

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, April 14, 2010 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, April 14, 2010. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Dennis Kortekaas, and Gary Rosato; Clerk Michele Smith and Treasurer John Jokela. Absent: None.

Guests: Julie Kennedy – SEH, Andy Shaw - the township's attorney, Gary Johnson & Keith Hunt - representatives from Paul Bunyan Telephone, and Ben Otto & Rashid Dewberry - ICC engineering student interns.

1. **The pledge to the flag** was followed by the reading of the township mission statement.
2. **Approve the minutes** of the Regular Meeting on March 10, P&D and Reorganization Meeting on March 24, and the Annual Board of Canvass on March 9, 2010. Also, for review only – minutes from the Annual Harris Town Meeting on March 9, 2010 (these will be approved at the 2011 annual meeting).

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the minutes as presented. Upon roll call, motion carried

3. **Consider approval of Paul Bunyan Line Extension Permit** (Keith Hunt – PB / Attorney Andy Shaw)

Attorney Shaw reviewed the proposed *Township of Harris Line Extension Permit with Paul Bunyan Rural Telephone Cooperative*, for cable services. This is an extension of Paul Bunyan facilities and services in Grand Rapids. Paul Bunyan would offer the same cable services, service tiers, service options and rates & charges in the township as it offers in Grand Rapids pursuant to the terms and conditions of the cable franchise issued to Paul Bunyan by the City of Grand Rapids.

Shaw found the permit to be acceptable and in order, and did not see any reason *not* to enter into the agreement with Paul Bunyan. It was noted that the cable commission does not seem to have involvement with this action, though a copy of the executed agreement would be provided to the cable commission if approved.

The board reviewed the line extension permit, and had some questions for Paul Bunyan. Representative Gary Johnson gave the following responses to the board's questions:

Q: If approved, when would we see Paul Bunyan activity in Harris Township?

A: There is a broadband (high speed internet) stimulus grant available and Paul Bunyan has applied for funding for the Harris Township project, and a few other areas near Grand Rapids. If successful, PB will build everywhere they can, dependant on the amount of grant. It is PB's hope is to offer cable/internet service to *every* home in Harris Township. They'll know more when they hear back on the grant, which may not be until August. Once awarded, there is 2-3 year window to implement services, or 2011- 2013.

If no stimulus monies are received, PB's goal is still the same – to make their services available to every Harris Township resident - but the time frame to do so will be slower, based on their operating funds.

Q: Will there be any financial burden on the township?

A: No – but PB may request help in getting road ROW access for their cables. Then, PB will request permission from each resident to install cable up to their house, with no obligation for installation.

Q: Do you know what area of the township would get service first? Or would everyone have it available at the same time?

A: Usually, installation/access is provided in one area at a time, but PB was not sure which area would be available first. It was likely that PB would try and provide service to areas that don't currently have cable/internet options.

With no other questions or discussion, Supervisor Rosato made a motion to adopt the Town of Harris Line Extension Permit with Paul Bunyan Rural Telephone Cooperative, entering into an

expansion of cable television and internet services to Harris Township. Supervisor Key seconded the motion, and upon roll call, the motion was passed by a unanimous vote.

Chairman Kortekaas and Clerk Smith signed the line extension agreements, keeping one executed copy for the township's files, and providing one copy to Paul Bunyan. Treasurer Jokela will provide a copy to the cable commission. (A copy will also be attached to these minutes.)

4. Meet the ICC engineering student interns chosen to design a concept plan for the Service Center property

Julie Kennedy introduced the board to the two ICC engineering students, Ben Otto & Rashid Dewberry, who were chosen for the township's internship. Harris Township entered into an agreement with ICC to have 2-3 engineering students work on developing a concept plan for the Service Center property. The students will be working on the project for about the next 8 weeks. Their goal is to provide Harris Township with a centralized facility that can serve as a town hall, recreation area, and maintenance area. Their constraints are to stay within building parameters, zoning for Itasca county farmland, budgeting and board preferences.

Ben and Rashid gave a power point presentation to the board of their preliminary ideas for the project. The board provided them with feedback, and a common understanding was reached. The students will attend the next board meeting, on April 28th, to provide an update on their progress.

5. Roads

Julie Kennedy – road project updates

- Road meeting items

Julie has several items that she will bring to Road Meeting on April 28. It will help determine a priority for the current project year, and will include estimated project costs. Some of those projects include:

- Gravel roads package including drainage on Sunset Lane, Sunset Drive. A bid package is ready, using class V modified, for the previously identified 5-6 gravel roads. Julie and Supervisor Key will drive these roads before the Road Meeting, to verify road conditions and gravel needs.
- Completion of the Underwood Road cul-de-sac
- The remainder of the Mishawaka Road drainage (at Gilberts)
- Fixing the Sunny Beach Road culvert

- Bay View Place:

Julie commented that Bob Troumbly met with her on Friday, regarding the proposed Bay View Place plat. He is interested in doing a petition for the road going into the plat to be taken over by the Township. (The township's road standards were previously shared with Troumbly.)

- Norway & Schmidt roads

In follow up to questions from the Probsts at the March P&D meeting, Julie located the road order for Norway, indicating that it is a public cartway. However, there is no recorded cartway information nor road order for Schmidt Road. As a result, the township has a prescriptive ROW, from road edge to road edge, as far west as the gravel goes and no further. There is no intersection of Schmidt Road with Norway cartway.

The draft letter to C. Erickson, requesting that his "private drive" sign be removed from Norway, was reviewed – see "Old Business" below.

- Mishawaka Shores:

A call was received, requesting that the township maintenance crew fill in cracks on the Mishawaka Shores turn around. However, Supervisor Key thinks our ROW ends before the turn around. Julie will bring a drawing of the turn around to an upcoming meeting.

- Mishawaka Road reconstruction

The board discussed future plans for the Mishawaka Road, and the desire to reconstruct it in conjunction with the City of Grand Rapids, when they reconstruct their portion of the road. Julie

suggested that the board start looking at it this summer and fall, for 2011 reconstruction. She will also bring some information/costs on the project to the Annual Road meeting on April 28.

6. Treasurer's Reports: March 2010

Treasurer Jokela stated that he will start doing a narrative of each month's treasury report for the board, and watch the Regular meetings that are aired on ICTV.

In March, Jokela pointed out that we received money from the Minnesota gas tax, in the amount of \$14,029.49.

Supervisor Rosato made a motion to approve the Treasurer's report of March 2010 financials; Supervisor Key seconded the motion and upon roll call, motion carried.

7. Business from the Floor –

None

8. Recreation

- Parking lots proposals for paving by Hawkinson (copies will be attached to these minutes):
 - *Crystal Park:* Diagram shared with board. Start to finish job cost by Hawkinson: **\$29,400**. No top soil, but seed provided (township maintenance crew can do). Striping is included. Clay was found, and some rocks, so some base work would be needed (included in proposal).
 - *Wendigo Park:* Diagram shared with the board, with two project areas. One area (in orange) may be a private drive, and so the yellow area may be the only one done. A lot of shallow tree roots were found, as well as large rocks. Heavier vehicles like busses and delivery trucks were noted to frequently use this area as a turn around, and so the road base was planned accordingly. Start to finish costs by Hawkinson, were quoted by area: **\$22,600 for yellow area, and \$19,200 for the orange area.**

If decided upon, Hawkinson could complete these projects by mid June.

Due to the cost of the proposed projects, and the decreasing balance in the recreation fund budget, the board may need money out of the Capital Improvement fund for this. It was also suggested that perhaps only one parking could be done this year, and the other done next year.

The Board did not make a decision on this issue tonight, but will review again at the April 28th P&D Meeting, when the township's recreational advisor, Mike Hendricks, is in attendance.

9. Correspondence

Board Action items:

- Nothing

Noteworthy items:

- Signed Fire contract for 2010-2015 received; contract amount for 2010 is \$73,211 (half due July & half in Dec)
- Notice of public open house for county Hwy Dept.'s proposed five year plan: Monday, April 19 at 3:30, courthouse brdrm

8. Consent Agenda

1. Consider approval of cemetery sites sold to Randy Serfling, Sec 3, Block 4, Lot 1, Sites 5 & 6
2. Consider approval of cemetery site sold to David Maynard, Sec 2, Block 39, Lot 3, Site 1
3. Consider approval of cemetery site sold to Rick Ross, Sec 3, Block 24, Lot 1, Site 5

Supervisor Key made a motion, seconded by Supervisor Rosato, to pass all three items on the consent agenda. Upon roll call, motion carried.

9. Old Business

- Reorganization meeting items, from 3/24/10:
 - Confirm Deputy Clerk appointment: Katie Fannin confirmed that she will be Michele's Deputy Clerk.
 - Designate Deputy Treasurer: John designated Peggy Bishop for another year as Deputy Treasurer.
 - Designate town depository: John designated Wells Fargo bank for operating funds (checking/savings) and American Bank for Certificates of Deposits (CDs).

- Cable Commission Director – revisited: Supervisor Rosato recommended appointing John Jokela to the Cable Commission, as he currently is the only person on the board who gets cable, and has an interest in serving. Also, this is a position that does not need to be filled by a Supervisor – just a township resident (like Burl Ives, who served in this position for many years).

Chairman Kortekaas introduced Resolution 2010-003, A Resolution Designating a Harris Township Director for the Greater Area Grand Rapids Area Cable Commission, which designated John Jokela as the Cable Commission Director, with all three supervisors listed as alternate directors (to fill in for Jokela as needed). Supervisor Rosato made motion to adopt said resolution, seconded by Supervisor Key. Upon roll call, motion passed and the resolution was duly adopted.

- Human Resources Representative – discuss changing appointment from Rosato to Jokela

Supervisor Rosato led discussion to change the appointment of this position from himself to Treasurer Jokela. Jokela's office is in close proximity to the Maintenance office, and has 12 years of payroll and insurance experience, typically handled by an HR person. Rosato noted that any employee issues would still be reported to the board, and that the no duties of the board were being relinquished. Jokela also expressed that he would be happy to serve in this role.

A motion was made by Supervisor Rosato to appoint John Jokela as HR representative, which was seconded by Supervisor Key. Upon roll call, motion carried by a unanimous vote.

- Review draft letter regarding Norway cartway, posted as private
In reviewing the draft letter requesting that the sign posted on the public Norway cartway be removed, a couple punctuation and spelling errors were noted for correction, but the content and format of the letter were **approved by the board**. Clerk Smith will send out to Carl Erickson in the next day or two.

- Cemetery disinterment/reinterments request from Erickson
Payment has been received in the amount of \$250 regarding a previous request from Walter Erickson to disinter three cremains and reinter them in an adjoining family site. In speaking with Walter's son Roland, the request to consider allowing 5 cremains in one site, instead of the current policy for 4, is no longer needed.

Roland Erickson also asked Clerk Smith about the moving and placement of various headstones and about the placement of his wife's cremains, buried this winter. Due to the complication of the situation, Smith had asked if Roland should be at the cemetery when the moving was being done. However, Supervisor Key and the Maintenance crew agreed that this would not be a good idea. Instead, they requested that Roland come to inspect the work, *after* the disinterments/reinterments were completed – noting any adjustments could be done, as needed. The board agreed with this decision. Key thought the project could be completed by the end of this week.

Clerk Smith will advise Roland Erickson of the board's decision, and contact him accordingly.

- Newsletter: Discuss deadline for articles:
 - Michele – front page – Paul Bunyan agreement
 - John: DNR designated water landing strips on Pokegama Lake
 - Dennis: TBD – short course, or weeds
 - Julie: ICC students / Roadside clean up
 - Gary: Memorial Day
 - Larry: Cemetery history

Clerk Smith requested articles be given to her by the April 28th P&D meeting, in order to meet the goal of having them mailed out the week before Memorial Day.

- Roadside clean up

The clean-up of the adopt-a-highway portion of River Road was attempted Rosato and Jokela; however, it had not yet been done.

Clean up for the Adopt a Town Road will be cleaned up on Tuesday, May 4 by the ICC Engineering students (Wendigo Park Road). Julie will coordinate with the maintenance crew to pick up the garbage collected.

- Summer intern student – Maintenance crew:

Gary Perrington will be starting on May 20th to work with the maintenance crew over the summer, while he's on summer break from college.

10. New Business

None

11. Approve payment of bills

Jokela reported that there were 35 bills totaling \$41,872.09. He noted the 2009/2010 plowing contracts were included, for \$21,417.00

Supervisor Key made a motion to approve payment of the bills as listed on the "April 2010 Bill Listing to Board", in the amount of \$41,872.09 (see attached copy to these minutes). Supervisor Rosato seconded the motion, and upon roll call, motion carried.

12. Adjourn

Supervisor Key made a motion to adjourn the meeting at 9:02 p.m. Supervisor Rosato seconded the motion, and the meeting was adjourned.

Respectfully submitted,

Michele Smith, Clerk