reports and wanted to comment on report on Romans road; there are 2 trees that need to be taken down. He is in agreement that the tree can be taken down. He adds that in regard to our road signs, as long as the signs are in working order there should be no need to replace. We can get some assistance from the county to replace if needed.

5. Consent Agenda-

Deed for Cemetery Lot Sold- Motion to approve made by Supervisor Haubrich, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton

6. Roads- none

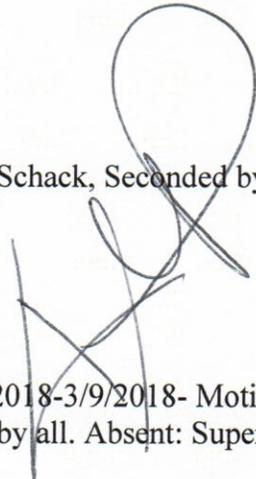
7. Recreation-

Inspection Reports for February, 2018- Motion to approve made by Supervisor Schack, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

8. Correspondence- none

9. Town Hall Report-

Review town hall report as prepared by town hall caretaker, dated 2/10/2018-3/9/2018- Motion made to approve by Supervisor Kortekaas, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton

A handwritten signature in blue ink, appearing to be 'H. Schack', is written over the text of item 9. The signature is stylized and somewhat illegible.

10. Maintenance Report-

- ❖ Review maintenance report as prepared for February, 2018. One correction, on the 19th Derrick was not off- he was working. The e-mail just didn't come through. Motion to approve with the correction by Supervisor Kortekaas, Seconded by Chairman Kelley, and Passed by all. Absent: Supervisor Clayton

11. Old Business-

- ❖ Supervisor, Treasurer, Clerk, Deputy Clerk updated job duties. Chairman Kelley has a few things he would like changed on the Clerks. He would like the adding of the Statutes into the clerk duties. There are rates for the monthly stipend that need to be added on to the clerks. It needs to be changed stipend and not salary so it is consistent. "Monthly Stipend" to be said every place. A separate document should be in place for the rates. This way we don't need to change it in the future as the rates change. It should hold the same format for the Clerks as it is for the Supervisors. Clerk is to make these changes and bring it forward to the next P&D Meeting in April.
- ❖ Updated minutes from Annual Meeting 3/14/17- informational only, no action needed. Clerk to please put the minutes from this year's annual meeting into the next Regular Meeting as informational only, you may stamp as draft but please submit.
- ❖ Town Law Review- Supervisor Clayton will be going to this April 19, 2018. Chairman Kelley will let her know to please register herself.
- ❖ Annual Grading and Snow plowing contract- The County is in agreement to move forward with the same arrangement as last year. \$700/mile is what we will be paying. Motion by Supervisor Kortekaas to approve, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Well testing- Chairman Kelley checked and they can do the arsenic testing at ICC now. The nitrate test is a pass or fail and cost is \$60 @ ICC. The fee is \$85 for Benes Well and that test is sent off to the cities for testing. Supervisor Kortekaas makes a Motion to test all 3 of our wells with ICC, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ❖ Township association annual meeting- The Board needs to reply a head count. Chairman Kelley will respond and ensure they have our reservation.

12. New Business-

- ❖ Jeff Peterson Zoning change- Mr. Peterson has sent an application to the Board for approval on a zoning permit. See attachment- Motion made by Supervisor Kortekaas to approve, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Safety Training for Maintenance Crew- Motion made by Supervisor Haubrich to send Derrick to this 3 hour training in Cohasset. Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton. Derrick or Supervisor Haubrich will call and make the reservation.
- ❖ Policy for tree removal- Supervisor Haubrich would like to make a policy that allows Derrick to get a tree removed without having to come to a meeting to get it done. This way if there is a tree that is a danger there is not time lapse in dealing with the safety concerns of it. He will work with Derrick and come up with a proposal and bring it to the Board.
- ❖ Express Bill, for rink attendance- This bill missed our last regular meeting packet. \$637.00 Motion made by Chairman Kelley to pay the bill, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ❖ Hire part time temp worker- Chairman Kelley has talked to Express, they have someone of possible interest. The best way to proceed is to start with a list of what we need a worker for and go from there. Motion made by Chairman Kelley for Supervisors Schack and Haubrich to come up with some needs and bring it to the Board. Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ❖ Deputy Clerk to attend training (MAT Short Course)- Deputy Clerk can't attend this training and the items covered are not really directed in the areas that would benefit her. She will look at the MAT site and figure something else out.
- ❖ Summer grading contract- Chairman Kelley has talked to Casper and they would like to continue with us. The quote is about or close to the same from Casper as it was last year. Motion by

Supervisor Haubrich to continue using Casper this year for our road grading and maintenance, Second by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton

❖ Work session dates for the policies and comp- Motion made by Chairman Kelley for April 16, 2018 @ 6:00 PM @ the town hall. If the hall is not available it will be held at the service center.

Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton. (Town Hall is open)

❖ Work session for employee review- Motion made by Chairman Kelley to be held on April 16, 2018 @ noon with Derrick at the service center. Seconded by Supervisor Schack, and Passed by all.

Absent: Supervisor Clayton

❖ Re-organizational items:

- ◆ Elect Chairman- Supervisor Clayton will be the new Chairman, Motion made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by All. Absent: Supervisor Clayton
- ◆ Elect Vice Chairman- Chairman Kelley will be the new Vice Chair, Motion made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and Passed by all. Absent: Supervisor Clayton
- ◆ Appoint Deputy Clerk- no Motions made, Kati will stay.
- ◆ Appoint Deputy Treasurer- Paul Trombly
- ◆ Designate official newspaper- Motion to continue with the Harold Review made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a township attorney- Motion made to continue with Andy Shaw made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a township road engineer- Motion made to continue with SEH made by Supervisor Haubrich, Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate a bank as the town depository- Motion made by Supervisor Kortekaas to continue with Wells Fargo, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ◆ Electronic Fund transfers- Delegation of authority to make the electronic fund transfers. Motion made by Supervisor Haubrich to authorize Treasurer Becky, Seconded by Supervisor Schack, and Passed by all. Absent: Supervisor Clayton
- ◆ Designate official posting sites- Supervisor Schack made a Motion to continue using the Town Hall, Seconded by Supervisor Kortekaas, and Passed by all. Absent: Supervisor Clayton

❖ Affirm / appoint members to committees/boards:

- ◆ Weed Inspector- Supervisor Kortekaas, alternate Supervisor Haubrich
- ◆ Collaborative Opportunities Team (or similar) - The board had discussion on how we are the only township in attendance. This group mainly focuses on cities, towns, schools, and not so much on townships. With the fee of \$500 the Board feels that we should focus our attention on opportunities that support townships. Since we as a township are not benefiting by being members, we respectfully will be withdrawing from this. The Board is open to other suggestions or opportunities that may better benefit the township.
 - c. Trails Task Force- Supervisor Schack
 - d. Maintenance Crew Leader- Supervisors Haubrich and Schack
 - e. Safety Representative- Supervisors Haubrich and Schack
 - f. Human Resource / Personnel Representative- Supervisor Clayton and Treasurer Adams
 - g. Cable Commission Representative- Supervisor Clayton and Treasurer Adams
 - h. County zoning and environmental services representative (to attend meetings) - Supervisor Clayton, alternate Supervisor Haubrich
 - Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) - Supervisor Clayton and Chairman Kelley
 - j. Fire wise – Supervisor Schack
 - m. Other- none appointed

Motion to approve all the Committees and Board made by Supervisor Schack, Seconded by Supervisor Haubrich, and Passed by all. Absent: Supervisor Clayton

13. **Public Input-** Please come up to the podium and state your name and address for the record
- ❖ Dan Butterfield would like to remind people the voting on the school board issue is here. Get up there and vote!

14. Upcoming meetings/events-

- (M) Apr. 9 Itasca County Township Association.....5:00 pm Trout Lake Township Hall
- (W) Apr. 11 Work Session.....5:30 pm Harris Town Hall
- (W) Apr. 11 Regular Meeting.....7:30 pm Harris Town Hall
- (W) Apr. 25 Work Session.....6:00 pm Harris Town Hall
- (W) Apr. 25 P & D Meeting.....7:30 pm Harris Town Hall
- (TH) May 3 Board of Appeal and Equalization9:00 am Harris Town Hall

15. Adjourn-

Motion to adjourn made by Supervisor Kortekaas, Seconded by Supervisor Haubrich, and Passed by all.
Absent: Supervisor Clayton

By: Kati Pierce

