

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, September 23, 2009 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, September 23, 2009. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas and Larry Key, Clerk Michele Smith and Treasurer John Jokela.

Also in attendance: Julie Kennedy – SEH Township Engineer

1. Pledge to the flag

2. Business from the Floor

None

3. Roads

- Road side clean up by ICC Engineering students - update (Julie)

ICC Engineering students decided to clean Wendigo Park Road this fall, from River Road to Sunny Beach Road. The Township will provide bags and garbage pick up, along with an “adopt a township road” sign. ICC Engineering students will provide the vests, and perform the clean up along the road. Julie will set up a time for the students, most likely a Thursday in October, and let Supervisor Key know what date is decided upon.

The board discussed that next spring (2010), Sunny Beach Road would be good one to clean up.

- Road fund and upcoming projects review for 2010 (Julie)

A Road & Bridge fund budget sheet was handed out with two scenarios for the board to review. It showed projected expenditures for the Underwood Road and Mishawaka Road projects, and the fund balance at the end of December 2010 (a copy will be attached to these minutes). One scenario was for pavement prep and overlay of the Underwood Road, and the cul de sac construction. This option would require \$125,000 be taken out of the Capital Improvement /Road Fund. The second scenario was for crack repair and cul de sac construction on the Underwood Road; this option would not require any transfers from the Capital Improvement fund. Both scenarios also included drainage improvements on Mishawaka Road.

The board discussed if they wanted to borrow almost half the balance of the Capital Improvement Road Fund, for a \$286,000 project on a road that services only 14 homes. It was noted that there could be additional lands opening up some time in the future, which could mean more residents, but currently there only 14 homes on this portion of the Underwood Road.

Rosato didn't feel it was worth draining our capital improvement fund for a road with such low volume. He preferred trying the crack filling option, even it we have to redo it every 4-5 years. Key was not in favor of putting a large amount of money into crack-filling, especially since we don't know the life cycle of the injection product that would be used. The board discussed doing the construction of the cul de sac and fixing the specified drainage problems on Underwood Road but waiting to do the crack filling of the bad spots until after these other projects were completed. This would also allow time to see how the crack repair holds through frost and thaw on Mishawaka Road, which is a very similar to Underwood.

At the end of the discussion, the **board agreed to 1.) Abandon the ROW portion at the end of Underwood Road, as previously agreed to, 2.) Design the cul de sac for Underwood Road in time for a March 2010 bid, with April/May construction, and 3.) Look into crack filling the worst areas of the Underwood Road after these projects have been completed.**

In addition, all agreed that the drainage on north side of Mishawaka Road, near T&M Marine, should be done this fall to avoid dangerous flooding in the spring. Julie agreed to get a quote form ready for the Board to approve.

- Sign numbering options:

Julie provided information on putting numbers on the front of road signs, as requested by the Board, as a way to keep track of when signs were replaced with a new one that met the reflectivity standards. MN Dot's standard is to put numbers on the back, but Larry preferred putting them on the front to allow the maintenance crew to more easily, and safely, view the numbers during road inspections

- Update on minor subdivision on Bay View (see memo from Itasca Co. Planning Advisory Commission)
A formal letter was received stating that the request for the minor subdivision could not be processed.

4. Recreation

- Herbicide spraying
Herbicide spraying has been completed at the Cemetery, town hall and parks.
- Crystal Park Warming House
We are still waiting on wiring to be hooked up at the Crystal Warming house. Also, a heater will also will need to be installed; Key is looking into an electric heater.

5. Town Hall Report – August 2009

A report was received from the Township's Caretaker, for the month of August: There were no accidents or damages to report. Money collected was \$125 for 5 rentals.

6. Maintenance Report for August 2009

The report was reviewed without any questions from the board.

7. Old Business

- Renewal of BXBS insurance for maintenance crew (John)
Rates of medical insurance for our maintenance crew (Dan & Derrick) were reviewed. The current monthly premium is \$877.00/month for both guys (combined). This will be increasing to \$879 at renewal, or an increase of \$2/month.

Supervisor Rosato made a motion to renew the health insurance for our maintenance crew at the new rate, \$879/month, for November 1, 2009 through Nov 1, 2010. The motion was seconded by Supervisor Kortekaas and upon roll call, passed.

- First Aid/CPR Training
Rosato forwarded a schedule of first aid/CPR training to the maintenance crew with several date/time options. Key didn't know if the times would work, as they were either on a weekend, or into the evenings during the week.
The Board approved that the maintenance crew go to the CPR/First aid training of their choice, and that the Township would pay them for any necessary overtime hours.
- Waiver form for Hay stumpage at Cemetery
A waiver form from Roy/Bart Johnson, to seed/till cemetery property, was shared with the board by Julie. The waiver form she created would be for 4 years. (A copy will be attached to these minutes.) The form was approved by Attorney Shaw approved, and signed by the Johnsons. The Board will also sign the form, and the Clerk will file it in the cemetery road file.
- Online version of the Herald Review newspaper
Supervisor Key explained to the Board that the maintenance crew uses the internet version of Herald Review newspaper to review daily cemetery notices. However, it's now only available if you subscribe to the actual newspaper, or pay a monthly access fee. Key explained that the guys check the obituaries first thing each morning, to see if anyone will be buried at Harris Cemetery – especially from Libby's, as they are not very timely with notices in the winter. It also gives the veteran status. Overall, it's a valuable tool per Key. **The board approved the clerk to subscribe to the Herald Review newspaper for \$56/year, in order to get the online version as well. The paper will be delivered to the Service Center.**
- Adopt-a-Highway Roadside clean up by the Board
Fall is a time that the town board cleans the roadside of a portion of the River Road, as a part of the Adopt-a-Highway program. The board discussed when they would like to do this.
It was decided that roadside clean up would occur on October 8th, 2009 starting at 5:30pm; the board will meet at Harris Cemetery, weather permitting.

- New John Deer Tractor – update
A new John Deer tractor was delivered to the Service Center today; however, it was not the same model number that Supervisor Key ordered. In addition the boom was shorter than ordered, and a brush hog was delivered instead of the flail mower.
Key pulled the purchase order to verify what was sent to John Deer and Diamond Mower. It confirmed that we did not get what we ordered: We ordered tractor model #7130; we got a 7320, In addition, the accessories said to be in the cab were not installed. We ordered a 20' boom; we received a 17' boom. We ordered a flail mower; we got a brush hog.
Supervisor Key will follow up with sales representative Tom Doyle, from Diamond Mowers. Because it was delivered a month and a half sooner than previously communicated, Key wondered if we got someone else's order. Treasurer John Jokela will try and locate the purchase sheet which showed the item model numbers and prices.
- 2007 / 2008 Audit Results
Treasurer Jokela commented that he still has not heard back from Jennifer at Glorvigan's, regarding the township's 2007 audit results. John has left numerous messages with no return calls. Peg had also left numerous messages with Glorvigan's' about the 2007 and 2008 audits, before she resigned. John will start walking over to Glorvigan's to try and catch Jen in her office. Both 2007 and 2008 audits should be done by now; the Board has only received an audit report on 2006 – the first audit performed by Glorvigan.

8. New Business

- Public Hearing for Amendments to the Sanitation Ordinance: Wed. October 14, 2009
The packet of draft amendments dated 9/9/09 and entitled *Subsurface Sewage Treatment System (SSTS) Ordinance, Itasca County, Minnesota* was supplied to the Board members, for their review.
Julie is planning to attend this hearing and will report back to the board.
- State and Federal Tax withholdings (John)
When processing monthly claim forms for the Maintenance crew, John is currently using standard tax tables. However, for the board, he has continued to use the flat amount option as communicated to him by former treasurer Bishop. Jokela wanted to make sure the Board knew that it was their choice if they wanted him to use a standard table, or if they wanted to adjust the flat amount being taken out of their paychecks. Basically, any time they want to change the withholding, they should just notify Jokela.

9. Adjourn

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato to adjourn the meeting at 8:53pm. Meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk