

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, June 27, 2012 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, June 27, 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: Julie Kennedy – township road engineer from SEH, residents Dan Butterfield and Judy Myers, and a Boy Scout (Vincent) and his mother.

1. Pledge to the flag

2. Updated Township Comprehensive Plan (*John Powers - Applied Insights*)

- Review and consider possible changes to the plan

A public input session was held on June 13th to invite public comments on the revised comprehensive plan. From that input, John Powers drafted and shared the proposed changes to the plan, and presented to the board for review (*see copy in the agenda packet*). The areas of the plan that were modified included the grandfathering of uses, lakes, and trails.

Supervisor Rosato commented that he really liked the revised plan wording, as did the rest of the board, but requested that the examples for grandfathering be expanded to include lakeshore setbacks, conditional uses, and gravel pits (rather than *just* gravel pits).

A letter received from Ken Forst, from T&M Marine, expressing his desires for the 169 corridor zoning was reviewed and noted (*see copy in agenda packet*). No action was necessary.

- Consider adoption of revised comprehensive plan

Having reviewed the updated Harris Township Comprehensive Plan in detail, a motion was made by Supervisor Rosato to adopt plan as amended, incorporating John's proposed changes as he outlined for the board. The motion was seconded by Supervisor Key and upon roll call, motion carried by a unanimous vote.

John will update the plan, and provide to the clerk in an 8 ½ x 11 PDF version for posting on the township's website. Printed copies will be provided to the board with the fold-out maps. Maps will be sent separately via PDF for the website. John will also send a Word version, so text can be copied and pasted if needed.

The board discussed that they will want to put the finalized comprehensive plan in front of the County Zoning and Planning Commission as soon as possible. The town board will also request that the Township's Comprehensive Plan be included in the County's comprehensive plan. The County is planning to open and update their comp plan soon - possibly this fall.

3. Business from the Floor

- Vincent, a Boy Scout from Troop 4041, introduced himself and explained that he is working on his Eagle Scout merit badge and needed to attend a few township meetings and write a report.

4. Roads

Report from Julie Kennedy – road engineer from SEH:

- 2012 Pavement Project

Contracts for the 2012 pavement project by Hawkinson Construction were presented for signature as previously approved by the Board. Julie commented that everything the township's auditor from Eikill & Shilling will request are in these bound packets. One executed copy will be filed in the town hall office.

Also presented for board review was the road project change-order to the 2012 pavement project, to change to a *tight blade* and overlay, rather than a leveling course and overlay (as originally bid). Julie noted that the change order will change the cost of the project from \$289,900 to \$314,000, as previously discussed. This was also previously approved by the board, and the change order was signed.

- Improvements on Keyview Drive

Keyview is one of the roads included in the 2012 pavement project, and will be sub-cut by Hawkinson on Monday with paving scheduled for July 9th. They hope to be done in 2 weeks. Everyone in the area will be notified, and will be able to access the road. Julie commented that the mailing list for notices was quite extensive.

- Gravel project

The 2012 Gravel project started on Monday morning, with gravel added to Norway, Wendigo Heights and Schmidt. Due to rain and some rutting, Julie requested that the contractor wait until today to continue. Some of the gravel quality tests by Braun Intertec did not pass specs – the gravel was too sandy. It will be retested after the contractor rectifies the gravel.

Davis Road was added to the 2012 gravel project per the recommendation of Supervisor Key; the board agreed it was bad and supported this addition.

- Mishawaka Road

The inside corner erosion of Mishawaka Road, by the landing, has been documented. This damage was due to an issue with construction. Now, there is some loose bituminous by the "S" curve of Mishawaka, due to storm damage. Cones have been put along the road edge to prevent people from driving on the damaged pavement. Anderson Brothers Construction will be here this week to look at both areas. Regarding payment, Supervisor Key said he'd received a call from Itasca County, who said there are funds available for the storm damage. Julie will put together an estimate to report to the county.

The speed humps on Mishawaka will also be reviewed by Anderson Brothers when they are in the area. The board previously voted to reduce the severity of them, and look at a redesign so that they could be traveled over at 30mph rather than 20mph.

- Sunny Beach Road

Julie discussed the damage in the bituminous along the edge of Sunny Beach Road, near the RonEx gravel pit. Grand Rapids Public Utilities was contacted and explained that they had hired a private contractor – Itasca Utilities - to do a boring under the road for electrical cable. The boring was done east to west. When they hit a rock, and could not get through, they dug down 6' to go under the rock. Subsequently, the ground settled and caused the pavement to sink. The property owner was contacted and he said the contractor is liable and will take care of it. The use of a patch was approved by the board as the area is only approximately 20" x 5'. The area has been blocked off for safety.

Because no permit was submitted to the board by GRPUC, Itasca Utilities or the land owner, the board discussed current policy. It was determined that GRPUC needs to know the township requires a permit when boring done under the road. Perhaps County Zoning department needs to be reminded as well. Could also post on website, put in the news letter, etc. Even when the boring is within the ROW, a permit should be submitted. Julie agreed to provide a permit template for board review.

- Underwood Road

A resident contacted Supervisor Rosato, wondering why Wendigo Park Road was being improved rather than Underwood Road, west of Wendigo Park Road. Rosato handled the question via email, explaining that the low volume of the Underwood Road did not make it a priority.

- Road under water

The Sheriff contacted Supervisor Key, notifying him that the portion of Sunny Beach Road where Peterson put in a driveway, is under water. This is a known low spot, and the lake level is way up due to heavy rain fall. And the water level is expected to come up even more. For safety reasons, the maintenance crew will mark this area of the road.

- Right of way mowing

The maintenance crew started mowing the township road right of ways for safety reasons, even though it's before the fourth of July.

- Commercial Asphalt

A quote will be submitted by Commercial Asphalt for crack-filling on the roads specified during a previous meeting.

- Dust B Gone

Supervisor will get a quote from Dust B Gone on the roads specified previously; he had not pursued due to the all the rain we've had.

- Grading

Weather permitting; Schwartz will start grading the gravel roads tomorrow.

- Norberg Road

Supervisor Rosato was called to look at ponding water on Norberg Road. The resident thought it was a ditch / culvert problem, but Rosato found it to be was a landscape problem. The landowner will take care of it.

5. Recreation

- Mishawaka Public Boat Landing

Due to the high level of the water on Pokegama Lake, the dock at Mishawaka dock was floating and a causing a safety hazard. The dock was retrieved and taken out by the maintenance crew, but was damaged. As a result, it will not be put back in this year. Also, the portable bathroom was floating but the supplier came and retrieved it out of water.

- Park inspections

Supervisor Key and Mike Hendricks, Township Recreational Advisor, made their annual rounds of the parks. The tennis courts at Wendigo only have about 2 more years left of useful life. The board will eventually need to make a decision as to replace them, or take them out. The board agreed that due to the roads repairs that are needed, it may be hard to justify the cost to replace the tennis courts.

- Itasca County 2012-2022 Recreation Resource Plan survey – due June 30th

Supervisor Key reported that Mike Hendricks agreed to fill out the county's Recreational Plan survey, and is currently working on it.

- Wendigo Picnic Park

Supervisor Key discussed that maintenance is done at Wendigo Picnic Park, but that it is never used. It does have a walk-in lake access, but it's a very steep access. He suggested that the township consider letting it go back to the state, since the deed prevents the township from selling it. The Wendigo Community Club gave the township the property, but specified that it must be used for public use. The board discussed that this would have to come up at an annual meeting, but that it is something to think about.

6. Town Hall Report

None

7. Maintenance Report for May 2012

None

8. Old Business

- Consider a credit or debit card for Township use

Due to the need of the maintenance crew to purchase items online, when invoicing is not an option, the board asked Treasurer Adams to check into a credit or debit card for use by the crew. Adams went to Wells Fargo to discuss the township's options. She found that the

township can do either or both. She personally was not comfortable with a debit card, but preferred a credit card - with a limit. If a purchase is for a high dollar amount, the company is often willing to invoice us.

Board discussed the options, and agreed that a credit card would be best for online purchases, such as computer anti-virus protection, small machine parts, etc. A \$1,000 limit was agreed upon by the board. The card will be kept at the service center.

Because Adams cannot make a decision as a single person, she, Clerk Smith, and Chairman Key will need to meet at Wells Fargo to get the credit card account set up and be valid signers on the account.

- Consider reduction in chart of accounts

Treasurer Adams talked to our auditor to discuss any legal issues/needs regarding the reduction of the number of line items in the township's chart of accounts. The auditor said anything the board wants to do is fine; for audit purposes, the townships finances are considered just one big general fund and so however the township tracks the money is fine with her.

The current chart of accounts is set up to track labor separately on all funds, and is separated from parts for every piece of equipment, each park, etc. – something that a large for-profit company would use. Many line items have a very small dollar amount, and separating out the labor portion for all the line items is very labor intensive for the maintenance crew, treasurer and clerk. **The board agreed that the current level of detail was not needed, and that they'd prefer to have labor consolidated into a single line item in the General Fund.** This would especially be helpful during the annual compensation reviews.

Adams explained that the monthly maintenance report could be modified such that the guys report their labor by fund time there – rather than in the financial reports. They could identify how much time spent on roads, how much on cemetery, etc. and include that on their monthly report to the board. A computer generated Excel worksheet could be used for this report.

Next steps: Adams will propose how she'd like to see the chart of accounts and present to the board at an upcoming meeting.

- Current balances to be added to Treasurer Reports (checking, savings, and investments)

Treasurer Adams shared samples of how the monthly Treasurer's Report will now contain a box at the bottom to show month end bank balances for all of the townships accounts: Checking, Savings, and Investments. The total of these bank accounts balances should equal the total of all fund balances shown on the report.

Adams explained that during the 2011 audit, the total of our bank accounts was higher than the total of the fund balances by \$420.25. Neither the auditor nor Adams could determine why there is this discrepancy, but if it's consistent throughout 2012, an adjusting entry will be done at the year end. So, until then, the monthly Treasurer's reports will show a difference of \$420.25 between the balance total and the report total.

- Revised bill list for May 2012

Due to a miscalculation on Matt Seibert's May 2012 check, the May bill list was revised to reflect the balance paid to him. The board approved and re-signed the revised bill list.

9. New Business

- Consider approving the Clerks RBA of election judges for the 2012 primary and general election

The Clerk recapped her request for board action, explaining that the 9 election judges were selected from lists provided by the county, and from the Election Judges applications she'd received. The list meets the political party balance requirement.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the list of election judges as recommended by the Town Clerk for the Primary and General Elections to be held August 14th and November 6th 2012, at a rate of \$9/hour for a regular election judge and \$17.50/hour for the head judge. Judges would be paid for training and for hours worked, plus mileage at a rate of \$0.555/mile for election related travel. Upon roll call, the motion carried by a unanimous vote.

- American Bank

Treasurer Adams explained that American Bank, where the township has its investments, has changed who they use for pledging collateral for securities. In other words, the company that would borrow the township money if needed is changing. And because of this, the new company needs 3 township's signatures on file. The board did not have any concerns.

- Verizon cell phone (adding an additional phone line)

At the request on the board, Treasurer Adams checked into the cost of adding an additional cell phone to the township's current account. However, she's not on account - the former treasurer is - so she was unsuccessful in getting the requested information. In addition, because we have a government account, the local Grand Rapids store cannot help. To pursue further, Adams needs to submit - on township letter head - a letter, stating that she's associated with township. Then she will be able to get information on the costs for adding a phone. The township has 3 phones through Verizon currently.

- Internet / Mediacom:

In researching internet for the Town Hall, Treasurer Adams found that the Mediacom which services residents does *not* service businesses. And that the business side of Mediacom doesn't service the town hall address. Thus, Mediacom, CenturyLink, and Paul Bunyan do not serve business in this area.

- Intern hours for GIS Cemetery System

Julie Kennedy asked the board if they would be willing to authorize additional hours for the summer intern (Allie) who is working to get the GIS cemetery database cleaned up. The rate would be still be \$10/hr. Being familiar with the database would be an advantage over trying to train another person, and the township could benefit from using her existing knowledge of the system. The board liked the idea of increasing her time to 20 hours a week.

A motion was made by Supervisor Kortekaas to approve that the ICC intern (Allie) could work up to 20 hours a week on the Harris Cemetery GIS system for the summer. The motion was seconded by Supervisor Key and upon roll call, motion passed by a unanimous vote.

- Donation request for fireworks

Supervisor Rosato received a letter from Leo Burley and Wayne Thorson, asking if the township would consider making a donation towards the 4th of July fireworks display, shot off of Drumbeater Island on Pokegama Lake.

The board agreed that this is a community event that benefits the township, but that such a donation can only be considered at an annual meeting.

There was no action by the board, and no response needed by Clerk.

- Request for ROW easement

A letter from ProSource Technologies (agent of Lake County Power) was received by Supervisor Key in May 2012, and included an application for an easement to use the township's right of way for underground power line installation on the public landing identified on the plat of Ruff Shores. This is located near Southwood Road and LaPlant Road.

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to approve the Lake County Power easement application as presented by ProSource for underground power installation at the public landing identified in the plat of Ruff Shores. Upon roll call, motion carried by a unanimous vote.

- Maintenance Crew compensation for call-ins

Currently, when our maintenance crew is called in after-hours for emergencies, they are compensated only for their actual time worked, at the overtime rate. For example, if they come in at 2:00am during a storm, and work 15 minutes to cut up a tree that fell over the road, they only get paid for 15 minutes. Supervisor Key recommended that the compensation policy be changed for the maintenance crew to include 2 hours pay when called in after hours, plus compensation for the time actually work. This is common practice for this type of work, and only makes sense for the extra effort given to come in during the night or weekend.

Supervisor Rosato agreed that the current policy should be changed due to the inconvenience of being called in, and noted that this was something brought to his attention by the crew during employee reviews. He thanks Key for bringing this to the board for action.

A motion was then made by Supervisor Rosato to approve that the maintenance crew be paid 2 hours at time and a half rate, plus actual time worked at the overtime rate, each time they are called in after hours. This change is to become effective immediately. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed with a unanimous vote.

The board also briefly discussed having just one crew member on call each week, Monday – Sunday. Currently, *both* workers are technically 'on call' during the work week (Mon-Thur) and one is specified for the weekend. This would free up one worker to pursue family and personal plans during the week, including out of town commitments.

10. Adjourn

**A motion to adjourn was made by Supervisor Kortekaas and seconded by Supervisor Rosato.
Meeting adjourned at 9:20pm.**

Respectfully submitted,

Michele Smith - Clerk