

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, November 14, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, November 14, 2012. 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: Dan Butterfield – township resident. (Julie Kennedy – Twp Road Engineer was unable to attend.)

1. Pledge to the flag, followed by the reading of the township mission statement

2. Approve the minutes of the Regular Meeting on October 10th, and the P&D Meeting on October 24th, 2012.

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

3. Business from the floor

None

4. Treasurer's Report for October 1 – 31, 2012

Treasurer Adams gave a verbal recap of the Treasurer's Report:

- Beginning balance on hand Oct 1, 2012=\$1,010,747.75; Receipts=\$4,899.01; Disbursements=(\$86,703.57)
- Ending balance on Oct 31, 2012 = \$928,943.19

Included in the receipts, Adams noted that there were two FEMA checks directly deposited in October for storm damage. They are reflected under the Road and Bridge fund. The check amounts were \$3,547.96 and \$851.04.

Adams also shared an updated October 2012 bill list with the board that included payment to Bonnie Key and Dan Martin as approved at the October 24th P&D meeting, as well as corrections to online payment amounts for Home Depot and Lake Country Power. The new bill total for October bills was \$86,703.57

There was a motion by Supervisor Rosato to approve the Treasurers Report for October 2012 and the revised October 2012 bill list as presented. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

5. Roads

- Julie Kennedy / SEH – project updates

Julie was not able to be at tonight's meeting, but told Supervisor Key that she will have a couple of bills to present to Treasurer Adams at the P&D meeting, as well as project updates to share with the board.

- Other road issues

- Memo from Itasca County Highway Dept. / RE: Township "End of Maintenance" signage requirement
Supervisor Key noted that this was a compulsory letter that the county sent out to all townships. Key said our township has already done what they outlined, and is in compliance with county requirements.

- Commercial Asphalt

A bill has been submitted by Commercial Asphalt for crack filling. Only one half of Southwood Road is left, and it should be finished this week.

Supervisor Key found out from the county that the crack-fill product they use is called "Nuvo Gap" – which the township could purchase. And there's an option for the township to rent the County's application machine so that our maintenance crew could apply it themselves. However, Key was checking to see if the machine used to melt the product was just a tar pot, because if so, the township's tar pot could be used. This would help save money as the crack-fill Nuvo Gap product is expensive. Supervisor Rosato asked if this was a product that is dangerous to motorcycles – where the crack-fill material becomes slippery when it dries and is like hitting ice. Key will have the maintenance crew check into that. He'll also verify the type of machine needed to use the crack-fill product.

- Grading of Wagon Wheel

if the weather stays nice, Supervisor Key commented that he will contact Swartz to grade Wagon Wheel one more time, as the road is full of pot holes. Also, he'd like to see Bear Creek graded if possible. Key noted that the grader operator at Swartz was notified of the change from a crown to a cross slope on Bear Creek, as recommended by Julie Kennedy, so they would grade properly.

6. Recreation

- Supervisor Key met with Mike Hendricks, Township Recreational Advisor, and he will be submitting an estimate for the repair of the tennis courts at Wendigo, for budget consideration.
- Express Employment Professionals has been contacted by Clerk Smith regarding rink attendants, and a new rate agreement for the 2012-2013 winter season. She will bring this back at the November P&D meeting for board review and consideration.

7. Correspondence

Board Action items:

- Email from Attorney Andrew Shaw, regarding easement for Ray Nikkel – and a meeting with the DNR on 11/30/12
Supervisor Kortekaas agreed to attend the meeting on November 30th with Attorney Shaw, the DNR and Mr. Nikkel regarding the easement that goes across school forest land to Munzer Lake. Per Shaw, there have been changes to MN Statute 84.631, and as of July 2012, easements can now be granted to private parties over Trust Lands, eliminating the need for a Local Unit of Government sponsor. Therefore, there may no longer be a need for Harris Township to be involved in the easement request on behalf of Nikkel, which is the reason for the meeting on Nov 30th.

Noteworthy items:

- Certificate of Insurance received from Christensen Group Insurance, for Schwartz & Sons (grading contractor)
- Dan Butterfield's email regarding the annual Angel of Hope candlelight vigil on December 6, 2012 at 7pm
This will be held at the Angel of Hope Memorial Park located on the south bank of the Mississippi river at 1st Street SE (River Road) and 2nd Avenue SE (near the old hospital) was received. A reception at the YMCA will follow. Dan was in attendance tonight, and explained that the park is dedicated to the memory of children who have died, regardless of their age or reason.

Non-action items

- Grand Rapids Fire Prevention and Education Newsletter
- Copies of approved Itasca County Land Use and Sewer permits
- Information from ARDC on "Connect Minnesota" – a conference on Nov

8. Consent Agenda

1. Consider approval of cemetery deed for site purchased by Cathy Clark: Section 3, Block 25, Lot 3, Site 4
2. Consider approval of cemetery deed for site purchased by Claudia Branca: Section 3, Block 3, Lot 4, Site 8

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the two items on the consent agenda. Upon roll call, motion carried.

9. Old Business

- Certificate of Insurance received from ICC, documenting coverage for interns
Julie Kennedy forwarded the Certificate of Insurance for the ICC interns as requested. This was something the board wanted to have on file, to verify compliance with township contracting requirements.
- Certificate of Insurance for Express Pros – for rink attendants
Treasurer Adams reported that proof of insurance from Express Employment Professionals had been received as requested by the board, for the rink attendants.

- Update on General Election Day
Clerk Smith reported that there was 85% turnout in Harris Township for the recent General Election on November 6, 2012. Itasca County had 90% turnout. Overall, everything went great, per Smith.
- iPhones
The maintenance crew has received their new iPhones, and they are working great. The crew really likes the GIS feature. It was confirmed that Dan and Derrick have the same phone numbers as before.
- MN Recovers letter
A letter was received by Supervisor Key, stating that Minnesota Recovers was in receipt of our *Request for Assistance* application for damage from the wind storm that occurred July 2-4, 2012.
- Humane Society – Neuter Commuter
Supervisor Key spoke with the town hall caretaker regarding use of the *town hall* for the “spay/neuter” service being performed by the Star of the North Humane Society. The hall was being used, rather than just the parking lot and garage, as was approved by the board when waiving the hall rental fee. The caretaker said there was a misunderstanding about use of the town hall, and that a key was given to them for emergency bathroom use only. Key stated that the video on the Humane Society’s website showing use of the town hall will be taken off the website. Also, the caretaker is putting pressure on the Humane Society to find a different location for this service.
- ICTV request to use Town Hall
The township’s caretaker received a request from ICTV to waive the rental fee for use of the town hall on Feb 12 and 13, 2013 for the ICTV annual meeting and dinner. They have hosted their dinner at the Timberlake lodge in the past, but were interested in holding it at the Harris Town Hall.

Because the current town hall policy only waives the town hall rental fee for funeral activities of a Harris Township resident, or for Elections, Supervisor Rosato made a motion to deny ICTV’s request to waive the rental cost for their annual dinner. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion passed by a unanimous vote.

Supervisor Key agreed to let the caretaker know of the board’s decision.

- Upper Mississippi Flood Mitigation Task Force
Supervisor Key reported that the upcoming Upper Mississippi Flood Mitigation Task Force meeting will be held on Nov 30th 2012 at the Blandin Foundation. The Army Corps of Engineers will also be attending this meeting. It will be held from 9:00a.m. until noon, and is by invite only – of which the Harris Town Board and its officers are invited to attend. Key went on to explain that the meeting ends with lunch, and the planning committee has requested \$100 from all units who have a representative on the task force, to cover the cost of the food. This includes the city of Grand Rapids, Itasca County, Cohasset, and Harris Township.

Supervisor Rosato made a motion to support the request to pay a \$100 fee towards the cost of meals for the November 30th Upper Mississippi Flood Mitigation Task Force meeting, as it’s a public service to improve water flow from lakes, and brings all major players together – and their boards – in collaboration with the Army Corps of Engineers. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed by a unanimous vote.

Key meets tomorrow evening with task force group, and will confirm Harris Township’s participation. He will request an invoice for the food, as the \$100 is *not* a donation but rather a fee for service.

- Itasca County Comprehensive Plan meeting
Itasca County held a meeting tonight to go through their draft version of the recently revised comprehensive plan. Supervisor Rosato attended, as did Dan Butterfield. Both said it was a good discussion – and that the meeting went well. Rosato was pleased to see that the Pokegama Lake causeway and trail were recognized in the draft plan. He noted that the desire to leave the fairgrounds intact was also still in the plan. It was uncertain when the draft plan will go before the county board for approval, as a public input hearing may be required first.

10. New Business

- None

11. Approve payment of bills for November 2012

- Treasurer Adams requested that \$25,000 be transferred from the township's Wells Fargo savings account to their Wells Fargo checking account in order to cover this month's bills. The second apportionments will be received in about a month, so this is just a temporary shortage.

Supervisor Rosato made a motion to transfer \$25,000 from savings to checking at Wells Fargo to cover November 2012 bills, until the next apportionments are received in early December. A second was made by Supervisor Kortekaas and upon roll call, the motion passed by a unanimous vote.

The board reviewed the attached bill list titled "November 2012 bill listing to Board" in the amount of \$44,568.03, and Supervisor Rosato made a motion to approve the payment of all bills as shown. The motion was seconded by Supervisor Kortekaas and upon roll call, the motion passed by a unanimous vote.

12. Adjourn

A motion was made by Supervisor Rosato to adjourn tonight's meeting at 8:25p.m.; upon a second by Supervisor Key, the meeting was adjourned.

Respectfully submitted,

November 2012 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1119.77
Gary Rosato	Mtgs, wages, labor, less withholding	529.50
Dennis Kortekaas	Mtgs, wages, labor, less withholding	511.52
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1680.61
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	583.95
Bonnie Key	Cleaning labor, showing, less withholding	699.29
Derrick Marttila	Labor less withholdings	2585.10
Dan Key	Labor less withholdings	2582.12
PERA	Payroll withholding	1533.68
Anderson Brothers Construction	Flood damage repair	3303.96
Avenet	annual service package - web hosting	500.00
Burggraf's Ace Hardware	countersink	3.23
CenturyLink	phone bills for service ctr, rinks, town hall	588.48
City of Grand Rapids	Mediacom and PBunyan PEG and Franchise Fees	6,485.80
Commercial Asphalt	asphalt patching	9,450.00
Davis Oil	October gasoline invoices	271.92
Ferrellgas	October propane invoices	362.64
Grand Rapids Public Utilities	Sept utilities; lights and town hall	162.43
Hawkinson Construction	class 5 gravel	398.13
Hawkinson Construction	speed hump reconstruction	2,744.82
Home Depot	online pmt:: garage seal	37.06
Itasca Community College	intern wages	966.60
Janicke Bakery	assorted cookies for general election	384.00
L and M	October invoices: supplies	167.96
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	394.84
Northern Air Plumbing	3 hrs labor - check furnaces	210.00
Pokegama Electric	town hall - replace exhaust fan	112.00
Range Water	cooler rental, 2 water gallon in store	44.50
Schwartz and Sons	Grader Work October	1,600.00
Verizon	cell phones through 11/12/12	121.39
Waste Management	3 yd rel on call	211.72
Dreke, Jane	Election Judge	198.88
Flohaug, Etta Jane	Election Judge	165.55
Howry, John	Election Judge	166.66
Jasper, Michael	Election Judge	169.99
Johnson, Joan	Election Judge	163.33
Lorenson, Charlotte	Election Judge	163.33
Snowden, Byron	Election Judge	167.77
Wicklund, Shirley	Election Judge	163.33
Commissioner of Revenue	Payroll withholding :: electronic payment	403.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,454.17
Wells Fargo Bank	checking account fee	5.00
Total		\$ 44,568.03

Approval to pay :: October 14, 2012, Checks numbered 15823 through 158

Larry Key

Gary Rosato

Dennis Kortekaas

