

**MINUTES from the P&D Meeting**  
**Harris Township Board**  
**Wednesday, February 22, 2012 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, February 22, 2012. 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: Mike Hendricks - Recreational Advisor for the township, and Dan Butterfield, Judy Myers, & John Persons – all township residents.

**1. Pledge to the flag**

**2. Business from the Floor**

- None

**3. ICC student interns – projects update**

Julie explained that the ICC interns would not be attending tonight's meeting, as originally planned, rather will just come to the February 29<sup>th</sup> Comprehensive Plan work session. They are currently working on condensing the details from the 2½ hour public input session on the Community Complex concept into a one page report, and will give to the board in next day or so for review prior to the 2/29 work session. The page will compare options discussed that night, from do nothing, to remodeling the current facilities, to brand new options – and the advantages & drawbacks to each.

**4. Roads**

- Julie Kennedy / SEH Road Engineer: Project updates
  - 2012 road projects: Julie looked into the ability to overlay roads in 2012 without reclaim, to save on costs. She looked at the roads that the board had prioritized:
    - *Wendigo Park Road* –  
After looking at Wendigo Park Road, Julie explained that this road will need a reclaim to be able to carry current road volume. And due to the expense of that, it could not be combined with other roads and stay within the road budget for 2012.
    - Key View –  
One end of Key View is bad; it will need significant patching and an overlay – with either a possible crack mill or a leveling course – which can be determined after the thaw.
    - *Mishawaka* -  
The section of road being considered, from Hwy 169 to the corner, could get by with leveling course and an overlay.

Ideally, the board hoped to be able to repair all 3 of these roads, but they discussed that this would be unlikely now, given the cost needed to reclaim Wendigo Park Road.

- Mishawaka – a “speed hump ahead” sign was stolen; a new sign has been ordered. It will be shipped to the Service Center, and the township maintenance crew will install. Key stated that he reported the theft to law enforcement. The post was not taken – just the sign.
- Gravel Road project: The cost, per Julie, was estimate to be the same as forecast, and be within the amount budgeted for 2012.

- Other road issues (if any)
  - Supervisor Rosato had received comments that a resident on Mishawaka Road was getting blamed for the speed humps; he was told that people will honk their horns when they go by the resident's home.

## 5. Recreation

- **Mike Hendricks – cost updates for Wendigo Park projects**

Per instruction of the board, Mike solicited quotes for baseball player benches (for the dugout area) at Wendigo Park, as well as for tennis court spectator benches.

- 2 player dugout benches, 20' each, with backrests, were recommended. The recycle plastic benches were discouraged due to special support needed for the 20' span. Instead, they should be made of aluminum, which Mike found to be much less expensive. The single benches are made to be portable, but can be bolted down to the concrete, which Mike recommended. The cost for the 2 player benches came to \$1,397.93 per the quote from Xccent. This included shipping and handling, and taxes. Mike commented that this quote is less than the previous quote of \$1,600.00. Delivery is 6-8 weeks for delivery, so Mike recommended moving on this soon.
- 2 spectator benches, 6 foot each with backrests were recommended. For these, the recycled plastic made benches were affordable, at \$518 each. For both benches, shipping, and taxes, the total was quoted by Xccent for \$1,278.23

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to have Mike Hendricks order the 2 player dugout benches for Wendigo ball field as quoted for \$1,397.93 and 2 spectator benches for the tennis courts at Wendigo for \$1,278.23 as quoted, both from Accent. Discussion: Clerk Smith noted that townships are now tax exempt, so the actual invoices for the benches should be a little less than quoted, as tax was included. Upon roll call, motion passed by a unanimous vote.***

The quotes were signed by Chairman Rosato, and given back to Mike Hendricks. (A copy of the quotes will be attached to these minutes.)

- Rinks: Supervisor Key reported that both township skating rinks are not closed, due to the weather. The rinks in town are still open, but they have zambonis.

## 6. Town Hall Report – for period of Jan 12<sup>th</sup> to Feb 6, 2012

The Board reviewed the town hall report, as submitted by the Town Hall Caretaker. \$300 was collected, and no accidents or damages were reported.

## 7. Maintenance Report for January 2012

The board reviewed the report as submitted from the township maintenance crew. No accidents or injuries were reported.

## 8. Old Business

- Township Board of Audit review and sign off of Clerks and Treasurer's 2011 financial summaries  
As 'tabled' from the February 15<sup>th</sup>, 2012 Board of Audit Meeting, the board compared the paper copies of the Clerk's Summary report of 2011 financial transactions and ending fund balances, to that of the Treasurer's Summary report of the same, and found that revenues, disbursements, and year end fund totals matched.

***Supervisor Kortekaas made a motion, seconded by Supervisor Key, to sign off on both the Treasurer's and Clerk's summary reports for 2011 financial activity, as all balances match. Motion passed by unanimous vote.***

- Anti-virus expired – Service Center computer

Supervisor Key reported that the Service Center computer's antivirus software had expired, and the current software from Connecting Point is no longer offered. They do have another product called "ProactivePC", but the cost is \$199/year. The board discussed that Norton Antivirus software can be purchased at Wal-Mart or Target, or online, is available for only \$70-80. This is what was on the service center computer initially when purchased, is what is used on the Clerk's township computer. However, Key explained that without a credit card, there wasn't a way for the Maintenance Crew to order or purchase the software.

Treasurer Adams commented that she had checked with Wells Fargo regarding a pre-paid Visa card for situations such as this; however, they only offer a standard debit card for the township's checking account and that was not advisable. Clerk Smith offered to make the purchase of the Norton software, and request reimbursement on her next claim form. The board approved, and thanked Smith for doing this.

- Contact at the County Highway Department

Supervisor Key found out that Bill Matzdorf, of the County Highway Department, will be retiring soon, and so the township will have a new contact person for road issues.

## 9. New Business

- Consider approval of letter to Drift Skippers Snowmobile Club in support of their grant request

The board reviewed a draft letter as presented by Clerk Smith, identical to the letter approved by the board last year in support of the Drift Skippers grant request for a new trail groomer. This is a request the board has received for the past several years, and the township is not donating any money – but rather is just in support of the grant request being made by the Drift Skippers.

***Supervisor Kortekaas made a motion, seconded by Supervisor Key, to approve the letter of support for the Driftskipper's Snowmobile Club grant request as presented. Upon roll call, motion passed by a unanimous vote.***

- Consider approval of the annual grading, snowplowing, and dust control contract renewal with Itasca County.

The board briefly reviewed the partial packet that accompanied Itasca County's May 1, 2012 – April 30, 2013 annual grading, snowplowing, and dust control contract. The rates were noted to be the same as last year, at \$660/mile for snowplowing and grading. However, there was some new information in the packet that the board wanted more time to review before acting on. Because the contract is not due back to the county until April 10<sup>th</sup>, the board agreed to table a motion on the contract until they've had more time to review the information. They asked the Clerk to put it on the agenda for March 14<sup>th</sup> Regular Meeting.

Julie noted that "Casper Landing" is listed on the county's road list under that name, yet the road sign still says 'Badger Road'. The official road name request was made by the township back in 2009, and \$50 paid, yet never changed. Treasurer Adams will try to verify if that \$50 check was ever cashed.

- Consider approval of Treasurer purchasing a laptop computer

The treasurer is in need of a new laptop. The one she currently has was a used computer donated to the township by the MN Association of Townships approximately 6-7 years ago. The operating system, Windows 2000, is outdated and Adams is not comfortable using it to access the internet due to its age. Adams has been using her personal computer for internet usage, needed to file quarterly township reports and communicate with the Clerk and Maintenance Crew. She requested permission to purchase a new laptop. Clerk Smith noted that we do have a line item in the General Fund for computers, in the amount of \$1,000/year, and that nothing was used from that line item in 2011.

***A motion was made by Supervisor Key to purchase a laptop computer for Treasurer, and for the Treasurer to pick it out so she can get what she needs. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.***

- Itasca County Highway Department - 5 year plan

Clerk Smith received notice of the Itasca County Highway Department public open house that will be held Tuesday, March 6<sup>th</sup> at 3:30pm at Board Room of Court House. Julie will be attending. A copy of the 5 year plan was included with the notice, and shared with the board.

## **10. Adjourn**

***A motion was made by Supervisor Key to adjourn the P&D meeting at 8:27pm. Upon a second by Supervisor Kortekaas, the meeting was adjourned.***

Respectfully submitted

Michele Smith - Clerk