

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, December 12, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, December 12, 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: Julie Kennedy – Twp Road Engineer from SEH, Allie Jervelin – ICC Engineering student & township intern, Dan Butterfield and Judy Myers – township residents, and Sheryl Doro – Star of North Humane Society.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on November 14, the P&D Meeting November 28, and the Round Table Work Session with the City of Grand Rapids Staff on December 5, 2012

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the minutes as presented for Nov 14, Nov 28 and Dec 5, 2012. Upon roll call, motion carried.

3. Business from the floor

- Sheryl Doro – Star of the North Humane Society / Spay & Neuter program

Sheryl Doro is the treasurer for the Star of North Humane Society, and came to apologize for the miscommunication over use of the Harris Town Hall during their spay and neuter program. The people who originally set up the program with the township had changed, and the conditions of using the town hall parking lot and garage didn't get communicated properly to those who took the program over. Doro acknowledged that using the town hall and not paying a fee is not okay, since it goes against the current town hall policy.

However, Doro explained that use of the town hall is desired on the Thursday morning of the two day program, from 5:45am to 6:30am. This is the day clients come and fill out paperwork, and need a place with good lighting, tables, and warmth. Clients are asked to leave their pets in their car until after the paperwork is done, and then bring them to the garage where they are tagged and kenneled for transport. The next day, when animals are brought back from Duluth, the town hall is *not* needed; animals are picked up by their owners by 9am, and only the parking lot and garage are used.

The Humane Society would like to continue hosting their spay/neuter program at the Harris Town Hall, and Doro was authorized to offer payment for use of the town hall at the resident rate of \$50/day for use on day one (only) of the two-day program. They would like to also use the parking lot and garage on both days, but only need the town hall on the morning of day one. Right now, the program is offered once a month, but sometimes they have so many requests for services that a second occurrence during the month may be needed. Doro said if that occurred, the Humane Society would be willing to pay \$50 for the town hall for *each* day used.

The board reviewed the motion from the November 28th, 2012 P&D meeting, where a portable bathroom would be added near the town hall garage so the town hall itself would not be needed. However, the board now understood that bathroom use was not the reason for using the town hall – it was more about proper lighting, table space for paperwork, etc.

In response to the request by the Humane Society to rent the Harris Town hall for \$50/use, Supervisor Kortekaas made a motion to approve - for 6 months trial period – the use of the town hall on first day of their spay/neuter program, when animals are dropped off. The motion also included continued use of the garage and hall parking lot for no fee. The motion was seconded by Supervisor Rosato.

Discussion: Rosato clarified that the motion was for \$50/use – and not \$50/month. The motion stood, and upon roll call, motion carried by a unanimous vote.

Doro will work with town hall caretaker to schedule the town hall usage, and pay of the fee; the program has been held the third Thursday of the month, but that may be changing to the first Thursday of the month.

Clerk Smith agreed to notify the Town Hall Caretaker in writing of what the board agreed to, as requested by Supervisor Key, so that she is aware of what was agreed to by the board.

The board discussed reviewing the town hall policy in 2013, to consider a revision that would allow all non-profits to rent the hall at the residential rate.

- Judy Myers – township resident

Myers commented that the City of Cohasset has a policy she liked, where groups of people get together to watch the city – and signs are posted for related neighborhood watches. Supervisor Key noted that Harris Township does have some these groups and signs as well, notably on Sunny Beach Road.

4. Treasurer's Report:

- Treasurer's report for November 1 – 30, 2012

Treasurer Adams recapped the report, for November 2012:

- November 1, 2012 beginning balance: \$928,943.19
- Receipts: \$8,036.65 | Disbursements (44,568.03)
- November 30, 2012 ending balance: \$892,411.71

A motion was made by Supervisor Kortekaas to approve the treasurer's report for November 2012 financials. Supervisor Rosato seconded the motion, and upon roll call, the motion carried by a unanimous vote.

5. Roads

- Julie Kennedy / SEH – project updates (see SEH memo attached)
 - Allie Jervelin – ICC Intern:

Allie gave an update on the township's new GIS cemetery database that she's been working on for about a year now. She's currently working to make sure information in the system is accurate – and is comparing the data in the system to the physical cemetery and markers

Allie noted that because another intern was not hired this fall, she's been unable to get this phase of the project completed by Christmas break as hoped. Allie proposed to work 20/hours a week during the 3 weeks of winter break, at \$10/hour, to finish up the data verification she's working on. This would be an additional \$300 expense to the township.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve Allie work 20/hrs a week for next 3 weeks (at a continued rate of \$10/hr) on the GIS cemetery database, which could include meeting with the maintenance crew as needed, for training. Upon roll call, motion carried by a unanimous vote.

Supervisor Key noted that the maintenance crew is having some difficulty in that their Microsoft Excel software is expired – as it was probably just a trial version. Also, when they put in name, it wasn't coming up right. However, Allie commented that she hasn't had any problems with the database since July.

Julie asked the board to consider extending the intern program from January – June 2013. The cost to the township would be about \$1,500 / per intern – and she proposed up to 3 interns for the winter/spring semester. One option, per Julie, would be to have Allie continue working on the cemetery project. Other interns could work on budgeting, a newsletter, or whatever the board would like. Julie has 2 interested applicants, plus Allie. Julie would like to bring on a first year engineering student in the spring.

Supervisor Rosato made a motion to continue using ICC engineering program student interns, notably Allie and 2 more (for a total of 3 interns) for the Winter/Spring 2013 semester. The rate of pay will be \$10/hour for up to 10 hours a week, per intern. The motion was seconded by Supervisor Kortekaas. Upon roll call, those in favor: Supervisors Rosato and Kortekaas. Those opposed: Supervisor Key. Motion passed.

- Mishawaka Road

Julie reported that Hawkinson Construction completed the repair of the shoulders on a portion of Mishawaka Road, which washed away after the road repair was finished this past fall. However, there continues to be erosion of the shoulder material in some areas, so the project will remain open through the spring, when the board and Julie can assess whether additional work is justified. There may be a need to have wider shoulders and ditching – though this was not recommended.

Also, in a north/south section of Mishawaka, Julie looked into getting sod for resident (J. Snow) who has contacted her and the township on numerous occasions about the shoulder ruts and erosion near her mailbox. However, the contractors all recommended waiting until spring before placing sod. Julie has

notified the resident of this recommendation, and also contacted the postal carrier to ask that s/he try to stay up on the road between the mailboxes, rather than driving on the damaged shouldering.

- Keyview Drive

The credit to the township from SEH for the unauthorized additional pavement placed on the northern portion of Key View Drive is \$10,406.82. Julie advised that this credit will be reflected on future paperwork, where the township may deduct this amount from the payment of upcoming SEH invoices. Julie clarified that Hawkinson has been paid for the pavement – but the overall 2012 bituminous surfacing improvement project (of several roads) is still open.

- Other road issues

- Wendigo Park Road - hole

Supervisor Key shared that there's still a hole in the middle of Wendigo Park Road – a chiseled out area, as if someone was looking for a survey maker. It's near the Kelly farm's red gate, and Key would like to know who did it. Julie agreed to take a look, as she didn't think there should be any pins in the middle of the road there.

- Nuvo gap - crack fill product

Supervisor Rosato reported that he was unable to find out any additional information about Nuvo gap, the crack fill product used by Itasca County. Their website was reviewed, but the composite of the material was not listed. A call has not yet been made, but Rosato will try and do that as the slipperiness of the product needs to be determined before the township can decide if they'd like to use it.

6. Recreation

Ice Rinks:

Supervisor Key reported that he's getting calls from Express Pros, wondering when the ice will be ready at Wendigo and Crystal rinks. The maintenance crew has been working on flooding the rinks, but the weather hasn't been cooperating. Key said he hopes to have the rinks open for Christmas vacation.

7. Correspondence

Board Action items:

- Email from Attorney Andrew Shaw regarding easement for Ray Nikkel – and no further township involvement

A motion was made by Supervisor Kortekaas to cease further involvement in the Nikkel easement request near Munzer Lake involving school trust land, as advised by the township attorney. (It was advised because of recent changes in state law that would now allow Nikkel to deal directly with the state on such matters.) The motion was seconded by Supervisor Rosato and upon roll call, motion carried by a unanimous vote.

Noteworthy items:

- Itasca County Extractive Use Permit Application *renewal* for another 5 years (approved by county) – across from county house, on Hwy 169. (No action). *The board appreciated receiving the notice from the county, as well as all the information that was included.*

Non-action items

- Copies of approved Itasca County Land Use and Shoreland Alteration permit applications

8. Consent Agenda

1. Consider approval of the cemetery deed for site purchased by Ken Bruce: Section 2, Block 44, Lot 2, Site 8

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

9. Old Business

- Discuss revisions to cemetery policy and fee schedule regarding cremation urn vaults

At the request of the board, the clerk shared her draft revision to the township cemetery policy, clarifying that cremation urns could only be placed over an existing casket, *without* an urn vault.

A motion was made by Supervisor Rosato to approve a change to the Harris Cemetery policy, as reflected in the following language, under the "Grave/Burial Regulations", item #2:

GRAVE/BURIAL REGULATIONS:

It is the responsibility of the Funeral Home/Director to notify the Town Clerk of any activity planned or taken to any gravesite at anytime.

1. Vaults are required, except for Cremations.
2. Bodies per grave: 1 adult casket OR up to 2 infant caskets, one level (not stacked);
Cremations: Up to 4 cremations per site, or up to 4 urns WITHOUT vaults may be placed over an existing buried casket vault.

The motion was seconded by Supervisor Kortekaas, as upon roll call, passed by a unanimous vote.

Next, the burial fee schedule reviewed.

After some discussion, the board agreed that an infant casket burial rate should be the same as a cremation urn vault, as the work involved in preparing the site is about the same. As a result, the following motion was made:

Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to:

1. ***Increase the infant casket/vault opening rate from \$50 to \$125 (summer); there was no change to the winter rate of \$200.***
2. ***Add rates to the fee schedule for cremation urn openings, at rates equal to that for an infant casket vault: \$125 summer / \$200 winter.***

Harris Cemetery

Grave Opening
FEE SCHEDULE
As December 12, 2012

OPENING TYPE	SEA SON	DAY OF THE WEEK FOR BURIAL (see holidays listed below)***	Standard COST Burial/service Start time: 9am-3pm	Overtime COST during daylight savings only Burial/service start time: 3:15pm-3pm**
Grave Opening – adult (casket and vault)	Year-round	Monday – Friday Saturday or Sunday	\$500 \$650	\$650 Not an option
Grave opening – Infant <small>An infant casket/vault combination is defined as being 3 feet or less in length.</small>	Summer	Monday – Friday Saturday or Sunday	\$125 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Burial DISINTERMENT	as noted above	as noted above	DOUBLE the opening costs above	Not an option
Cremation – opening for urn only	Summer	Monday – Friday Saturday or Sunday	\$50 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Cremation – opening for <u>urn vault</u> <small>Note: An urn vault cannot be placed over an existing casket vault</small>	Summer	Monday – Friday Saturday or Sunday	\$125 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Cremains DISINTERMENT	as noted above	as noted above	ADD \$50 to the opening costs above	Not an option

* WINTER is defined as anytime the ground is frozen and needs to be thawed in order to open the grave.

** Burials or disinterments are not allowed after 5:00pm. Overtime is only an option from mid March through early November (standard daylight savings time)

*** HOLIDAYS: Burials will not be allowed on the following holidays:

New Year's Day	Good Friday	Easter Sunday	Memorial Day
Independence Day (# of July)	Labor Day	Thanksgiving Day	Christmas Day

Upon roll call, motion to approve the foregoing revised fee schedule was passed by a unanimous vote.

Clerk Smith will send out revised Harris Cemetery Polices and Fee Schedules to the local funeral homes.

- Upper Mississippi Task Force

Supervisor Key reported that he received a letter stating that the next meeting of the Upper Mississippi Task Force will be January 18th, to determine what the group's next step is. Supervisor Rosato reported that the meeting and discussion held at the Blandin Foundation in December with Colonel Price went well, and was well attended.

10. New Business

- Consider approval of the "Harris Township 2013 Meeting Schedule" for publication

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to approve the 2013 Harris Town Board meeting schedule as presented, for publication and posting. Upon roll call, motion carried.

- The filing period for township offices (1 supervisor for a 3 year term, and 1 treasurer for a 2 year term) will be January 1 – 15, 2013; cost is \$2. Interested residents should contact the clerk for an appointment.

No board action was necessary, but Clerk Smith wanted to advise the board that the filing notice will be published twice, and posted at the town hall, as outlined in the state statues.

- Funds at American Bank

Treasurer Adams requested permission to look for a better interest rate for the township funds currently in a savings account at American Bank. When the bank dropped the CDARS program, the money was just put in a savings account at a very low interest rate. The board approved that Adams look for other investment or savings options, and bring the information back to the board for consideration.

- iPhone upgrade for Key

Key received notice from Verizon that his cell phone is due for a free upgrade to an iPhone 4. He will try to get it himself, since the information was addressed to him. If he runs into problems, however, he'll contact the Treasurer.

11. Approve payment of bills for December 2012

The board reviewed the attached document titled "Dec 2012 Bill Listing to Board" in the amount of \$68,251.25. One point of clarification by the Treasurer was that the fire contract bill is for the second half of the contracted annual amount. There were no questions by the board.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to pay the bills as per the attached document titled "Dec 2012 Bill Listing to Board" in the amount of \$68,251.25. Upon roll call, motion carried by a unanimous vote.

12. Adjourn

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

Respectfully submitted,

Michele Smith, Harris Township Clerk

Dec 2012 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	922.41
Gary Rosato	Mtgs, wages, labor, less withholding	603.11
Dennis Kortekaas	Mtgs, wages, labor, less withholding	572.96
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1060.23
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	571.22
Bonnie Key	Cleaning labor, showing, less withholding	367.60
Derrick Marttila	Labor less withholdings	1968.40
Dan Key	Labor less withholdings	2073.36
PERA	Payroll withholding	1252.26
Blue Cross Blue Shield	1st Quarter 2013 insurance premium: Health and Life	3093.00
Burggraf's Ace Hardware	countersink	109.98
CenturyLink	phone bills for service ctr, rinks, town hall	294.24
City of Grand Rapids	2012 Fire Contract	40,729.00
Cole Hardware	post hole digger	54.99
Commercial Asphalt	asphalt patching	7,200.00
Davis Oil	October gasoline invoices	102.56
Ferrellgas	November propane invoices	597.55
Grand Rapids Public Utilities	Sept utilities; lights and town hall	189.82
Home Depot	online pmt:: garage seal	199.88
Itasca Cty Recorder	cemetery deeds: Branca, Clark	92.00
L and M	October invoices: supplies	361.45
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	508.94
Portable John	contract agreement 2nd half - crystal, wendigo, cemetery	1,710.00
Range Water	cooler rental, 2 water gallon in store	27.25
Shaw and Shaw	Ray Nikkel work	805.00
Verizon	cell phones through 12/12/12	222.65
Waste Management	3 yd rel on call	16.53
Commissioner of Revenue	Payroll withholding :: electronic payment	393.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,146.86
Wells Fargo Bank	checking account fee	5.00
Total		\$ 68,251.25

Approval to pay :: December 12, 2012, Checks numbered 15862 through 15885

Larry Key

Gary Rosato

Dennis Kortekaas