

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

The Regular Meeting of the Harris Town Board was held on Wednesday, March 14, 2012. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key and Dennis Kortekaas, Clerk Michele Smith, and Treasurer Becky Adams. Absent: None.

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Carrie Baucom & son Joseph, and residents Judy Myers, Marvin Figgins, Todd Figgins, John Persons, and Jim Wicklund.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on February 8, the P&D Meeting on February 22, the Board of Audit and Budget Work Session on February 15, and the Comprehensive Plan and Budget Work Session on March 7, 2012

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key to approve minutes as presented. Upon roll call, motion passed.

3. Business from the floor

- Carrie Baucom – Request for waiver of town hall rental fee (or a reduction in fees)

Ms. Baucom explained to the board that her son Joseph, along with several other high school students had been selected as “People to People Student Ambassadors”, a program founded in 1956 by President Dwight D. Eisenhower to remove the barriers to peace in the new world. Each year, students that make it through the interview process, and manage to raise enough money, travel to other European countries for 3 weeks in groups of 40, led by experienced local area teachers.

The group of apx 6 students from northern Minnesota will be having a fund raising event at the Harris Town Hall in early May, with local vendors for such companies as Pampered Chef, Scenty, Tupperware, Creative Memories, etc. Ms. Baucom requested a waiver or reduction of the rental fee for the town hall so that all the funds generated by the event could go directly to each student to help pay for their trip. The fundraiser would be just a one-time event.

Ms. Baucom is not currently a resident of Harris Township, but her parents used to be.

The board discussed that the People to People Ambassadors sounds very similar to the Close Up Program, which the Itasca Co. Twp Association supports. However, it was clarified that waiving a rental fee would not be a donation.

Supervisor Key made a motion to waive the town hall rental fee for the fundraising event that will be held by the People to People Student Ambassadors, on a one time basis; the motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.

The board commended Joseph Baucom on his selection as an Ambassador, and suggested he and Ms. Baucom come back to the board, to give a report on the trip. Ms. Baucom commented that she will be going on the trip, as well, taking photos. She would enjoy coming back and sharing them with the board.

- Judy Myers

Ms. Myers came before the board with a list of items she requested clarification on. Some of the items were noted as follows:

- Clarification on when a new town hall might be build.

A: Rosato clarified that the board had no idea when a new hall would be built; it could happen if the current hall burned down tomorrow, or when the land is annexed in 30 years. There is nothing formal planned.

- Asked if a recap of P&D meeting minutes would be read during the minute approval process of the Regular Meeting, as she suggested previously; it would be helpful for those watching the meetings on ICTV.

A: Rosato clarified that this new process would be given consideration at the next P&D meeting on March 28th, as that is the reorganization meeting.

- Asked if the ICTV televised meetings could be posted on the Harris Township website, as LaPrairie has on their website.

A: ICTV will talk the board after the meeting, but that it is doable with a link.

- Myers has heard complaints about the difficulty of parking at Mishawaka landing; people find it difficult to launch a boat without a place to park their trailer & ask if something can be done.

A: The board explained that this is constant battle with all the township landings. However, it costs a lot of money to redesign them, and take out trees or try and purchase additional land. The board did understand the frustrations, but did not know what they could do to improve the situation at the landing.

- SEH Engineering invoices were questioned by Myers with regards to:

- Timeliness of bills (i.e. some work done in 2011 was not reflected in the annual report)

A: Treasurer Adams explained that a lapse is quite common, where work is done at the end of a year, and paid in the next. However, adjusting entries will be done during the township's outside audit, to apply costs back to year when the expenses were incurred. Julie explained that in 2012, invoices will be submitted monthly, where as in 2011, they were submitted more by project.

- Lack of adequate detail by road, and associated costs (i.e. many roads are lumped together, or costs are shown as miscellaneous)

A: Julie explained that SEH can bill by fund or by road, but that it's up to the board how they'd like to see them. Regarding the 'miscellaneous' label, Julie explained that when small items are not worthy of an engineering project number, its common practice to bunch them together. The cover letter submitted with each invoice should explain what the miscellaneous charges are for. She is also available during the bill review/approval process should the board need clarification in any charges.

The board added that the current process used by SEH works for them, and for our outside auditor, Eikill & Schilling. Therefore, they did not have any concerns with the SEH billings as submitted.

- Mishawaka Road speed humps are causing problems for residents and non residents. Myers did not feel the speed signage was adequate, as it indicates 25 mph just 10 feet before the hump, when it should be 5mph or less to travel safely over the humps. Also, some signage is not well seen, due to trees.

- A: Julie explained that the speed signs are not intended for the humps – they are for the road.*
- Todd Figgins added to the discussion of the Mishawaka speed humps, regarding research he'd done on the design (height and length) of them, and if the current humps met the regulations. Figgins also had concerns regarding the township's liability if someone slows down quickly for the speed hump, and gets rear ended. Overall, he felt that the current speed humps are too severe, and that there should be signs that warn to slow to 10mph, and proceed with caution. However, Figgins would prefer to be able to go faster and not have to slow down to 5-10 mph, and so asked if redesign was an option. He asked that the board to review them speed humps, keeping in mind not only those that live on the road, but those that *don't*, but travel it frequently.

A: Julie had communicated the liability question to the MN of Townships attorney, and he confirmed that the township has no liability for the situation Figgins asked about.

The board commented that they all received calls from Mishawaka Road residents shortly after the speed humps were installed, complaining that they were not big enough. So, the contractor was called back, to adjust them so that they did meet spec – as they were indeed not severe enough.

Regarding signage, Julie explained that because there was so much signage on that road, the additional placard indicating a recommended speed for travel over the humps was not installed. However, because the project is still open, the board could add an advisory speed sign on the two ends.

The board recapped that because there is a lot of traffic and kids on Mishawaka Road, the residents wanted slower traffic in that area for safety. Before the humps, vehicles were traveling through at 50mph. Because the township has no ROW along that road, they could not put a walking path in along either side of the road to help the situation, so speed humps and intentional striping were suggested and agreed upon..

However, the Board agreed to look at signage and review the speed hump situation now that they've been installed for while. Julie suggested doing a follow-up meeting with Mishawaka Road residents, to see what they think. Myers voiced that she would like to see all township residents invited – not just those along Mishawaka Road.

- Myers stated that she would like to see engineering costs reduced, and a change from a 3 person, to a 5 person, board for Harris Township.

A: The board thanked Myers for her input.

4. Treasurer's Reports for Feb. 1 – 29, 2012

Treasurer Adams noted that receipts on the treasurer's report reflected a check received from Itasca county for 'clean up apportionments', in the amount of \$52,536.75, which was split across all funds.

Adams also confirmed that **townships are now totally sales tax exempt, and should not pay sales tax on anything.** She shared a completed "ST-3" tax form with the board, which can be given to any vendor to confirm our tax exempt status. The seller/vendor information is the only information and that will need to be filled out. Supervisor Key will make sure the Maintenance Crew has this form.

Supervisor Key made a motion, seconded by Supervisor Kortekaas, to approve the Treasurer's report of February 2012 financials. Upon roll call, motion carried.

5. Roads

- Julie Kennedy / SEH – project updates (*see memo, attached to these minutes*)
 - 2012 gravel road project:
 - The roads scheduled for the 2012 gravel road project are Bay View Place, Metzenhuber Road, Norway Road, Schmidt Rd and Wendigo Heights Road.
 - The pre-inspection cost for the project was estimated to be \$42,000. It was noted that this size project does not require the Township to solicit quotes from more than one contractor.
 - Tentative schedule included review of the roads by the board, by May 23, 2012 and a completion project date of June 30, 2012
 - 2012 Bituminous Surfacing improvement project
 - The road project for bituminous resurfacing include Keyview Road, Wendigo Park Road (south of Underwood Road), and Mishawaka Road (landing, east to Hwy 169.)
 - The pre-inspection cost for this project was estimated to be \$400,000. It was noted that a project this size does require sealed bids.
 - Tentative schedule included a review of the roads by the board, by May 23, 2012, a bid opening/contract award by June 13, and project completion by August 3, 2012.

There was no action required/taken on either of the above noted projects, nor were there any concerns/questions by the board.

- Other road issues
 - Mishawaka Road speed humps

The board discussed the speed humps on Mishawaka, commenting that if cars are getting hung up on them, there's something wrong. They agreed to take a look at them and asked Julie to provide them with speed hump information and options for design. Julie shared that the speed humps on Mishawaka Road are 3.5' x 12', per specs (same as other speed humps in Grand Rapids), but that there are many options out there – including flat tops. Julie agreed to bring information to the board. She noted that to make the humps less severe, they would need to be made longer, by hand placing bituminous.
 - Potholes

Supervisor Key shared that there are going to have a lot of pot holes to repair this year.

6. Recreation

- Review reservation schedule for Wendigo Ball Park, as submitted by Ryan Zubke

The board reviewed the Wendigo Black Squirrel field schedule as supplied by Ryan Zubke, for games to be held at Wendigo Park ball field. The board previously approved that the field could be reserved for the Black Squirrel home games, pending approval of the needs schedule.

Supervisor Key noted that the maintenance crew will not have time to drag the field before every game, but will do their best to keep it maintained. Key will also talk to the maintenance crew about building a township happenings posting box to place near the Wendigo Ball field entrance, where the reservation schedule could be placed.

A motion was made by Supervisor Key to approve the 2012 reservation schedule for Wendigo ball field as presented, for Wendigo Black Squirrel team's home games and possible tournament dates; Key clarified that this was being approved on a trial basis. The motion was seconded by Supervisor Kortekaas and upon roll call, motion carried by a unanimous vote.

7. Correspondence

Board Action items:

- Notice from MN DNR of watercraft inspections and treatment at public landings; consider approval of the DNR Right of Entry Authorization form.

The information packet and application form were reviewed, as supplied by the MN DNR.

Supervisor Key made motion to approve completion of the DNR Right of Entry Application Form; the motion was seconded by Supervisor Kortekaas for discussion. The board discussed that although there is not adequate room at our landings to have a station for the DNR testing, we do need to protect or lakes. It was also clarified that the DNR only has jurisdiction on water, and not land, and so that is why authorization for the landings is needed. With no further discussion roll call was taken, and the motion passed by a unanimous vote.

Noteworthy items:

- Notice of the MAT Spring Short Course – Thursday, April 5th, 2012; register on site, beginning at 8:00am - \$50. Some the officers of the board would be attending, but not all.
- Copy of letter from Social Security Administration – W2 online access
Treasurer Adams shared a letter from the Social Security Administration to the board, confirming that she is now authorized to use their online service for completing W2s for the board and employees. (A copy will be attached to these minutes.)

8. Consent Agenda

- None

9. Old Business

- Consider approval of Itasca County road contract for snowplowing (as tabled from February 22nd P&D mtg)

The board reviewed the packet of information from the County, which accompanied the contract for the 2012-2013 season.

Supervisor Key made a motion to approve the May 1, 2012- April 30, 2013 Itasca County "Agreement for Work on Township Roads", as shown on Harris Twp Attachment A, for snowplowing only, at a rate of \$660/mile. The motion was seconded by Supervisor Kortekaas and upon roll call, motion carried by a unanimous vote.

10. New Business

- Donations needed

Clerk Smith reminded the board that donations have been requested for the Annual Dinner of the Itasca County Township Association Dinner on April 9th, 2012. Supervisor Rosato said he could get a book donated by the Blandin Foundation; Julie Kennedy agreed get a donation of items from SEH.

11. Approve payment of bills for March 2012

Treasurer Adams noted that the bill list was 2 pages this month, due in part to the payment of several township election judges. Also, one of the larger bills was noted, for payment to Itasca County for snowplowing, in the amount of \$21,417.00.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve the attached bill list titled "March 2012 Bill Listing to Board", in the total amount of \$58,778.14. Upon no questions from the board, roll call was taken and the motion carried by a unanimous vote.

12. Adjourn

A motion to adjourn tonight's meeting was made at apx 8:55pm by Supervisor Key and seconded by Supervisor Kortekaas. Meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Twp

MAR 2012 Bill Listing to Board

		Description	
Larry Key	Mtgs, wages, labor, less withholding plus expenses		
Gary Rosato	Mtgs, wages, labor, less withholding		
Dennis Kortekaas	Mtgs, wages, labor, less withholding		
Michele Smith	Mtgs, wages, labor, less withholding plus expenses		
Becky Adams	Mtgs, wages, labor, less withholding plus expenses		
Bonnie Key	Cleaning labor, showing, less withholding		
Derrick Marttila	Labor less withholdings		
Dan Key	Labor less withholdings		
PERA	Payroll withholding		
Acheson Tire	tire repair		
Bentz Oil	2/2-16, 2/16-34, 2/27-46 fuel		
Blue Cross Blue Shield of MN	Maintenance: Health and Life Insurance Quarterly premium		
Century Link	Phone bills :: hall, garage, service center, parks		
Creative Services Associates	Harris Township grounds dvlp and maintenance		
Dreke, Jane	2/28-AB Ballot Board Mtg, 3/5-AB Ballot Board Mtg		
Eichorn, Rusty	Moderator for annual meeting		
Express Employment Prof.	Rink Wages - 1/29, 2/5, 2/12		
Ferrellgas	shop- service center		
Flohaug, Etta Jane	township election judge and mileage		
Grand Rapids Public Utilities	Street lights, town hall lights		
Herald Review	2/29-notice to voters, 2/29-town election ballot		
Itasca Community College	7/13/2011 - intern wages: Dewberry, McDonald, Otto		
Itasca County Agricultural Assoc	Fair Board - special levy support 2012 (paid in calendar year)		
Itasca County Auditor/Treasurer	Itasca Cty road maintenance billing for the year		
Itasca County Sheriff's Office	Alarm Ordinance: cemetery, town hall, service center		
Itasca County Township Assoc	Annual Dinner registration		
Johnson, Joan	township election judge and mileage		
L and M	invoice 2/1, 2/3, 2/8, 2/9, 2/14, 2/22: 10' pipe, cap pvc, saw blade, veh.lights,		
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery		
Lorenson, Charlotte	township election judge and mileage		
Northern Air Plumb and Heat	service call to check for gas leak - wendigo warming shack		
Range Water	March cooler rental		
S E H	Mishawaka-construction admin, Lakeview-survey, 2012 Comp Plan, 2012 Misc.		
Silvertip Graphics	Logo design		
Stokes Printing	W-2s, W-3, Binders, Ink		
Township Group Life	Life Insurance premiums for Board, Clerk, Treasurer, Town Hall Employee		
Verizon	cell phones through 3/12/12		

Amount

990.45
696.52
709.44
1,443.66
849.72
760.97
2,497.00
2,501.96
1,560.67
15.00
300.96
3,090.00
280.30
1,275.00
19.11
50.00
1,883.00
408.00
175.55
181.06
252.00
3,155.00
1,000.00
21,417.00
30.00
90.00
107.94
1,295.63
641.50
89.39
76.85
10.69
5,564.00
202.96
60.23
1,925.00
124.67

Waste Management	3 yd rel on call	112.72
Wicklund, Shirley	township election judge and mileage	88.83
Commissioner of Revenue	Payroll withholding :: electronic payment	368.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,472.36
Wells Fargo Bank	checking account fee	5.00
Total		\$ 58,778.14

Approval to pay :: March 14, 2012, Checks numbered 15551 through 155

Larry Key

Gary Rosato

Dennis Kortekaas