

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, May 25, 2011 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, May 25, 2011. The meeting was called to order at 7:30pm by Chairman Rosato, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Larry Key, Clerk Michele Smith, and Treasurer Becky Adams. Absent: None

Also in attendance: Julie Kennedy, SEH Road Engineer

1. Pledge to the flag

2. Roads

Updates by Julie Kennedy – SEH:

- Award of Mishawaka Road project

The bid opening for the award of the Mishawaka Road project was originally scheduled for today, but needed to be rescheduled. The new opening will take place on June 8th at 4:00pm at the SEH office. Construction will start until July 8th, so there were no problems with the opening postponement. Julie commented that we have 3 prime contractors bidding. Supervisor Rosato will attend the opening.

- Easements on Mishawaka Road

Julie brought information back to the board as requested, regarding the easements needed near the Mishawaka boat landing for proper ditching. Ditching is needed to prevent water from crossing the road as it does now. Maps and detailed drawings were shared with board and reviewed (a copy will be attached to these minutes).

The residents that we need a permanent easement from are as follows. The size and width of the easements vary by property:

- Doug Fulton
- Joan Richardson trust
- Stephen Purdum (It was noted that the board may consider a land swap for this easement, as the landowner has a strip of land that the township needs for ditching, and the township has a ROW going through the landowner's property, where a road will never be placed.)
- New Camps (Stephen Purdum's but under business name)
- Michael Albers

All but one resident, Julie noted, had proposed the easement as they want to fix the ditching and slope the road towards the landing. The board liked the idea of no cost easements, as proposed by Julie.

One concern raised by Supervisor Rosato was about potential water acceleration towards the landing, especially near Doug Fulton's. He doesn't want to create any new drainage issues. Julie agreed to check into this concern more thoroughly and report back to the board.

- Road inspection sheets

Julie passed out the annual road inspection sheets to the board. Supervisors would be inspecting the same roads as last year, and the completed 2010 road inspection ratings and notes were on the back of the 2011 report – for their reference.

Clerk Smith reminded the board that the Annual Road Inspection meeting is scheduled for Wednesday, June 1st at 7:30pm, at the town hall.

Other road issues:

- Road striping update (Rosato) – see email:

In response to Supervisor Rosato's email inquiry, Jeff Davies, Public Works Director for the City of Grand Rapids, replied that the city would be striping this summer, but that they don't have a schedule yet. Davies agreed to let township know as they prepare to contract, and thought both entities could save money by working together.

The board discussed which township roads they want striped in 2011. They agreed on: Wendigo Park Road, Southwood Road, Sunny Beach Road, Romans Road, Mishawka Road (east/west section), East Harris Road and Birch Hills Drive.

Rosato will give the road list and mileage to Jeff Davies.

- Dust Guard – Bear Creek

Dust guard has been applied to all of Bear Creek – even the part that was really sandy, from the sign back. This means that additional gravel cannot be added this year unless we wait until late this fall.

- Grading

Swartz continues to grade the township gravel roads, on an on-call basis. Supervisor Key is very happy with their work.

3. Business from the Floor

None

4. Recreation

- Mike Hendricks, Recreational Advisor for the township, visited with Supervisor Key as they still need to schedule a time to do their annual park inspections. Hendricks will find a date that works for him and then will get in touch with Key to confirm.
- Supervisor Key received a call requesting a bench by the Wendigo tennis court. It was noted that there is currently a bench at the Crystal tennis court. No action was taken by the board, on this request.

5. Town Hall Report for April 11, 2011 – May 7, 2011

The board reviewed the report submitted by the Town Hall Caretaker. There were 15 rentals, \$475.00 collected, and no damages or accidents to report.

6. Maintenance Report

The maintenance report was reviewed, as submitted by the township maintenance crew. There were no comments or questions by the board.

7. Old Business

- Review demolition of Blaine property quotes (Key):

Supervisor Key requested 2 quotes for the demolition of the house/garage at the former Blaine property, from Casper Construction and Schwartz. However, only 1 quote was received from Schwartz as Casper refused to provide a quote until the house had been inspected. Supervisor Key contacted the county's Environmental Services department at the court house, and they stated that an inspection was not needed.

The quote from Swartz was opened and reviewed by the board:

- \$6,800 for demolition of the house (and attached garage, as per discussion), and included 18 loads of demo, with additional loads at \$250/load. The quote did not specify if the price included filling in the basement with dirt from a pile at the cemetery, and Supervisor Key would like clarification on this.

Supervisor Key made a motion to approve the quote from Swartz Excavating for \$6,800 to remove the house/garage at the former Blaine property as quoted, upon clarification of the work to be done. Supervisor Kortekaas seconded the motion, and upon roll, the motion call passed by a unanimous vote.

- Discuss possible trespass involving a SSTS and a house boat, located on a portion of the public access between Pokegama and Hale Lakes (off Sunny Beach Road)

Supervisor Rosato hadn't had a chance to talk to the land/houseboat owner, but did talk to Environmental Services at the court house, seeking their advice. Rosato was told that the township didn't have to do anything, but should request that the landowner not do anything more. It is a public access, so anyone can land a boat in this area, but a boat cannot be stored there. Rosato will talk to the land/boat owner, and explain that someone had issued a complaint about the trespassing and the township's related concerns.

- Consider the approval of 1 or 2 summer interns for the maintenance crew during 2011, and discuss/clarify the hiring process

Supervisor Key presented 3 applications as received for the summer intern(s) position with the maintenance crew. One of the applicants was available immediately and is 19 yrs old. Another was 17 years old (18 in July) and will be available after Memorial Day, but then will leave for college the first of August. The third applicant is still in high school – a junior – and would not be available for about a week.

Supervisor Key made a motion to hire Dylan LaPlant as the full time temporary summer intern with the maintenance crew, effective immediately, and to hire Matt Siebert as a secondary intern as of May 31, 2011. Supervisor Kortekaas seconded the motion for discussion. Supervisor Rosato commented that having 2 summer interns was requested by the maintenance crew again this year, stating they could really use the extra help. The board discussed that there was money in the budget for 2011 for the additional wages, and that having two summer interns would be done on a trial basis. With no further discussion or concerns, roll call was taken and the motion passed by a unanimous vote.

The board then discussed the hiring process/requirement for summer interns. Although no formal policy was written tonight, it was agreed that the following should be a part of the hiring considerations:

- Student worker needs to be a high school graduate and going on for further education (college, vo-tech, etc.)
 - Board would *prefer* a student with a major/concentration in a related field, and experience in lawn care and manual labor but these items would not be required.
 - A valid driver's license would be a requirement, as the intern will drive the township truck.
 - No background checks will be done, since the interns will not be working with children.
 - A job description needs to be created, so that students know what the job requirements and responsibilities are before applying. Supervisor Rosato agreed to work on this.
 - The board would need to approval any hires, or rehires, each year.
- Discuss cemetery policy regarding burials on holidays

After a recent request for a burial on Memorial Day, Supervisor Key suggested that he'd like to drop the holiday option for burials, on those holidays that the Maintenance crew has off, as per the township employee handbook. The board had no concerns with doing this.

Supervisor Key made a motion to change the grave opening schedule to omit burials on the holidays that the maintenance workers are scheduled to have off. Supervisor Kortekaas seconded the motion, and upon roll call, motion passed.

Clerk Smith will revise the Harris Cemetery Grave Opening Fee Schedule accordingly, omitting the holiday option, for the specified holidays, and bring back to the board for a final review before sending out to the funeral homes. Smith noted that the cemetery policy that the public sees does not mention days for burials, so no change to the cemetery policy is needed.

- Consider approval of the revised town hall policy and brochure, now allowing garage sales
After reviewing the proposed revised policy and brochure, Supervisor Key made a motion, seconded by Supervisor Kortekaas, to approve the changes but to add the word “and hall”, to clarify that both the town hall and garage were included in the \$100 rental for garage/rummage sales. Upon roll call, motion carried.
- Review final plans for Memorial Day celebration at Harris Cemetery
Supervisor Rosato will be able to attend, as will the rest of the board and officers. Key will be there at 8:00am to start the coffee. Smith has ordered cookies from Janickes (15 dozen) and Key agreed to pick them up Saturday morning. Smith will bring ice.

Key commented that flags had been donated by VFW for use at the cemetery, but that 1 more is needed. They have enough flags and star holders for the veteran sites.
- Roadside clean up
Supervisors Rosato and Key did roadside clean up of the “Adopt a Highway” portion of River Road, as adopted by the board.
- Stony Point plat:
Supervisor Rosato visited the county surveyor’s office to discuss the layout of the Stony Point plat, and why it does not come upon the county’s GPS map online. He found out that to do a survey, the township would need to get a court order, and would have to pay for it; the county will not do it.

8. New Business

- Discuss the verification of invoices (that what’s billed is correct)
Treasurer Adams discussed that when preparing invoices for payment, especially road related vendors, she gets bills but does not have any way to verify if the vendor did the work, or if we are paying them the proper rates. She asked the board if there was a way to double check that. Supervisor Key clarified that the bill list gives a description of the work, and the dollar amount, so if they have questions, they will ask to see a copy of the billing. Julie Kennedy also suggested that if Adams had any questions, to feel free to send any road related billing to her for verification.

9. Adjourn

Supervisor Key made a motion to adjourn the meeting at 9:47pm. The motion was seconded by Supervisor Kortekaas and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township