

**MINUTES from the REGULAR MEETING
Harris Township Board
Wednesday, June 9, 2010 at 7:30pm**

The Regular meeting of the Harris Town Board was held on Wednesday, June 9, 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 shawl – township attorney, and Ben Otto– ICC engineering student interns.

1. Pledge to the flag, followed by the reading of the township mission statement

2. Approve the minutes of the Regular Meeting on May 12, the P&D Meeting on May 26, the Round Table Work Session with the City of Grand Rapids Staff on June 2, 2010.

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

3. Andrew Shaw – Harris Township/Blaine transaction

A proposed purchase agreement was discussed, regarding the property on the corner of Wendigo Park Road and Harris Town Road, which the town board would like to buy. Shaw confirmed that the township was not going to use the structure, and thus felt the standard disclosure statement provided by owners (Blaines) was fine.

Shaw did not like the idea of the township purchasing the property, and renting back to the Blaines for any length of time (aka – being a land lord). Instead, he suggested a counter proposal whereby the township would enter into a purchase agreement with the Blaines for the price agreed upon, but that closing would not occur until after the Blaines found a house, or June 1, 2011, whichever came first. Earnest money would be paid to the Blaines, to secure the transaction and the agreed upon selling price; the earnest money would go towards the closing costs.

The other terms/conditions proposed by Blaines were nothing to be concerned about, per Shaw nor did he have any other concerns to discuss with the board.

How the purchase of the property would be funded was verified by Treasurer Jokela: The Township would be paying with cash, from their capital improvement account / service center dedicated fund.

Supervisor Key was appointed to be the contact person for Shaw, if needed for any discussions with the Blaines. Shaw will continue on with the paperwork needed for this purchase, and advise the board along the way of the status of the purchase agreement.

4. Service Center concept plan updates - ICC Engineering student intern: Ben Otto

It was noted that this report will be the last one, until start of next school year.

Ben Otto shared two 2 new options and diagrams with the board, showing a larger parking area for the town hall on NW corner, and connected with two roads. The town hall entrance faced Harris Town Road in one option, and it faced Wendigo Park Road in the other option. One concern about the hall facing Wendigo Park Road, is the hill on Wendigo; the board discussed that perhaps an entrance/exit off of Harris town road would be a better/safer idea.

Julie recapped that the intern's goals for this season were to present several concept options for future use of the service center property, and to provide the board with some visual diagrams, showing the proportion of buildings vs. usable land, to scale.

Recommendation by Julie: Review the concept plans over next 3 months, think about the various plan options, and revisit the concept plans in the fall 2010. After choosing the desired layout, the next step

would be to identify and add more details to the buildings, and putting a dollar amount to it in order to start the budget process. It was noted that this would still be a concept plan – with lots of brainstorming; it's not design. (*Print outs of the latest diagrams shared with the board will be attached to these minutes.*)

5. Burl Ives - Off-site liquor license request (for Camp Mishawaka's centennial celebration)

Mike and Mary Ives attended tonight's meeting instead of their son, Burl. The Ives are the owners of the Timberlake Lodge; Burl is the manager.

The Ives presented the board with a letter, requesting a 3 day liquor permit. Timberlake Lodge holds an on sale liquor license with the city of Grand Rapids, and they have been asked to assist the owners of Camp Mishawaka with their celebration of their centennial on August 20 – 22, 2010. Timberlake Lodge would set up portable bar service in rented tents, on Camp Mishawaka's grounds. They would have their certified and trained bartenders serving beer and wine to their registered event guests during the early evening reception from 5-10pm. Product would be delivered by their regular vendors and controlled by Timberlake staff.

The Ives visited with the city of Grand Rapids and Itasca County; they both said that because the off-site location is in Harris Township, the board had the authority to issue a limited 3 day liquor permit for the Ives to use their liquor license to serve the private centennial celebration needs on the camp Mishawaka property.

The board did not recall ever issuing a temporary liquor license, but did not see any problems with doing so. The township does not have a form for this, but the County thought the Ives could use the MN state form as the city of Grand Rapids does them on a regular basis and the County does them in unorganized townships.

Supervisor Rosato made a motion to support the temporary off-site liquor license request by Mike and Mary Ives, for the centennial celebration at Camp Mishawaka on August 20-22, 2010. Supervisor key seconded the motion, and upon roll call passed unanimously. (A copy of the Ives' request letter, and their current liquor license, will be attached to these minutes.)

Mary Ives will proceed with getting the proper permit form.

6. Roads

Julie Kennedy – project updates

- Crystal Park parking lot:

Julie talked with Hawkinson about the Crystal Park parking lot paving project. Prep week is scheduled for the week of June 14th with paving on June 21st, weather permitting. No pavilion reservations should be made during this time. Julie will create a notice that parking lot will be off limits. The township maintenance crew will do the seeding/restoration around the parking lot after the paving has been completed, as well as reset the parking lot bollards.

- Mishawaka Shores – Easement review

A letter has not yet sent to the Mishawaka Shores Association, outlining the request for the right-of-way; Julie will be doing soon.

- Gravel road project – bids

Bids for the gravel road project should be completed by June 25th. Written quotes had not yet been received. She will add in Wagon Wheel, per request of the board, as the road bed is still wet, and with several pot holes.

- Underwood abandonment

Julie and Andy Shaw are working on finalizing the Underwood Road easement proceeding, and then the cul de sac project can be bid. In addition, there is apx 13,000 feet of roadway on the west end of Wendigo Park Road that will have crack sealing done by Commercial Asphalt Repair.

- East Harris:
There are about 20 cracks of significant depth on East Harris Road. The board discussed if there was money in the budget to have Commercial Asphalt Repair do the repair work. Julie will ask them about that when she calls the company about the Underwood Road project.
- Wagon Wheel and Bear Creek
These two roads have been graded, and they will be dust guarded on Monday.
- Grader:
The township's old 1952 grader is broke down. Supervisor Key talked to a Robert Cook at Nortrax, and they have a municipal lease program through John Deere. They have a 1990 grader previously owned by Bayfield County that came in today. Key explained that they would bring the grader up for the guys to try out. It has a 770BH, a 14 foot blade and 4,000 hours on it. It looks nice. We can use it for a 3 day trial period, before deciding whether to buy it or not.

One option discussed was leasing the grader. 4 years was the longest lease period available, due to the 1990 model year. Doing this would cost \$11,000/year or the equivalent in monthly payments. The interest rate for leasing would be 5 ¾ %.

Treasurer Jokela commented that financing may not be feasible for the township. If we have the money in the bank, we shouldn't pay out more in interest than we're making on the money in the bank; it would not be fiducially responsible to finance when we have the money in the bank, and are only making 1% interest.

For the county to plow the township's gravel roads, the fee is \$660/mile x 7 miles of gravel township roads = apx \$4,600/year, plus another \$1,200 for road's that need to be graded twice a month: Bear Creek (1.7 miles) and Wagon Wheel (.24 miles), for a total of apx of \$5,800/year to grade all township roads. This would be almost half the cost of leasing (\$11,000/year), plus it would free up about \$1,500 of the employees' wages that are spent on grading. In addition, it would free up garage storage space, eliminate \$100/year for insurance, and save on the cost of fuel and maintenance for the grader. It was also noted that the capital equipment fund reserve is low, so it would be a tough year to make the purchase – especially because we have not been budgeting to replace the grader.

Key explained that trading in the township's current tractor was not a good idea, as they will only give us a dollar for the trade. However, once it's fixed, it could probably be sold for approximately \$4,000 – based on what other graders are selling for (per the internet). The part needed to repair the grader has been located in Georgia, and is on its way.

The board discussed that they started grading their own roads because the 1953 model grader came up for a great price - \$5,000 - and at a good time, as the price for county plowing was going up significantly. However, the board agreed that they now need to consider if grading is something that should be continued by the township, or contracted out. They need to bounce some figures around to see if a used grader is a good buy, vs. going with the county.

Concerns with having the county do the plowing is that they generally only plow once a month, and on their schedule. If we'd like to have a particular road graded, at a certain time, the county is often unable/unwilling to meet this request due to their schedule and quantities of roads they need to get done every month. Also, due to their schedule, roads are often graded in a hurry to meet the deadlines, and a poor job may be done. This may include grading off too much gravel into the ditches.

Disadvantages of continuing to plow our own township roads is that the current grader is slow – it takes a whole day to do Bear Creek. The board discussed that they need to look at the work flow for maintenance crew – do they have the time to grade? Are other things falling behind? With the old grader, the answer is “yes”; with a new model – it's not known. The 7 miles of gravel road are strung out throughout the township, so it takes a while just to drive to the gravel road even before they start to plow.

The main advantages of grading our own roads is that they can be done whenever needed, and more time can be spent to grade the road right, saving on gravel replacement cost.

Supervisor Rosato will check to see if we can tag onto this year's County contract if needed, and bring that information back to the board. They will then continue their discussion, and make a decision of what to do for grading the rest of 2010.

- Shouldering of roads:
The maintenance crew is shouldering the Mishawaka road. Southwood Road also needs to be done as the drop-offs are getting bad. The maintenance crew commented to Supervisor Key about how time consuming shouldering is, due to having to haul gravel from the Service Center to the road, and making several trips per project.

7. Treasurer's Reports: May 2010

Treasurer Jokela gave a verbal recap of the fund activity and their ending balances as of May 31, 2010.

Supervisor Key made a motion to approve the treasurer's report as presented, and it was seconded by Supervisor Rosato. Upon roll call, motion carried.

8. Business from the Floor

- None

9. Recreation

- Nothing

10. Correspondence

BOARD ACTION ITEMS:

- Northeast Minnesota HOME Consortium Joint Powers Agreement (renewal notification)
 - *The board opted to 'do nothing' as outlined, in order to renew their agreement.*
- Pre-Registration form for MAT Summer Short Course (must be postmarked by 6/15/10) – save \$10/person
 - *It was decided that no one would pre-register, as they could not commit to attending.*

NOTEWORTHY ITEMS WERE READ:

- Notice of Public Hearing: The South Central Itasca Co. Intergovernmental Planning Board (SCICIPB) will accept public input on the termination of the joint Powers Agreement of the SCICIPB on **July 7, 2010 at noon** in the in the Itasca County Boardroom
- Itasca Co. Sheriff's Office "Calls for Service" reports for 2009 (highest number of calls in Harris Twp in 9 years & equals about 1/7 or 14% of total calls in Itasca County)
- Request for posting public notice regarding a solid waste facility permit
- Copies of county approved Zoning/Land Use Permits

11. Consent Agenda

None

12. Old Business

- Discuss group dental insurance through MAT (John)
Jokela explained that the enrollment forms had been received from the 2 maintenance workers, and that processing those would need to be approved by board resolution.
Supervisor key made a motion to approve Resolution #2010-005 for Enrollment in the Township Officers Group Dental program for Fulltime Maintenance Employees; this will be as paid benefit for those employees; the board is also eligible at their own expense. This motion was seconded by Supervisor Rosato, and upon roll call passed by a unanimous vote.
(A copy of the resolution will be attached to these minutes.)

- Discuss decision for tractor replacement

The board had discussed at a previous meeting if the Ford 2120 tractor should be replaced with another tractor, or a Terex skid steer. The latter was decided on by Maintenance Supervisor Key, in accordance with the board's request and authorization. The Terex has a brush hog, a backhoe, a bucket and trailer – as the trailer we had wasn't heavy enough. All attachments and trailer were quoted in the price of \$50,715.00 (after trade in). Funding would come out of the capital equipment fund, as outlined in the replacement plan for 2001.

- Town Hall roof shingle quotes:

3 quotes were received to reshingling the town hall roof. All three said the roof is in bad shape.

1. Miller Roofing: Timberline shingles - \$6,940
2. Gemini construction – Timberline shingles - \$9,330
3. Larson construction – Timberline shingles - \$12,329 shingles or \$17,320 for a metal roof, using 26 gauge metal. (All three companies agreed that the hall is not a good building for a metal roof.)

All companies' quotes included a 30 year guarantee, using the same shingle (it looks like a cedar shake). All quotes included all tar needed, and the disposal of old shingles.

Supervisor Rosato made a motion, seconded by Supervisor Key, to award the town hall shingle replacement project to the lowest bidder, or Miller Roofing for \$6,940; Rosato also included the approval of a \$3,990 down payment as noted on the estimate. Upon roll call, motion carried with by a unanimous vote.

13. New Business

- None

14. Approve payment of bills

It was noted that on the bill list was the purchase of a Terex (skid steer) from ASV with buckets, backhoe, brush cutter and trailer, less trade, for \$50,715. This equipment will replace the 1993 Ford 2120 tractor and attachments, which was scheduled for replacement this year, in accordance with the capital equipment plan.

Also on the bill list was payment for the portable restrooms for the summer, to Portable John, for \$3,052.

Supervisor Rosato made a motion to approve payment of the attached bill list as presented in the June 2010 Bill Listing to the Board, in the amount of \$78,710.03. Supervisor Key seconded the motion and upon roll call, motion carried by a unanimous vote.

15. Adjourn

Supervisor Key made a motion to adjourn the Regular meeting of the Harris Town Board at approximately 9:30pm; Supervisor Rosato seconded the motion and the meeting was adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township