

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, July 25, 2012 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, July 25, 2012. The meeting was called to order at 7:30pm by Chairman Key, 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 were Julie Kennedy – Township Road Engineer from SEH, Jamie and Renee Perrington of Wylde Thyme Catering, and Dan Butterfield, Peter Lotti, and Judy Myers – all residents of the township.

1. Pledge to the flag

2. Business from the Floor

- Jamie and Renee Perrington – Wylde Thyme Catering

The Perringtons live on Mishawaka Road, and run a catering business out of their home. This newly reconstructed road is now posted with a 4 ton weight restriction, which is preventing the food delivery truck from bringing the Perringtons their supplies, and causing a hardship for their business. As a result, they came to request a waiver from the Board for the delivery truck, that would allow it to use Mishawka Road.

Prior to the new weight restriction, the delivery truck would pull over near the Perringtons sometime between 5:45am and 7:30am, for about a half hour to 45 minutes, to unload. This occurred every Thursday during 3-4 months of the year (the busy times), and maybe once a month during the slower times. However, since the driver can now be fined due to the weight restriction signage, he is not allowed to come down the road. The Perringtons do not have a properly cooled van so they are unable to pick up the food for fear it will spoil.

Julie reminded the board that the sign posted at the Hwy 169 entrance to Mishawka says “Road weight restriction *ahead*”, which starts at the city limits. The township portion of the road is not technically restricted; if it were, the gravel pit traffic would not be able to drive east to get to Hwy 169. However, when the city asked if they could post the sign at the east entrance, the board agreed as they liked the idea of restricting large truck through-traffic that had become a problem. However, the only enforced portion of Mishawaka is that which lies within the city limits.

The Perringtons explained that the delivery truck comes through the city’s portion of Mishawaka Road first, off of Golf Course Road, and then onto the township’s portion.

Julie checked with Tom Pagel of Grand Rapids, and asked what they do when someone is building and needs to deliver materials that exceed the road’s weight limit. Pagel said they supply a permit. And to get one, a letter needs to be written to the city, stating when the trucks would use the road, and for what purpose.

As a result, the board referred the Perringtons to Tom Pagel and recommended that they request a permit for use of the road by their delivery truck. They told them to let Pagel know that the board is in agreement with whatever the city decides.

3. Roads

- Mishawaka Road:
 - The speed humps have been revised – adding 6’ to each end of the “ramps”. Rosato had driven them with a truck and a car, and found that 35 mph with truck was too much. 30 mph was a little bit of a jump, and 25 mph was perfect. Over all, he was very happy with their decreased severity; the board agreed.
 - The board will consider closing out the Anderson Brother’s Mishawaka Road project in Aug 2012.
 - The shouldering washout is a separate issue, since it was the result of storm damage.

- Pavement Road Project:
 - Paving and shouldering is done; but not the final details.
 - Discussed the length of Keyview Drive that was done; the board didn’t realize the entire road was going to be repaved since as a portion was done not that long ago. However, Julie explained that it was discussed that the entire road would be done.
 - Striping of the three repaved roads is included in the road project bid, so finding a contractor to stripe is not the responsibility of the board.
 - On the newly paved section of Wendigo Park Road, it appears that some farm equipment went through the soft pavement before it was set up. It’s fine now – though not ideal. It was hoped that the ruts would work themselves out soon, due to heat.
 - Julie received thank you calls from 2 road residents on the new pavement.
 - A comment was received from a Stoney Point road resident, that Little Crystal has some really bad shoulders; Julie let them know it was a County Road but that the township would contact the county to let them know. Supervisor Key agreed to call the County.

- Gravel Road Project
 - Julie reminded the board that Casper Construction completed the gravel road project work, including Bay View Place, Metzenhuber Road, Norway Road, Schmidt Road, Wendigo Heights Road, Sunny Beach Addition, and the addition of Davis Road and the west end of Schmidt Road.

- Bear Creek
 - A thank you was received by Supervisor Rosato on Bear Creek, but Julie received a call saying they like to talk with her and the township regarding the end of road. Julie and Supervisor Key will review Bear Creek when they do the final road inspections of the newly paved roads.

- Dust guard
 - The dust guard by Dust B Gone is done; Bayview is just being finished up.

- Crack filling:
 - Commercial Asphalt, who does crack filling on paved roads, is currently tied up in Bemidji. Supervisor Key hopes to have an estimate from them next week for crack filling Birch Street, Lake View Drive and Harbor Heights road; those were the top 3 that he recommended. If there is any crack fill material left, he recommended doing Southwood.

- Hughes Road:
 - Supervisor Key received a call from a developer who is building on the corner of County Road 40, near Co. Rd. 67. He has sold 1 site and the person wants to put in a driveway off Hughes.

Supervisor Key said that since it was a township road, adding a driveway off of Hughes would be okay. He noted that there is no need for a culvert as there is no ditch there.

4. Recreation

- Tennis Courts
 - Supervisor Key had some people comment to him about the tennis courts; they said they hated to lose either one of them – but that the condition of the Wendigo courts is becoming a problem. The people wanted to know if the board was going to fix them.
- Wendigo Ball Field
 - Key commented that there was garbage left at Wendigo ball field, with a note asking “Wheres our trash cans?” Clerk Smith confirmed that she’d relayed to the Black Squirrel team manager on two occasions that the township is unable to supply garbage cans at any of their public places. However, she agreed to contact him again to confirm, in case there was any misunderstanding.

5. Town Hall Report for June 13 to July 11, 2012

- The board reviewed the report submitted by the Town Hall Caretaker. There were no accidents or damages reported; there were 15 rentals and \$325 collected.

6. Maintenance Report for June 2012

- The board reviewed the monthly maintenance report as submitted by the Maintenance Crew. In addition, Supervisor Key noted that he will be meeting with a tree service regarding tree removal on Harbor Heights and the Wendigo Picnic areas. Both areas have trees down due to recent storms.
- Also, when the water level on Pokegama Lake goes down, the docks at the public boat landings will be returned – except at Mishawaka landing, as that dock was damaged.

7. Old Business

- IRRRB Residential Redevelopment Program – township’s role (Dan Butterfield)

Dan Butterfield, the township’s appointed representative for the IRRRB Redevelopment Program, updated the board as to their role should someone request assistance in tearing down a building in the township.

Overall, Butterfield explained that the township is not involved until the end of the process, but that the property owner has a lot of paper work to fill out and submit, including pictures, to be approved. And that the resident needs to pay for the demo up front, after getting two estimates and meeting all program requirements. After that, if approved, the IRRRB will reimburse the resident up to 75% of demo costs, or \$3/sq ft per building – whatever is less. The building owner is responsible for the remaining 25% cost.

Butterfield also explained that the IRRRB suggests that a township have at least 3 buildings to demo, in order to save on costs. However, the board agreed that that would be tough, but that overall, this is still a good program.

- Status of getting a credit card for Township use

Treasurer Adams, Chairman Key, and Clerk Smith met with Eric Barth, vice president of Wells Fargo, to discuss options for getting a township credit card for the maintenance crew to use for online purchases – such as computer antivirus software and equipment / machine parts. The board approved getting a credit card at the June 27th P&D meeting, with a \$1,000 limit. However, Barth found that their minimum Visa credit limit through Wells Fargo is \$2,500.

If the higher limit is approved by the board, Barth suggested getting two credit cards– one with each of the maintenance crew member’s name on it – and splitting the \$2,500 limit evenly between them. Treasurer Adams clarified that the township’s name would also be on the credit card, but that a person’s name also needs to be on it. This allows an individual to be responsible and accountable for their purchases, and for submitting the necessary supporting documents and receipts.

Supervisor Rosato made a motion to approve setting up a township credit card account through Wells Fargo, with a limit of \$2,500; there would be 2 cards – one with Derrick Marttila’s name on it, and one with Dan Key’s name on it – each with a \$1,250 card limit. Supervisor Kortekaas seconded the motion, and upon roll call, motion passed by a unanimous vote.

Chairman Key, Clerk Smith, and Treasurer Adams will need to stop in at Wells Fargo at their convenience (can do separately – do not need to do as a group) to sign the necessary application paperwork . Adams noted that either Eric Barth or RaeAnne would be able to guide them through the process.

Also, Adams noted that signatures are needed to remove the invalid names on the Wells Fargo accounts – those of the former treasurers and clerk

- Review cost and need for additional township cell phones

Treasurer Adams updated the board on the cell phone situation as requested and previously discussed.

In order to get the government discount, the phones need to be ordered. She supplied the board with a print out of all phones available under the government plan, and the associated costs of the phones. The phones are available to look at/hold/test out at either of the two Verizon stores if a person wanted to see them in person.

Package rates to add a phone line was \$29 month; to add a smart phone, with a data package, would be \$48/month.

Supervisor Kortekaas had already gotten a personal cell phone, but the maintenance crew was in need of new phones that they use on a daily basis. Supervisor Key requested that they upgrade to a ‘smart phone’ – preferably an iPhone. They could benefit from having access to GIS and mapping information during their work.

A motion was made by Supervisor Kortekaas to approve the purchase of an 8 gig iPhone 4 for \$99.99 each for both of the two full time maintenance workers, plus a data plan, and necessary accessories (protective cases, belt clips, car chargers, etc.). Supervisor Rosato seconded the motion and upon roll call, motion carried by a unanimous vote.

- New maintenance truck
Supervisor Key informed the board that the new township pickup truck is in – and is currently in Duluth, getting a box installed.

8. New Business

- October Itasca County Township Association Meeting
Due to the second Monday of the month in October falling on Columbus Day, Supervisor Rosato informed the board that the Itasca County Township Association Meeting that month will be held on October 15th rather than October 8th as previously posted. Clerk Smith will post the date change accordingly.
- Election signs in the road ROW
The board discussed that election signs in the township road right-of-ways are prohibited – just as any other sign or obstructions are prohibited. To be on the safe side, signs should be placed 33 feet from center line, at the back side of the ditch, or in line with pedestals. Signs posted at busy corners can also be a safety issue. The City has an ordinance against election signs in the ROW, and will usually post notice in the paper, reminding residents of this. The board agreed that if a sign is in the township ROW, or becomes a safety issue, the maintenance crew or supervisor will pull up the sign, and lay it along side of road.

9. Adjourn

- **A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to adjourn tonight's P&D meeting at 8:41pm; motion carried and meeting adjourned.**

Respectfully submitted,

Michele Smith – Clerk of Harris Twp