

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, September 14, 2011 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, September 14, 2011. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato, and Dennis Kortekaas, Clerk Michele Smith, and Treasurer Becky Adams. Absent: None.

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Mike Hendricks – Twp Recreational Advisor, and approximately 10 township residents.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on August 10, the P&D Meeting on August 24, and the GIS Demonstration Round Table on August 31, 2011.

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

3. **Recreation** (*Supervisor Key made a motion, seconded by Kortekaas, to move this item from #7 up to #3, and upon roll call, motion carried.*)

Mike Hendricks

- Trail at Crystal Park,

The trail at Crystal Park, from the parking lot to the pavilion, has been completed with exception of what the maintenance crew needs to do along the trail edges. The work by Keller Fence also still needs to be completed, but should be done by next Wednesday.

- Herbicide/Fertilizer

Mike reviewed township grounds and grass, regarding the herbicide done in the spring. He noted that fertilizer has not been applied in a few years, and feels it's time to do it again as the grass is showing signs of need.

A quote was obtained from Tournament Turf (formerly T-Shot, whom the township has used for several years) to apply a double application of granular fertilizer/herbicide at township parks, the cemetery and the town hall. Mike noted that the granular application is different than the *spray* application that was used in the spring, and that the fertilizer/herbicide would be applied this fall, when the weather conditions are right.

The proposal from Tournament Turf was for \$1,961.96. Mike recommended proceeding with this project, and felt this was a very reasonable quote.

Supervisor Key made a motion to approve the quote for \$1,961.96 by Tournament Turf, and continue with application of fertilizer and herbicide as outlined. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

4. **Dan Butterfield – Discuss the “After the Fact” variance application from Hammerlund (gravel pit)**

Peter Lottie came to tonight's meeting on behalf of the Airport and 7th Ave SE Grand Rapids Neighbors Association, in place of Dan Butterfield, who was called out of town on a family emergency. Several of the neighborhood association members were also in attendance at tonight's meeting.

Lottie explained that there is a major concern by the association regarding the “After the fact variance” being requested by Hammerlund, and that they feel there has been an 80 foot intrusion into a 200 foot setback requirement. Chairman Rosato did clarify that the board had not yet received anything from the county with regards to this variance. This was acknowledged by Lotti, who added that the association had not yet received anything either. Lotti also recommended inviting Hammerlund, County Commissioner Rusty Eichorn, and someone from Itasca County Environmental Services to the township meeting when the variance is discussed.

Due to the absence of the variance documentation and details, Lotti took the opportunity to share information about the “Airport and 7th Ave SE Grand Rapids Neighbors Association” with the board:

- Current officers of the association are: Dan Butterfield – Chair, Peter Lotti and Cecil Borge – Co-chairs, Cheryl Butterfield – Secretary, and Cindy Ogle – Treasurer. Elections for these positions are held in February.
- There are 80 members currently, representing 7 million dollars in private property value, and \$40,000 in tax payments.
- There have been 3 neighborhood association meetings held so far, with published meetings minutes.
- The association held their first roadside cleanup along Airport Road, and will do again in October. They have adopted the Airport road, and a sign will be posted soon.
- Their mission is about being good neighbors, and they have done things like donating firewood to the widow of a member/neighbor.

Chairman Rosato thanked Lotti and association members for coming to tonight’s meeting, and commented that it’s something new for the board to have an association in the area, but that they will try to notify them of any concerns noted for the area.

One association member asked who was responsible for signage by gravel pits, stating “Caution, trucks hauling”? She felt there should be such signage on Airport Road, near Hammerlund’s north and south entrances, due to a concern with children in the area.

The board discussed that the Airport Road was a County road, so perhaps it was their responsibility. Or, it was also thought that it may be Hammerlund’s responsibility, as the owner of the gravel pit. They were not sure.

An association member also informed the board that the Sheriff had been called 3 times for traffic/safety concerns and trespassing violations – but nothing has been done. The Sheriff has also been called regarding gravel pit equipment running late at night (9:50pm) and very early in the morning (5:00am). As a result, the association is currently looking into filing a report with the county attorney, in hopes of some action on these matters.

Chairman Rosato commented that if a variance does come before the board, the township can recommend approval with conditions such as the restrictions to the hours of operation, which entrances are used, etc. They can also consider recommending rejection of the variance. However, Rosato reminded the association that it’s the *county’s* decision as to the actual approval/denial of the variance.

5. Business from the Floor

- None

6. Roads

- Julie Kennedy – updates on current road projects (see memo)
 - 2011 Mishawka Road improvement Project:
In the past month, the contractor has completed the majority of the striping (all but the speed humps and sub grade correction area), and the remaining turf establishment. The major work items yet to be completed are wear course pavement on the 3 speed humps, 4 driveways, sub-grade correction, striping in the same area, correcting improperly colored signs, and the removal of 3 trees. A punch list is available (though not included with the memo, as intended per Julie) for board review, showing the list of items sent to the contractor of all items to be completed. The contractor anticipates completing the work within the next 2 weeks. Julie commented that she hopes to close out this project in about a month.

A pay request was submitted to Treasurer, payable to Anderson Brothers Construction, in the amount of \$21,060.52; Treasurer Adams confirmed that it had been added to the pay request list, for board consideration and approval.

- Lakeview Drive (see maps from Julie)

At the request of the Board, after having heard from several residents, Julie looked in the drainage concerns along Lakeview Drive. She shared 2 options for drainage improvement along Lakeview Drive, one for long term and one for short term. Julie noted that replacing a collapsed culvert is part of both solutions.

- *For long term improvements*, it was Julie's opinion that Lakeview Road should be placed near the top of the road priority list, and the drainage along the entire length of the road be thoroughly evaluated along with the pavement rehabilitation project.
- *For short term improvements*, to protect the safety of the residents during the upcoming icy winter and spring months, it was Julie's opinion that a temporary drainage solution be implemented, that would include the replacement of the embankment along the inside radius of the curve, with a shallow ditch. The ditch would drain to a cross-street culvert near the property line of 32521 and 32485 in order to carry the water under the road to the south, so that it may continue along its natural drainage course to the lake.

Clerk Smith shared a comment from Lakeview resident J. Maturi, that he had some concern with direct run off going into the lake. He would like to see a holding pond instead, and asked the clerk to pass that information on to the board / Julie.

Julie added that there is only prescriptive easement along much of Lakeview Drive – which means the township only has jurisdiction to make corrections from the edge of road to the edge of road. As a result, easements would be needed from residents to do any drainage improvements. However, since the residents were seeking assistance, it's likely that easements could be gotten from them – especially in the south and east areas.

An estimated cost to prepare a temporary drainage ditch design, and put in a culvert, would be approximately \$8,000. This work would be partially used in the long term plan, per Julie. It was also clarified that "temporary" means up to 2 years.

It was Julie's recommendation, and ***Supervisor Key's motion, that the board authorize SEH to prepare the design of a temporary drainage improvement project and the required temporary easement document for discussion with those residents of Lakeview Drive, between properties 32531 and 32455. The motion included that the information would be shared with residents at a Lakeview Drive neighborhood meeting, hosted by the township. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion carried by a unanimous vote.***

Julie will prepare an invitation for all Lakeview Drive residents, and send out accordingly. She will touch base with the board as to the date for this meeting – at either the P&D meeting on September 28th, or a special work session, for the sole purpose of the neighborhood meeting.

- Township "End of Road" signage enforcement, beginning with 2013-2014 contract with Itasca Co.

The board reviewed the information from the county regarding their requirements for "End of town road maintenance" signs. Although this has always been a part of the contract with the county, they will begin enforcing it, with the 2013-2014 season.

Supervisor Key shared that we do currently have some of these types of signs in place at the end of township roads, but added that the maintenance crew is reviewing all roads to determine which ones need these signs.

- Lake Country Power Application for Utility Permit on Twp Road ROW: Sunny Beach Road

The board reviewed the schematic drawing as was in their agenda packet, along with the application. There were no concerns or questions.

Supervisor Kortekaas made a motion to approve the Utility Permit Application as submitted by Lake Country Power for work order #14116, along Sunny Beach Road. The motion was seconded by Supervisor Key, with the assumption that a horizontal bore would be performed. Upon roll call, motion carried.

- Paul Bunyan construction update; see map and discuss if there are any concerns

After reviewing the map of current construction as supplied by Paul Bunyan, Julie Kennedy voiced concern if indeed Mishawaka Road is included, due to the current road construction along a portion of Mishawaka Road. Julie agreed to contact Paul Bunyan to clarify. There was no concern with the other areas shown on the map.

7. Treasurer's Report: August 2011 financials

Treasurer Adams noted to the board that a large dollar amount, \$270,985, is coming out of the Capital Improvement Fund, for the Mishawaka Road improvements as planned. As a result, however, Adams requested permission to move money from the money market account at American Bank to the checking account at Wells Fargo, to cover these expenses. There had been CDs at American bank that matured, and left there in a savings account. And since additional checks will be written to cover the Mishawaka Road improvements, Adams recommended moving \$445,190 from this savings account into the checking account at Wells Fargo, to cover the entire capital improvement project as discussed.

A motion was made by Supervisor Kortekaas to move money from the money market savings account at American Bank to the township's checking account at Wells Fargo, to cover capital improvement expenditures, in the amount of \$445,190. The motion was seconded by Supervisor Key, and upon roll call, passed by a unanimous vote.

Adams also noted that a large bill on the September bill list was to AAA Striping Service for approximately \$15,000.

After reviewing the receipt and disbursement fund amounts, and fund balances as of August 31, 2011, Supervisor Key made a motion to approve the September treasurer's report as submitted. Supervisor Kortekaas seconded the motion, and upon roll call, motion passed.

8. Correspondence

Board Action items:

- 2012 Township Tax Levy Certification to Itasca County; consider approval of Resolution #2011-008, A Resolution Adopting the Levy Collectable in 2012

After discussing that no adjustment was needed to the proposed levy amount, as approved at the March 8, 2011 Annual Town Meeting, Supervisor Key made a motion to approve resolution 2011-008, A Resolution Adopting the Levy Collectable in 2012. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion passed by a unanimous vote.

Noteworthy items were reviewed, without comment or questions:

- Proposed fire contract for 2012, with City of Grand Rapids (Premium up 13% or \$9,521 vs. 2011)
- Final copy of Grand Rapids Comprehensive Plan, adopted July 25, 2011
- Information on a free Township Legal Seminar – Sat. Oct 1, 2011 in Cotton MN, by Couri & Ruppe

9. Consent Agenda

1. Consider approval of cemetery deed for Belinda Beckers: Sec 3, Block 14, Lot 2, site 3

Supervisor Key made a motion to approve the consent agenda item #1, as presented. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed.

10. Old Business

- None

11. New Business

- GIS Proposal – from City of Grand Rapids

The Clerk provided the board with the GIS proposal she received just today, for their review. The proposal noted that for the GIS work (design, layout of the cemetery, and digitized cremations, and scan/link of obituaries), and for the stand alone database (design and customized program), the cost would be **\$4,272.00.**

For the data entry of all existing sales and burials (names), the cost would be **\$2,136.00** – which is using a city employee at the rate of \$26.70/hour. However, the board could consider having an intern enter this information for \$10/hour, to substantially reduce this portion of the costs.

The board stated that they would need more time to review the proposal, and would like to give the Treasurer a chance to review the costs with regards to the current budget vs. actual status.

As a result, board action on the GIS proposal was tabled until the September P&D meeting on September 28th, noting that it may have to be tabled again given the full agenda for that meeting.

12. Approve payment of bills

The board reviewed the bill list, without any questions or concerns.

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve payment of the bills as per the attached report titled "September 2011 Bill listing to the board" in the amount of \$58,732.05. Upon roll call, the motion was passed by a unanimous vote.

13. Adjourn

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to adjourn the meeting at 9:09pm. The meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk