

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, July 13, 2011 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, July 13, 2011. The meeting was called to order at 7:30pm by Chairman Rosato, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato, Dennis Kortekaas, Clerk Michele Smith and Treasurer Becky Adams. Absent: None

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on June 8, the P&D Meeting on June 22, and the Round Table Work Session with Staff of Grand Rapids on June 20, 2011.

***A motion was made by Supervisor Kortekaas to approve all the meeting minutes as presented; the motion was seconded by Supervisor Key and upon roll called, motion passed by unanimous vote.***

### 3. Roads

- Julie Kennedy: (see memo)
  - Consider award of gravel road project

Quotes were received for the 2011 Gravel Road Project (a 4" class V lift), including Jane Lane, Vroman Road, and Hughes Road. Four (4) bids were opened at 4:00pm today, Wednesday July 13<sup>th</sup> and the results are as follows:

• Schwartz Excavating:	\$25,372.60
• Hawkinson Construction:	\$25,390.00
• Hammerlund Construction:	\$29,256.80
• Casper Construction:	\$32,895.00

SEH recommended that this contract be awarded to Schwartz Excavating in their low quote amount of \$25,372.60.

The Town Board commented that they'd dropped Wagon Wheel from the original list of roads to include in this project, as it only needed shaping this year– and not gravel. Therefore, the board discussed adding another road to replace Wagon Wheel – and Bear Creek Road was suggested. Supervisor Key had been notified that the gravel on the last half mile of this road (from the sign to the end of the road) had turned to sand, and additional gravel was needed. Supervisor Key recommended having class V put on this area, and to have it tested for proper for compaction. Braun Intertec does this type of testing for us, per Julie. It was also noted that the dust guard is gone on this section of Bear Creek, but neither the board nor Julie recommended reapplying the dust guard after gravel is added, due to the lateness of the season

Julie stated that the board may want to rebid the project, with the addition of Bear Creek, as they could get a lower price for more tonnage. However, the board was not in favor of rebidding, as it would delay the project. Per Julie's calculation, the cost to add Bear Creek to the current bid at the unit price quoted by Schwartz would be approximately \$14,000. This is a 55% increase to the total bid price of \$25,372.60.

The 2011 budget for gravel is \$20,000. However, in reviewing the projected year end balances for 2011, there should still be an adequate balance at the end of the year that could absorb this additional cost to gravel Bear Creek.

***Supervisor Key made a motion to award the gravel road project contract to the lowest bidder, Schwartz Excavating, for \$25,372.60; the motion also included that the last ½ mile of Bear Creek (from sign to the turnaround) also be added to the gravel road project. Supervisor Kortekaas seconded the motion. With no further discussion, roll call taken and motion passed by unanimous vote.***

○ Mishawaka Road project update

Contracts for the Mishawaka Road reconstruction project were presented to the board by Julie of SEH, for execution. The award had previously been approved by the board. The awarded contractor, Anderson Brothers, indicated that they would like to begin construction the week of July 25<sup>th</sup>. However, they have not yet obtained the MPCA storm-water permit (something needed when an acre or more of wetland is disturbed), and it cannot be obtained during the current State shutdown. Julie and the contractor are looking into permit requirements and available options:

- If a permit is *not* needed, work may be able to start on July 25<sup>th</sup>.
- If they find a permit *is* required:
  - And the state resumes work by July 29, and the permit is obtained online, work can begin on Aug 1 and be completed by Sept 2. OR
  - The Township and contractor can agree to extend timeline to have construction take place next spring, OR
  - The township can choose to cancel the contract, pay the contractor any owed compensation to date, and rebid the project in the spring.

There was no action needed by the board at this time. A preconstruction meeting is scheduled for next Wednesday with Anderson Brothers.

○ Underwood Road Turnaround Project:

The contractor of the Underwood Road turnaround project (Casper Construction) has scheduled the final punch list items as per attached, including paving the bituminous wear course on Monday, July 18<sup>th</sup>. The subcontractor (Hawkinson) will be placing the bituminous patch on Salo's driveway, located at 20418 Wendigo Park Road. Mail boxes will be relocated to the turf area east of Osborn's driveway, and some clean up of the area will be done. There was no action needed for this item, but Julie commented that they should be able to close out this project in September 2011.

○ Stony Point Drainage Project:

Julie shared an email she'd received from a resident of Stony Point Road, stating that the erosion control measures on Stony Point Road performed very well through several June rainfalls, and thanked the board for their efforts.

● Road Striping:

Supervisor Rosato reported that he'd given the list of paved roads which need striping to Jeff Davies, at the City of Grand Rapids. Davies agreed to lump the additional township striping miles into the city's striping project, and will see what kind of pricing they can get. Davies commented that he'd probably be getting the pricing in the next 2 weeks, and will share with Rosato.

**4. Treasurer's Reports: June 2011 financials**

Treasurer Adams commented that we just got in the first half of the 2011 apportionments, which will be shown on next month's report as July deposits.

With regards to the bill list, some larger items include the first half of the fire contract with the city of Grand Rapids, payment for salt and sand to Itasca County for this past winter, payment for dust guarding, and health/life insurance premiums for the township employees.

***Supervisor Kortekaas made a motion to approve the Treasurer's report for June 2011 financials. Supervisor Key seconded the motion, and upon roll call, motion carried by a unanimous vote.***

**5. Business from the Floor – None**

## 6. Recreation

- Consider approval of annual request from ISD#316 Greenway for use of Crystal and Wendigo tennis courts for the Mary Sandstrom Tennis Tournament on Thursday, July 14<sup>th</sup>, from 9am – 2pm (post accordingly)

The board reviewed the request form, and noted they have approved use of the township's tennis courts for this tournament every year, for many years, and there has never been a problem.

***A motion was made by Supervisor Key to approve the request for use of Crystal and Wendigo Parks tennis courts for the Mary Sandstorm tournament on July 14<sup>th</sup>, from 9am – 2pm. Supervisor Kortekaas seconded the motion, and upon roll call, motion carried.***

Clerk Smith will notify ISD #316 of the board's approval. The maintenance guys will post notice at both courts.

## 7. Correspondence

### Board Action items:

- Email from Jennifer Utecht: Pokegama Lake Walkway Meeting on Thursday, July 14th, 6:30pm at Zorbaz, and request for financial assistance.

In an email from Jennifer Utecht, Jennifer invited the board to attend a meeting at the Pokegama Lake Walkway, to show them what has been done, and what is left to be done. The Pokegama Lake Association and MnDOT were also invited. However, no one on the Harris Township Board would be able to attend.

Jennifer also asked for financial assistance/donation from the township in her email, for her efforts to keep the walkway looking good. And while the electors did pass a motion to provide some assistance within reason, the board was unsure if they could legally donate to Jennifer, unless she is considered a non-profit, with a 501c3 classification. Another question was if the walkway was considered a park or a recreational area, as there are guidelines for donating to both. Overall, the board needed to do some research on the legal requirements for a situation like this, plus they wanted to hear more specifics of Jennifer's request for financial assistance.

**The board agreed to table this discussion until the P&D meeting on July 27<sup>th</sup>.** The Clerk was asked to invite Jennifer to the P&D meeting, as well as others from MnDOT and the Pokegama Lake Association, to discuss this matter further.

- IRS standard mileage rate increased effective July 1, 2011 to \$0.555/mile (from \$0.510/mile); current township policy is to reimburse at one half cent below this rate, but consider changing to *match* IRS rate.

Clerk Smith asked the board to consider changing the township's mileage reimbursement rate policy to match that rate approved by the IRS. Currently, it's the township's policy to pay at one half cent below that rate, as had been recommended by former treasurer Peggy Bishop. However, after checking with other township officers, the MAT Association, and the township Auditor, Smith found no basis for paying a rate below the IRS rate.

***Since there was no justification for reimbursing mileage at a rate below the IRS rate, a motion was made by Supervisor Rosato to change the township reimbursement rate to match that of the IRS standard mileage rate. The motion was seconded by Supervisor Key and upon roll call, passed by a unanimous vote.***

## 8. Consent Agenda

- a.) Confirm approval of *MN Lawful Gambling LG220 Application for Exempt Permit* as requested by the Grand Rapids Area Community Foundation for a raffle at Harbor Grand Sports Bar and Grill on September 15, 2011. Proceeds will be added to the grant designated to help applicants currently fighting cancer and unable to meet some of the incidental costs (transportation, hotel accommodations, prescriptions, wigs, etc.) The request was presented to the board at the posted Itasca Township Association Meeting, held June 13, 2011 with no questions or concerns by the board.

***A motion was made by Supervisor Key to approve the consent agenda item. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed.***

## 9. Old Business

- MAT Summer Short Course report out (Kortekaas and Smith)

Supervisor Kortekaas reported that the annual weed meeting was held at the recent MAT Short Course, but noted the main speaker/trainer did not show up. Kortekaas commented that it was still a good meeting.

He also noted that the MAT attorney announced before the mock meeting that the sign reflectivity due dates have been abolished – and that signs can be replaced whenever needed, rather than by a certain date.

Clerk Smith shared what she'd learned from the "mock meeting", and gave a handout that was prepared by MAT on all the learning points of that meeting. She said the morning session was very informative, but the afternoon was a little over her head, with regards to payroll reporting. However, she was able to share the handout from the session with Treasurer Adams.

- Town Hall:

Supervisor Key requested permission from the board to get quotes for replacing the entrance ramp to the town hall, and for replacing the back step on the town hall. He noted that the hand rails are loose, and that cement is falling off the ramp. The Board approved the Key proceed with getting quotes for this project.

- Wendigo Picnic Park – can it be sold:

Supervisor Key did some investigating at the Itasca County Courthouse on the Wendigo Picnic Park property. He found that the deed had not been recorded, but noted that the the property was sold to Harris Township for \$1.00 by William J. Walter & his wife. There was a stipulation on the deed that it cannot be sold. If it is, the property would go back to the state of Minnesota. A copy of the deed was given to clerk for filing, and a copy will also be attached to these minutes.

- Demo of Blaine property:

The demolition of the Blaine house and out buildings has still not been done. Schwartz is scheduling the work, and said it would be done after the 4<sup>th</sup> of July, but it's now the 13<sup>th</sup> of July, and the work has still not been done. Key will talk to the contractor again about this project.

## 10. New Business

- Supervisor Kortekaas announced that he will start looking into a potential trail along Mishawaka Road, using the Cottage Grove ROW. He'll investigate and report back to the board. The rest of the board was very supportive of his efforts.

## 11. Approve payment of bills

***After reviewing the list of bills submitted for payment by Treasurer Adams, a motion was made by Supervisor Key to approve payment of the bills, as per the attachment list titled "July 2011 Bill Listing the Board", in the amount of \$89,800.01. The motion was seconded by Supervisor Kortekaas and upon roll call, the motion passed by a unanimous vote.***

## 12. Adjourn

***With no other business to come before the board, Supervisor Key made a motion to adjourn tonight's Regular Meeting of the Harris Town Board at 8:42pm. The motion was seconded by Supervisor Kortekaas; meeting adjourned.***

Respectfully submitted,

Michele Smith, Clerk of Harris Twp.