

**PLANNING & DEVELOPMENT MEETING**  
**April 25, 2018– 7:30pm**  
**Minutes**

Present: Chairman: Peggy Clayton

Supervisors: Jim Kelley, Dennis Kortekaas, Mike Schack, and Ken Haubrich

Treasurer: Becky Adams; Deputy Clerk: Kati Pierce

Absent: Clerk: Cari Alleman

- 1. Pledge to the flag-** reading of our mission statement
- 2. Additions and Corrections-** Additions made below-

Motion to approve Additions and Corrections made by, Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all.

**3. Approve the minutes-**

- ❖ P&D Meeting 3/28/18- KP
- ❖ Employee Review, Closed Work Session 4/16/18- PC
- ❖ Hiring Temp Worker, Work Session 4/16/18- PC
- ❖ Policies, Compensation, Contracts, Work Session 4/16/18- PC
- ❖ Work Session 4/25/18- KP

Motion to approve all minutes made by Supervisor Haubrich, Seconded by Supervisor Schack, and passed by all.

**4. Business from the Floor-** Please come up to the podium and state your name and address for the record

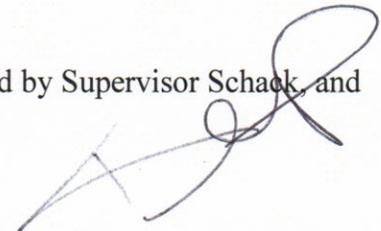
Burl Ives- 31035 Sunny Beach Road- Update from the County. The county is facing some trail issues from Keewatin to Coleraine with regard to the land holding companies. The major connecting trails sit on some of their property and the county is faced with the challenge to help keep some of the smaller communities stay alive and have some connection and growth in the trails around that area. There are some other land purchases that are being worked on by DNR and Townships, roughly 23 acres and the problem is that if the DNR purchases the land the tax bracket for the county changes and adds up over the years quick on such substantial land purchases. Waste management has bought out another competitor and many of the contracts are now theirs. Short term rentals, Air B&B, VRBO and looking into some other ideas that the county can bring gain some income. Ideas of a lodging tax, however sewer, safety, and just making sure that the ordinances are up to date and that it is a safe and an encouraging outcome is the goal. Broadband is a hot topic in our area. Mental Health is a big discussion at the table and the county board is trying to be very proactive in the area and trying to look into options to better serve our kids. There is a new Veterans Service Officer, Luke St. Germaine. Burl was also up in Togo for a coffee get together in the community. Everyone showed up and it was very encouraging and hopes that Itasca and other smaller communities can follow suit as a Q & A, but also to get to know your community.

**5. Consent Agenda-**

- ❖ Resolution 2018-005- Officer Compensation
- ❖ Resolution 2018-006- Administrative Agenda
- ❖ 2018-006 Appendix C- Supervisor Duties
- ❖ 2018-006 Appendix D- Treasurer Duties
- ❖ 2018-006 Appendix E Clerk Duties
- ❖ 2018- Employee Compensation Policy
- ❖ 2018 Wages for Maintenance and Town Hall Caretaker

Motion to approve all above made by Supervisor Haubrich, Seconded by Supervisor Schack, and passed by all.

**6. Roads-**



- ❖ Wendigo Park Culverts- water going over drive ways, culvert froze up. The County charges by the hour. It took them about an hour to thaw and get it fixed up.

- ❖ Wagon Wheel Court Road- had it graded quick, lots of potholes.

- ❖ Road inspections- Road Tour needs to be set up. Board would like to do the inspections. Dennis will do the tar roads and Jim will do the gravel.

Annual Road Inspection with the full Board discussed. May 16<sup>th</sup> @ 6:30 pm- and May 17<sup>th</sup> @ 6:30 meet at the Town Hall to take off. Motion made for these by Supervisor Kelley, Seconded by Supervisor Kortekaas, passed by all.

- ❖ Road project- Discussion on setting a work session meeting up at the P & D Meeting.

#### 7. **Recreation-**

- ❖ Inspection Reports for March, 2018- Updates on the landings, Mishawaka is breaking up a bit.

- ❖ Trails Task Force- The trails are all closed, the ATV's are starting to take off. Working on some trails around the east side of Millacs Lake. Clubs can put in for grant money from Blandin to assist with some trails if anyone is interested. A river cleanup is set for May 10<sup>th</sup> @ 9 AM, meeting at the Veteran's Park.

#### 8. **Correspondence-**

- ❖ Grand Rapids Area Cable Commission, next meeting 5/7/18

- ❖ Collaborative Opportunities Team Meeting, last meeting the Township will be attending.

#### 9. **Town Hall Report-**

- ❖ Review town hall report as prepared by town hall caretaker, dated 3/9/2018-4/6/2018- Motion to approve made by Supervisor Kelley, Seconded by Supervisor Haubrich, and passed by all. Discussion with the caretaker to possibly have the floors stripped and polished in the Town Hall, would like to toss the idea around on what it would cost for the new floors or to clean it up. Peggy will call Busy Bees and get a price and let us know. Motion for Peggy to move forward and get a quote made by Supervisor Kelley, Seconded by Supervisor Haubrich, Passed by all.

#### 10. **Maintenance Report-**

- ❖ Review maintenance report as prepared for March, 2018. – Motion to approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.

#### 11. **Old Business-**

- ❖ Printing Board Packets- We want to reduce the time and cost it takes for printing the packets. Rapids Printing is \$.05/ sheet. Motion to move forward by Supervisor Haubrich, Seconded by Supervisor Kortekaas, Passed by all.

- ❖ Lawn Service Bid Awarded- Mow-Daddy was awarded the bid. (Minutes are added to the agenda minutes that were approved above.) The Clerk will send out a letter to each Bidder with the numbers and the one award. Motion made by Supervisor Kortekaas, Seconded by Supervisor Schack, and passed by all.

- ❖ Contracts Update- We have learned that we need to have written contracts and no longer should have verbal. The Board will continue to move forward with contracts for signatures.

#### 12. **New Business-**

- ❖ Website- Reminder to the public, just let us know if you have anything you would like updated.

- ❖ Update Temp Interviews- did interviews with 2 people, Peggy and Jim liked both of them. They think they will work out rather well. Both would like part-time work. Motion made by Supervisor Kortekaas to start with the temp workers. Seconded by Supervisor Haubrich, and passed by all. Start date May 1, 2018.

- ❖ Use of the field by the cemetery, Bernard Carey called and would like to use the field again to train his dogs. Motion to Approve made by Supervisor Kelley, Seconded by Supervisor Schack, and passed by all.

- ❖ Update Harris Town Hall Policy- Under the Purpose: add a sentence= Please note the Township Office is located in the Town Hall and Township Officials may periodically need to get into the office. Ordinance numbers for smoking and drinking also need to be added.
- ❖ Cemetery Policy- Update to include “DEED” language.
- ❖ Agenda Packets- Send packets to caretaker and maintenance employee.

13. **Public Input-** Please come up to the podium and state your name and address for the record

**14. Upcoming meetings/events-**

- (Th) May 3 Appeal and Equalization Meeting.....9:00 am Harris Town Hall
- (W) May 9 Regular Meeting.....7:30 pm Harris Town Hall
- (Th) May 10 Annual Road Cleanup, (Adopt a highway).....4:30 pm Harris Township Cemetery
- (M) May 14 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) May 23 P & D Meeting.....7:30 pm Harris Town Hall
- (M) May 28 Coffee and Cookies.....8:00 am Harris Township Cemetery
- (M) May 28 Memorial Day Service.....10:15 am Harris Township Cemetery

**15. Adjourn- Motion to Adjourn made by Supervisor Kelley, Seconded by Haubrich, and passed by all. 8:26 pm**

Prepared by: Kati Pierce

