

PLANNING & DEVELOPMENT MEETING
January 23, 2019, 7:30pm
MINUTES

Present: Madam Chair, Peggy Clayton

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

Treasure: Becky Adams; Deputy Clerk: Kati Pierce

1. Pledge to the flag- reading of our mission statement

2. Additions and Corrections-

- A. Informational minutes for the census meetings have been provided as a handout to the packet, they are already on the agenda under correspondence.
- B. New Business-12E add pay advance for Township employees, Motion to approve these additions made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.

3. Approve the minutes-

- C. P&D Meeting, November 28, 2018- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, passed by all.
- D. Work Session re: Administrative Policy, January 15, 2019- Motion to approve made by Supervisor Kelley, seconded by Supervisor Kortekaas, passed by all.
- E. Work Session re: Budgets, January 16, 2019- Motion to approve made by Supervisor Kortekaas, seconded by Supervisor Schack, passed by all.

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

- A. Will Richter, Director, Grand Rapids Area Library- Will is here to reestablish a line of communications and thanked the Board for their continued support to the Area Library in past years. Cyndy Martin is a new member on the Board for the Grand Rapids Area Library. He reported the amount that Itasca County levies to support the library has been frozen for the last 7 years. He is here to ask the Board to increase their amount of support to the library by adding a line item to resident taxes. Over 1300 Harris Township residents have library cards, equaling roughly 10% of the public use of the library. Will respectfully requests a \$5/home be added into our 2020 budgets. The Board asks Mr. Richter to please return to the Township Annual Meeting to be addressed then as this is something that needs to be on the Agenda for a vote at that time. (Will Richter has sent copies of his hand outs to the Deputy Clerk for these to be in the Agenda Packet for the Annual Township Meeting.)
- B. Rich Libby, Wendigo Park Road- Mr. Libby was present to ask if there were any updates on the land sale. He has additional information for the Board, sharing that the estimated appraisal of the land was at \$32,60. He voiced his concerns when the Township has roughly \$138,000 invested into it. He indicated that he had spoken to residents and that those he spoke to were not aware of a land sale possibility. He was hoping the Board decides not to sell the corner lot and wants to make sure that there is a buffer along the Harris Cemetery to offer privacy. He asked the Board if they did research and if they also have had it appraised and zoned properly. He would like this put off to a work session and would like to have the opportunity to put some other ideas together. He wanted the Board to know that the market is poor for selling at this time and that is a large loss on the value that the land was purchased for.

5. Consent Agenda-

6. Roads-

- A. 2019 Road Project Update (SEH)- Allie Jurvelin was present to thank the Board for appointing SEH for another year contract with the Township and looked forward to continuing working with the Board. The 2018 projects that were not completed will be done in conjunction with the 2019 projects. She wanted the Board to consider including the culvert on Field Crest road as part of the work to be done. She has also received information that Norberg Drive was in need to be checked and looked as a possible project for upcoming years. She would like the opportunity to check that road in the spring when the snow is gone to determine the condition of the road before offering an opinion.

Gary Drive, Sunny Beach Addition, Alicia Place, Tolerick, Crystal Springs Road, Mishawaka Shores Derive have been looked at for proposed 2019 road projects in addition to those not complete in 2018. The Boards discussion was to stick with the plan to get the bids, and move forward with the current plan of what was to be completed in 2018 and Norberg Drive will be on the radar for the near future. Supervisor Kelley asked for a rough estimate for the end of Little Crystal and the culvert on Field Crest as those were add ons to the budget. He also asked about the pros and cons of using 3.5 v. 4 inches of pavement. Allie reported the comparison is minimal. 4" pavement is really only needed on the very high traffic road and those that have larger vehicle usage. The roads being looked at should be more than sufficient at 3.5 inches of pavement.

Supervisor Kelley also asked Allie about the online bidding that they will be starting. Allie reported that they will have the option to complete all bidding online. The jobs will be uploaded into their system, SEH will upload the plans and contractors will be going on the site and bidding online. They can post online, who the contract will go to once the bidding is closed. The Board would not need to do a bid opening meeting if they chose this option, the bids are still locked and no one can see until the bid closes. It also allows contractors to change their bids until the bid closes. No extra cost for doing the bids online.

- B. Sunny Beach Road Addition- Supervisor Kelley had a resident call to see if he could fill in the ditch across his driveway. This item was tabled until April when the Board can get out to see the road, and the drop off they would like to fill. The resident reported it is a steep drop off and it makes it difficult to turn and pull in with boats and trailers.
- C. Little Crystal Lane Easement Survey- Supervisor Kelley reported that Allie is already on top of the issue and is waiting on Allie and Andy Shaw, Township Attorney to work this out and get a response to the Board.
- D. Norway Road Constituent Question- Supervisor Haubrich reported he received an e-mail from a resident that owns 40 acres off Norway and was wondering how to gain access to his land as there is no county or township road that goes by his land. Supervisor Kelley had the same issue some time ago with another resident along the other side of the property. The County has no record of a County road that has ever gone past the property. Supervisor Kortekaas will check into it, as he feels that he did some research in years past, and will bring it forward when he has more information.

7. Recreation-

- A. Park and Cemetery Inspection Reports as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all.
- B. Trails Task Force Update- Supervisor Schack reported that 2 weeks ago was the last meeting so some things may be out of date. Mount Itasca has been going strong, serving roughly 200 people per day. Tourists are coming up to ride and enjoy the area. The Groomer hasn't been crossing Lake Pokegama to do the lake portion of the trails but after this cold snap they should be going through without issue. This fresh snow has helped move the trails along and making them nice for riders. Cohasset has fat tire bikes to try out for free, trails are starting in the Tiogo area and they have a

groomer specially designed for the fat tire bikes. February there will be a fundraiser for the Boys and Girls club with golfing on the lake. Regardless of the weather the event will move forward and should be a lot of fun. February 19th is a fat tire bike race at the Forest Lake History Center. ATV's are starting to plan already for their trails this spring.

C. FireWise Update- Supervisor Schack reported he received an email from Bill Brink that there is a program offering 150- \$500 grants for groups to get together and do projects related to making things fire safe. Please contact Supervisor Schack for more information at 218-340-8852.

8. Correspondence-

A. Minutes of November 30, 2018 Census Meeting- Information only-

B. Minutes of December 10, 2018 Census Training- Information only-

Supervisor Kelley noted we do not need to take minutes of other meetings. Madam Chair will not be signing off on these, as again the meetings were not our meetings. The Board can only accept these minutes, and cannot approve these minutes as this was not a Township meeting.

9. Town Hall-

A. Review town hall report as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all. Madam Chair noted, the Caretaker position is still open, if you are interested please contact Express employment at 328-326-9461.

10. Maintenance-

A. Review maintenance report as prepared, for November 2018, and December 2018- Motion to approve made by Supervisor Schack, seconded by Supervisor Kortekaas, and passed by all.

11. Old Business-

A. Newsletter- Thank you Cyndy Martin!! Motion to approve made by Supervisor Haubrich, seconded by Supervisor Kelley, and passed by all. The newsletter will be sent to Rapids Printing. Once completed, the Board will work together to stamp and get in the mail.

B. Town Hall TV- FYI, we have the TV and the Board is excited to have it as a tool.

C. Treasurer Job Description and Qualifications- Treasurer Adams went through the job description again and tweaked some of the duties. Madam Chair and Treasurer Adams would like to also have a "how to" of the duties pulled together for the Treasurer position in addition to the job description. They will pull it together and have it ready and back on the Regular Meeting in February for Board approval. The Board will be looking to post the position possibly in March. Motion by Supervisor Kelley to move the "how to" of the job duties to the regular meeting, seconded by Supervisor Haubrich and passed by all. This will allow Treasurer Adams to ensure that she catches all the year-end work with audits and budgets.

D. Mediacom Service Center Hi-speed Internet Update- Supervisor Haubrich reported that is installed and working. Treasurer Adams will be canceling the (old) internet with the Century Link, but the phone lines will be staying the same. Mediacom will be going door to door throughout the township/newly hooked up areas to make sure that people are happy, and answer any questions. They will be identifiable to residents, in uniform and have business cards/badges. Madam Chair will put something on the Facebook to notify residents that they will be stopping by door to door.

E. LaCrosse, Soccer, and Little League Update- Supervisor Schack took charge and contacted all the teams (involved) and asked them to work together to coordinate their schedules. He believed they would be able to coordinate the use of the fields.

F. Reschedule Board of Audit Work Session and Budget Session (January 29, 2019)- Motion to move the Board of Audit to the already set January 30th budget work session, by Supervisor Haubrich, seconded by Supervisor Kortekaas and passed by all. Meeting to start at 6pm. Madam Chair reported the Clerk is aware of the proposed change. An updated posting will go up.

G. Reschedule Budget Work Session Location of February 6, 2019- As the township now has a tv, the board is able to hold budget sessions at the town hall. Motion to change location to the Town

Hall, with the same date of February 6th, by made by Supervisor Kelley, seconded by Supervisor Haubrich and passed by all.

- H. Public Land Sale- Madam Chair reported that back in August the Board held a public hearing, and discussed the options of holding a land sale. This item was tabled to October for further review. In October it was again tabled to the January P&D meeting. Madam Chair reported that the board had not done any further research, and the Board has not moved forward with anything at the time of this meeting. Supervisor Kelley had been contacted by some residents that have urged them to use caution on the sale of the land. Madam Chair had been contacted by constituents interesting in purchasing, if the Board moves in that direction. The Board is not ready to make a decision and decided to table it to the May P&D meeting. Prior to that meeting the land will be surveyed, and the board will then look at what options they have available. Supervisor Haubrich made a motion to table to May P&D, seconded by Supervisor Kortekaas and passed by all.

12. New Business-

- A. Administrative Policy- The Board held a work session to review the (annual) Administrative Policy, and made changes where applicable. The Treasurer is now appointed, and not elected. Madam Chair made note that the 2019 mileage rate is now 58 cents per mile. As the Compensation for Officers and Employees runs into April 2019, no rate changes were made. It was further decided to schedule a work session at the P and D Meeting to review the compensation for Officers and employees. Supervisor Haubrich made a motion to approve the Admin Policy, seconded by Supervisor Schack and passed by all.
- B. Schedule Work Session re: 2019 Compensation for Officers, Employees, and Judges (Administrative Policy portion)- The Board had discussions regarding setting the compensations prior to the last budget session. February 6th is the budget meeting, and it was suggested to have the compensation policy work session, right before the budget session on that same date. Motion to have the Compensation Policy at 5:00 PM on February 6th made by Supervisor Kelley, seconded by Supervisor Kortekaas, passed by all. The Budget meeting will follow at 6:00 pm.
- C. Resolution Authorizing Contract with Interested Officers- Motion to move forward with the 2019 contract again made by Supervisor Kelley, seconded by Supervisor Schack and passed by all. Deputy to draft and send to Madam Chair for review.
- D. Laverne and Carol Stone Variance Application/Hearing- The Stones completed paperwork for construction of a garage on their current property. A variance would be needed to move in the direction. The public hearing will be held on a February 13th. The Board completed the necessary Township "Facts of Finding" to make a recommendation for the public hearing. Roll Call on questions: Q1- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q2- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q3- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q4- Yes, Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q5- N/A, doesn't apply, issues not addressed with home owner. Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Q6- N/A- no survey noticed or known. Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Final Recommendation- Yes to the recommendation by Supervisors: Schack, Kelley, Kortekaas, Haubrich and Madam Chair. Madam Chair will bring the "Findings of Fact" recommendation, along with the signed variance application, to Dan Swenson at Environmental Services, in the morning. Madam Chair will also be attending the hearing.
- E. Pay advance request to employees- Madam Chair reported there is nothing in State Law to prevent a pay advance request to employees. She did reach out to MAT for their response. The response received was that if the board ventured in that direction, a policy would need to be pulled together addressing a variety of issues, concerns, etc... i.e. what amount would be allowed, what constitutes the hardship, how often a request is allowed, how it will be paid back, etc. Any repayment plan also could not bring the hourly wage down to less than the minimum hourly wage. M.S. language would also need to be followed. Another item to consider would be to pay twice per month. Discussion followed. The Board took this information into consideration, and may address at a later time.

13. Bills-

A. Approve Payment of Bills- Discussion held on the Transportation bill which was pulled from the Regular Meeting for \$31,212.72. Treasurer Adams reported that he Township was charged annually for the plowing and then the sand and salt was charged for what the county actually used, for the dates Oct2017-Feb2018 billing cycle. Discussion followed. Treasurer Adams cautioned that all bills need to be sent to the service center address, and that bills are paid as we receive them. She requested the board pay the bill for \$ 31,212.72 from the bill list of the January 9th Regular Meeting. Supervisors will need to initial the bill list, from the last meeting.

Treasurer Adams received an alarm form from the Sheriff's Department, which the board needs to complete, as to which supervisors they should contact if an alarm goes off. Supervisors Kelley, and Haubrich, along with Madam Chair will be the contacts for the Sheriff to contact (if an alarm goes off.)

Go Daddy sent a bill to Treasurer Adams for our website domain name renewal. The fine print of the renewal indicates that we can possibly change from Go Daddy to another provider. Treasurer Adams will research as to which provider the board should go with, and which makes more sense.

The SEH bill on the bill list is incorrect- it should be \$945.00 and not \$65.00.

Bill total is \$ 6,136.34; Approve checks 18127-18133- Motion to approve made by Supervisor Kelley, seconded by Supervisor Schack and passed by all.

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

15. Upcoming meetings/events-

- Wed. Jan. 30 Board of Audit and Budget Session.....6:00 pm Harris Town Hall
- Wed. Feb. 6 Compensation of Board and Employees.....5:00 pm Harris Town Hall
- Wed. Feb. 6 Budget Session..... 6:00 PM Harris Town Hall
- Mon. Feb. 11 Itasca County Township Association.....7:00 pm Blandin Foundation
- Wed. Feb. 13. Regular Township Meeting.....7:30 pm Harris Town Hall
- Wed. Feb. 27 P and D Meeting.....7:30 pm Harris Town Hall

16. Adjourn: A motion was made by Supervisor Haubrich, and seconded by Supervisor Kelley to adjourn the meeting; motion passed by all.

Prepared by: Kati Pierce
Signature 

Madam Chair Peggy Clayton
Signature 