

To Be Approved at the Next P&D Meeting 9/26/2018

**PLANNING & DEVELOPMENT MEETING**  
**August 22, 2018– 7:30pm**  
**MINUTES**

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

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

2. **Additions and Corrections-** Cemetery Site Sale, (Consent Agenda)- SEH Overpayment, (Bills)- Public Lake Access, (New Business)- Media Com, (New Business)- Supervisor Kelly made a Motion to approve agenda with these additions, Seconded by Supervisor Haubrich, and passed by all.

3. **Approve the minutes-**

❖ P&D Meeting 7/25/18- KP Motion made to approve made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and passed by all.

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

Rich Libby, would like to ask the Board to reconsider the sale of public land and encourages the Board not to rush into it. He would like to look at other options and would like more information and a map placed on the website for the public. He would also like more details on the dollar figures or what we would be making on the sale. Rich has a recommendations of turning the property into another park. He would also like the Board to consider a buffer between the land to be sold and the cemetery to uphold privacy if the sale is to move forward. He encourages the Board to wait until the market is better and thanks them for their consideration and holding a public meeting.

5. **Consent Agenda-**

❖ Cemetery Site Sale- Motion made to approve made by Supervisor Kelley, Seconded by Supervisor Kortekaas and passed by all.

6. **Roads-**

❖ Draft- Joint Road (IsleView) Ownership Agreement- The south half of the road is located in Harris Township and the north half is located in the city of Grand Rapids. The Board is working on an agreement with the city that will spell out how joint ownership will work to share the costs of repairs and work performed. The agreement would likely be to split the cost on the area of the road between the north and south sides as ownership of the city runs along the north and Harris Township owns the south. The Board would also like to make sure that there isn't work done without prior approval by our Board that could result in a bill that we didn't sign up for or anticipate coming. Supervisor Haubrich made a motion to table this until they are able to figure out the language that will better spell out splitting costs for the work to be performed and protect our interests. Seconded by Supervisor Kortekaas, and passed by all. Madam Chair will set up another sit down with the City of Grand Rapids.

❖ Metzenhuber Road- Hawkinson has been out there and it all looks good per Supervisor Kelley.

❖ Awarding Bid for Road Project Improvements- Allie Jurvelin from SEH, provided a hand out that describes the bid collection and the cost break down. Hawkinson was the only bidder and came in lower on all estimates. SEH recommends awarding the Bid to Hawkinson as they did come in lower for the work requested. Supervisor Kelley talked with Hawkinson and they are willing to do a loan at 0% interest if paid by June 2019 if the Township budget needs the extra time to make complete payment. The base bid, alternate 1 and alternate 2 are a little higher than what we have set aside for the work to be completed. Supervisor Kelley recommends doing the complete project and thinks that we

will be able to complete all the work and not have to carry the payment or worry about being over what we have to cover the cost. Motion made by Supervisor Haubrich to move forward with the base, alternate, 1 and alternate 2. For the complete price of \$382,840.96. Seconded by Supervisor Kortekaas, and passed by all.

**7. Recreation-**

❖ Park and Cemetery Inspection Reports for July, 2018 - Motion made to approve made by Supervisor Kelley, Seconded by Supervisor Kortekaas, and passed by all.

**8. Correspondence-**

❖ None-

**9. Town Hall Report-**

❖ Review town hall report as prepared by town hall caretaker, dated 7/7/2108- 8/3/2018- Motion made to approve made by Supervisor Kortekaas, Seconded Supervisor Schack, and passed by all.

**10. Maintenance Report-**

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

**11. Old Business-**

❖ Sale of Township Land and Finding of Fact- Public Hearing was held and 2 residents spoke to the Board, one was in favor and 1 was not in favor of the sale. No decisions were made and it was decided to bring to the P&D meeting to bring some finding of fact. Areas of concern on the direction to be moved forward, also an opinion from the Township Attorney does not require a public hearing however the Board would like to make sure we are transparent and that residents have the opportunity to be heard. Is the sale of the property in the public interest? Supervisor Kortekaas does not feel like it is in the best interest of the public. Supervisor Haubrich feels like the Township has many parks and with the Hall and Cemetery there is already much property to maintain. He likes Rich's suggestion of having a buffered zone between the Cemetery and the property to be sold to ensure that the property allows to have a privacy space between the cemetery and a home is not built overlooking the cemetery. Supervisor Kelley made a Motion to table the next 3 items on the agenda to take the time to look at this. Recommends sometime in the middle of October as a possibility at the P& D Meeting. This would allow more time to do research and look over our numbers after the road work is complete. Seconded by Supervisor Haubrich, and passed by all.

❖ SEH Survey Estimate

❖ Northern Lights Survey Estimate

❖ Box for Rental Forms at Town Hall- Town Hall rental form box is located outside the hall in the box to make it more available to anyone wishing to rent the hall. Reminder to please contact Amber Hartl for inquiries regarding renting the hall.

**12. New Business-**

❖ Annual Financial Auditor Report for year ending December 31, 2017- The final report is in, packets were already provided. If you have questions, please bring them to the next Regular Meeting. Treasurer Adams did not see any discrepancies or findings to note. Supervisor Haubrich has a question on page 1 on the expiration of time- should be 1<sup>st</sup> Monday in Jan? Question on page 5 in the book, highlights under general fund? Question on page 30 there is a discrepancy on withholding? Motion made to approve with the correction made by Supervisor Haubrich, Seconded by Supervisor Kortekaas and passed by all.

❖ Schedule Work Session RE: Cemetery- Work Session set for September 4<sup>th</sup> at the Town hall if available or the maintenance center if the hall is not open. This will also include Work Session on Mishawaka Landing. Set for 7 PM.

- ❖ [Minnesota@OpenTheBooks.com](mailto:Minnesota@OpenTheBooks.com) Data Request- Townships outside of the metro areas are not required to respond or to comply with this request. Each Township outside the metro area may decide how they want to respond or if they would like to send any response at all. Motion made by Supervisor Kelley that we do not respond to the request- Seconded by Supervisor Haubrich and passed by all. Clerk to respond that we will not be responding to this request.
- ❖ Township/ Legal Seminar- Madam Chair says this is a great seminar and there are a few dates out there to pick from. Supervisor Kelley, Supervisor Schack and Supervisor Kortekaas would like to attend again. They chose Oct 6<sup>th</sup> and they will register on their own. Motion to attend made by Supervisor Kelley, Seconded by Supervisor Schack and passed by all. This will need to be posted as 3 Supervisors will be attending.
- ❖ Admin Policy/ Clerk Duties- Please add this into the same Work Session on September 4<sup>th</sup> at 7 pm.
- ❖ Public Lake Access- The Township needed to find out if we own the section of lake access that was brought to our attention last month. - Madam Chair did some research and found this property is not under any jurisdiction of the Board and the property owner should consult atty. The Records office could not produce any documentation that the Township owns or has any rights to preserve or govern this landing.
- ❖ Media Com- They have started and are completing about a mile per day and hope to be hooking residents up by November.

**13. Bills-**

- ❖ Approve Payments- 2 mistakes, 1<sup>st</sup> total is incorrect, the formula was incorrect- 2<sup>nd</sup> remove SEH, we will not be paying the SEH as it is not due. That was a double payment that is now corrected- Motion made by Supervisor Haubrich and Seconded by Supervisor Kortekaas and passed by all to pay all bills for a total of \$9,864.04.

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

Dan Butterfield- Dan asks the Board to please include the letter from our attorney in regard to the data request reply. – Dan was also at the county board meeting and they have serious concerns that the county needs to pay attention to spending. Money is tight and encourages our Board to pay attention to spending.

Rich Libby- Rich has a map of the public lake access- although we do not own the property the public access that was in question he encourages the Township to remember the landings may be used by Kayaks and that the landing is still of public use. It could be used for years to come by the public and as long as public can walk to the lake from it that we should retain these for public use. He would like to do some research and return to the Board with Law and Court opinion for them to review.

**15. Upcoming meetings/events-**

- (T) Sept 4 Work Session on Cemetery, Clerk Duties, Mishawaka Landing.....7:00 pm Harris Town Hall
- (M) Sept 10 Itasca County Township Association.....7:00 pm Blandin Foundation
- (W) Sept 12 Regular Meeting.....7:30pm Harris Town Hall
- (W) Sept 26 Planning and Development Meeting.....7:30 pm Harris Town Hall

**16. Adjourn-**

Motion to adjourn made by Supervisor Kortekaas, Seconded by Supervisor Haubrich and passed by all.

Prepared by: Kati Pierce  
Signature \_\_\_\_\_

Madam Chair: Peggy Clayton  
Signature \_\_\_\_\_