

**MINUTES from the P&D Meeting  
Harris Township Board  
Wednesday, July 27, 2011 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, July 27, 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, Larry Key, Clerk Michele Smith, and Treasurer Becky Adams. *Absent:* none.

Also in attendance: Julie Kennedy, SEH Road Engineer, and Mike Hendricks, Township Recreational Advisor

**1. Pledge to the flag**

**2. Roads**

- Consider approval of MasTec permit for buried telephone wire, Qwest Job #M0110-1481 on Wagon Wheel

***After reviewing the diagram of the proposed work, a motion was made by Supervisor Kortekaas to approve the permit for buried telephone wire from MasTec, for Qwest Job@ M0110-1481. Supervisor Key seconded the motion and upon roll call, the motion passed.***

Clerk Smith will send MasTec the signed permit.

- Discuss the Mishawka Construction Project Report, from U.S. Census Bureau

Julie Kennedy agreed to fill out the report from the U.S. Census Bureau on behalf of the board, as it was related to the Mishawaka road project currently in progress. The board was confused as to why they would get something from the Census Bureau regarding a road project, but was happy that Julie volunteered to fill it out on behalf of the board.

- Updates by Julie Kennedy – SEH

- *Underwood Road:* The new turnaround area has been paved, and the patch on Salo's driveway has been done. Mailboxes should be relocated next week. Once final restoration of shouldering is done, the project can be closed out. Julie will do a walk-through prior to closing out the project
- *Gravel Road Project:* Schwartz is using Hawkinson pit material for the gravel road project, and has Ron-Ex helping haul gravel. Jane Lane and Vroman were done today, but Julie noted that there wasn't a compactor/roller used today – just the grader and trucks. She had some concerns about that, as roller compaction was specifically requested in the quote specs. Julie will follow up with Schwartz. Hughes Road and Bear Creek will be done tomorrow, and then the roads will then be tested for compaction. A pay request should be seen at the August 10, 2011 Regular meeting.
- *Mishawka Road:* The reconstruction projected was started Tuesday and is going well; they finished reclaiming tonight. Julie has talked to most residents and located where speed humps will be placed. She is working on the last easement that is needed, and should finalize with that resident tomorrow. All the easements received for this road project are temporary, rather than any permanent as originally considered. This was necessary in order to get the project done, but Julie and the Board will revisit the permanent easement option at a later date, where needed.

There is one tree that needs to be taken down during the project. It's a rare form of tamarack, but the resident has given permission to remove the tree rather than accept the liability for it falling on the road at a later date, as it would have likely would have died in the next year or so.

Julie stated that, for safety reasons, she would like to have the Mishawaka Landing closed this coming Saturday, 7-30-11, as road construction will be performed that day. And, per Julie's discussion with the DNR, a town board can close a public landing in their township at any time.

Julie offered to put a paid notice in paper about closing the landing, to make sure it would hit the paper in time. The board agreed it was a good idea to advise the public that the landing would be “temporary closed”, and approved that Julie put in a paid ad, rather than a press release. Julie said there will be lots of signage, in various locations, and highways.

Overall, Julie had not heard any complaints about the road project. Flyers went out to road residents with Julie’s phone number on it, and she’s received 3-4 calls/day.

Julie also informed the board that:

- Signage for the speed-humps is coming and striping on the humps also will also be done.
  - A new type of culvert will be used during this project, a poly-coated galvanized culvert.
  - Paving of the road will be done next Tuesday/Wednesday, weather permitting, so the project will be done in 2 weeks.
- *Road striping* of the board designated roads has been done. Harris Township worked with the City of Grand Rapids on a contract, for better pricing. The roads striped were: Wendigo Park Road, Southwood Road, Sunny Beach Road, Romans Road, Mishawka Road (the non construction area), Isle View, and Birch Street. The estimated cost to stripe these 23 miles of paved road with double yellow center lines, and white outer fog lines on both sides, was approximately \$15,000. It was noted that this is about \$5,000 over the 2011 budgeted amount for striping, but that the fund should be able to absorb the additional cost overall.

### 3. Business from the Floor

Peter Lotti, resident of Verde Lane, was in attendance as a representative of the Airport Road and Seventh Avenue Grand Rapids Neighborhood Association. Lotti gave the board a copy of a letter from their Association, to County Commissioner Rusty Eichorn, concerning the *Notice of Violation* issued to Hammerlund Construction Inc. on May 26<sup>th</sup>, 2011 by the Itasca County Environmental Services Dept. The letter explained the association’s position, and stated their demands for compliance by August 26, 2011, of the setback violation of 80 feet.

### 4. Recreation

- Review quotes for installing a sidewalk at Crystal Park, from the parking lot to the pavilion  
Mike Hendricks and Supervisor Key met at Crystal Park and discussed that a 5’ wide, 4” thick cement sidewalk from the parking lot to the pavilion would work well. They found a good path and location for the sidewalk, from the southwest corner of the parking lot (between the warming shack and the ice rink) to the northeast corner of the pavilion. It would be 175 feet in length.

Mike got an estimate from Hince Enterprises, Inc. for the sidewalk in the amount of \$5,218.00. This includes the sidewalk, removing the sod, sub cutting the black dirt and hauling it way, the addition of sand to bring it up to grade, the pour, and a light broom finish. The sod and dirt patching after the pour would be done by the maintenance workers. It works out to \$5.96/sq foot.

Mike recommended accepting the bid from Hince, as it’s in the ball park of what he thought to be reasonable. Mike suggested waiting until September to install the sidewalk, when school has started, as it’s less likely that kids would be using the park then.

An additional cement pad along the north side of the pavilion was considered, and Hince gave a price estimate for this at \$390.00. However, Mike didn’t think this was a good idea, due to the rain runoff off the pavilion, that would hit it directly.

With a new sidewalk, another fence pass-through, between the warming shack and the ice rink, would be needed. Mike had a proposal from Keller Fence for this, in the amount of \$325.00

***A motion was made by Supervisor Key to approve the Hince Enterprises estimate for a 5’ sidewalk at Crystal Park, from the parking lot to the pavilion, for the amount of \$5,218.00,***

**and to approve the proposal from Keller Fence for an additional pass-through to be installed to access the sidewalk, for \$325. The motion was seconded by Supervisor Kortekaas, and upon roll call, approved by a unanimous vote.**

- Backstop at Crystal: Mike explained that the backstop at Crystal Park's ball field is getting pretty beat up. He talked to Keller Fence about restretching the fence, but they suggested that it would be cheaper to remove the 9 gauge fence panel and replace it with a 6 gauge fence panel, than the labor costs to restretch the fence. Keller Fence submitted a proposal to remove and replace this panel of the chainlink fence for \$490.00.

**A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve Keller Fence's proposal to replace the 9 gauge backstop panel at the Crystal Park ball field with a 10' high, 6 gauge chainlink fence panel for \$490. Upon roll call, motion passed by a unanimous vote.**

- Installing fencing in front of player benches and dug outs – at both parks - was also discussed, and included in the Keller Fence proposal as follows: \$1,135.00 for Crystal Park and \$985 for Wendigo Park. However, Mike did not recommend that the township add this fencing right now, but rather consider it for the next budget cycle. Eventually, Mike felt the township would be told they "have" to have this type of fencing in place – for safety reasons.
- Wendigo Park – fence repair: Mike brought proposals from Keller Fence to repair the two areas of fence around Wendigo Park. One area was damaged during tree removal, and the proposed cost to repair that was \$200. The other area was damaged by an automobile this winter, and the proposed cost to repair that was \$240. Both could be insurance claims, but our deductible is higher than the cost of the fence repair.

**A motion was made by Supervisor Key to approve the proposal from Keller Fence to repair the 2 damaged areas of the fence at Wendigo Park, for a total of \$440. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.**

#### **5. Town Hall Report - for June 6 – July 10, 2011**

The board reviewed the report submitted by the Town Hall Caretaker, with no comments or concerns. There were 14 rentals (no rummage sales yet), and \$550 collected from June 6 to July 10, 2011.

A request was received by Supervisor Key, from the Humane Society – a non profit agency. They would like to reserve the town hall parking lot for August 24<sup>th</sup> and 25<sup>th</sup>, for a pick up and drop off location. Animals would be dropped off on the 24<sup>th</sup>, brought elsewhere for neutering/spading, and then dropped off at the parking lot on August 25<sup>th</sup>. Since they are a non profit, and since they would not be using the town hall, the Humane Society was requesting the township waive any rental fee.

The board discussed that they have the hall reserved for the 24<sup>th</sup>, so that wouldn't be a problem. The 25<sup>th</sup> is a Thursday, and while it may prevent someone from renting the hall that day, the board didn't have any concerns with the parking lot being used for the drop off site.

**Supervisor Kortekaas made a motion to approve that the Humane Society could use the Town Hall parking lot as needed on August 24 and 25, 2011 for an animal drop off / pick up location as requested. Supervisor Key seconded the motion, clarifying that no rental fee would be charged, as no town hall key would be provided. Upon roll call, motion carried.**

#### **6. Maintenance Report – for June, 2011**

The maintenance report was reviewed, as submitted by the Maintenance Crew. There were no comments or concerns voiced by the board.

## 7. Old Business

- Pokegama Lake Walkway & Gardens | Discuss donation request from Jennifer Utecht (as tabled from the July 13, 2011 Regular Meeting)

Supervisor Rosato and Clerk Smith had some correspondence with the Pokegama Lake Association, the DNR, and Jennifer Utecht since the last township meeting on July 13, 2011, when this topic was tabled. Overall, Jennifer is asking for \$20,000 in donations/sponsorship and provided a list of items that this money would be used for. (See email dated 7-18-11, that will be attached to these minutes.)

Clerk Smith contacted the MN Township Association Attorney to explained the situation, and ask if the township could legally donate to such a cause. Attorney Kent Sulem stated that since Jennifer is not set up as a nonprofit, it would *not* be proper for the township to donate to her. In addition, the township doesn't appear to have any jurisdiction over the walkway land, but rather it belongs to MnDOT. Therefore, even though the electors voted at the annual meeting to approve the township help Jennifer with the walkway cleanup project, it's not legal for the township to do so.

***Supervisor Key made a motion to deny the request from Jennifer Utecht for a sponsorship (donation) of money or services for continued care of the Pokegama Lake Walkway and Gardens, based on the legal concerns shared by MAT attorney Kent Sulem in his email dated July 18, 2011. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.***

Clerk Smith and Chairman Rosato will work together on a letter to send to Jennifer, advising her of the board's position and decision in this matter.

- Discuss partnering with the City of Grand Rapids, on their G.I.S. system  
Tom Pagel contacted Supervisor Rosato, and said asked if the board was still interested in the GIS system that the City of Grand Rapids currently uses. If so, he would like to give a demonstration of the system to the board in August. The board agreed they were interested, for use at Harris Cemetery. The date chosen was Wednesday, August 17<sup>th</sup> at City Hall at 7:00pm.
- Blaine house  
The house and out-buildings at the property purchased by the township on Wendigo Park Road, adjoining the Service Center and Cemetery properties, have been demolished and removed. The area has been landscaped and seeded, and the driveway entrance now has a berm, to keep people out. The well and septic are still there, but the septic will be taken out this fall. However, the well will not be capped, as it may be needed at some time in the future.

## 8. New Business

- "Redistricting" training for the clerk  
Clerk Smith shared the information she received from the county, for a 2 hour web-based training on 'redistricting', which can occur as a result of the 2010 census. Township Clerks were strongly encouraged to watch the webinar, as it could affect the number of polling places. Smith advised that she was willing do the training, but would charge for her time at the hourly labor rate – just like any other training.
- Consider implementing a GASB No. 54 policy, for 2011 yearend, as recommended by township auditor Deborah Medlin, from Eikill & Schilling  
Treasurer Adams explained that the GASB no. 54 policy is a fund balance policy, which talks about what funds should be set up as restricted. She will discuss the development of this policy with our auditor and will bring a policy to the board prior year end.

## 9. Adjourn

***A motion was made at 9:00pm by Supervisor Key to adjourn tonight's meeting. It was seconded by Supervisor Kortekaas, and the meeting was adjourned.***

Respectfully submitted,

Michele Smith, Clerk of Harris Township