

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, May 9, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, May 9, 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, Allie Jurvelin and Jacque Edwards – ICC interns, Dan Butterfield, Cecil Bjorge, Judy Myers and Chuck Cole – all township residents.

1. **Pledge to the flag**, followed by the reading of the township mission statement.
2. **Approve the minutes** of the Regular Meeting on April 11, the Comprehensive Plan Work Session on April 18, the P&D Meeting & Annual Road Meeting on April 25, the Work Session for Employee Annual Reviews (a *closed* meeting) on April 26, and the Round Table Work Session with the City of Grand Rapids Staff on May 2, 2012.

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

3. Business from the floor

Chuck Cole

Sunny Beach Road and Pokegama lakeshore resident of 17 years, Mr. Cole came to talk to the board about the water level of the lake, and how it's affecting his home. The lake is currently up into his yard, and getting close to his basement. What he needs now is for someone to help him get rid of a log that's across the culvert, acting as a dam, and traps silt in front of it. (The log was put there 3 years ago, when the County or DNR was trying to unplug the culvert – and then was left there.) Cole knows that this is a County project as it's a County road, but in talking to them they say it's open. However, it's not *fully* open; it's partially plugged and not flowing fully.

Supervisor Key agreed to contact the Road and Bridge department at the County and try to work with them to get the situation rectified, and totally clear out the culvert.

Judy Myers

Myers asked the board if they'd considered her suggestion from February, to look into becoming a five person board. The board responded that they had *not* officially discussed this matter any further. Myers asked if doing a petition would move this topic forward. The board was unsure of the process of moving to a five person board, but thought it would have to go on the annual township election ballot as a question. How the question would get on the ballot was unknown, but the board agreed to check with the MN Association of Townships to find out the details of this process and bring it to an upcoming meeting.

4. Treasurer's Report:

Treasurer's report for April 1 – 30, 2012

Total receipts during the month of April were \$1,721.88 and total disbursements were \$21,555.17; the total of all fund balances as of 4/30/12 was \$1,191,077.56.

Motion by Supervisor Rosato, second by Supervisor Kortekaas, to approve the treasurer's report as presented for the month of April, 2012. Upon roll call, motion passed.

5. Roads

Julie Kennedy / SEH – project updates

- 2012 ICC Intern Work on Road Valuation Project (*See memo, to be attached to these minutes*)

Jacque and Allie shared a draft "Road Inventory and Valuation Summary" report they've been working on (*copy to be attached to these minutes*). The purposes of the project were 1.) To satisfy a requirement for valuation

purposes as requested by the Township's auditor (the value of township roads can be determined by estimating the cost to rebuild the road); and 2.) The other purpose is to help when budgeting for future road improvements.

The report contains a separate page for each road, and on each page are various items needed to reconstruct the road, such as mobilization, clearing and grubbing, aggregate base, topsoil, etc. and the associated units for that road along with a unit price, quantity and calculated cost. At top of each road page, is information from road review sheets. Julie will work with board on which items they'd like to see on these reports.

Page 4 lists all "unit costs", which can easily be updated in the Excel program with the current market prices, which will then update that unit cost in each of the associated road sheets.

Only twelve roads have been completed to date so the report is just in *draft* form at this time. Allie will be finishing up the calibrations, which includes factors such as shoulder width, etc. The report will be updated 1x year, and given to board – at road review time.

A finalized 2012 summary road report will be shared at an upcoming meeting. It will then be submitted with the annual audit each year, and reviewed during budgeting time, and at road review time.

Other updates by Julie:

- Gravel Road project: Quotes are going out.
- Pavement projects: Bid opening will be June 13, 2012.
- Speed Humps: Julie is talking to Anderson Brothers, the contractors on the Mishawaka Road improvement project, about speed hump design options.

Other road issues:

- Roads for crack fill: Supervisor Key commented that he will be creating a list for the May P&D meeting, of roads that he would recommend for crack fill by Commercial Asphalt in 2012

6. Recreation

- The benches at Wendigo Park have been installed at ball field.
- Supervisor Key and Mike Hendricks will set a date to perform their annual recreation review, and will report out at the May P&D meeting.

7. Correspondence

Board Action items:

- *Itasca County Park and Recreation Commission: 2012 – 2022 Recreation Resource Plan*
It was suggested that Mike Hendricks would be a good candidate for this commission, as this is his area of expertise and that this service could be part of his contract with the township as Recreational Advisor. Supervisor Key agreed to check with him, and if Mike is willing, the board could appoint him to the commission at the May P&D meeting.
- *2012 MN Business Assistance Form – Does Harris meet the criteria?*
After some discussion and review, it was determined that while Harris Township did meet the population size requirement, it does not meet the first criteria of a government agency that has the authority to award business subsidies.

A motion was made by Supervisor Rosato to take no action on the 2012 MN Business Assistance Form, as it did not apply to Harris Township. The motion was seconded by Supervisor Kortekaas and duly passed.

- *IRRRB Residential Redevelopment Program – consider designating a local representative*
Supervisor Rosato commented that he recalled when the IRRRB did this many years ago, and they cleaned up building sites and reclaimed them at no charge. One such project was when Wendigo School was torn

down. The board felt that it was worthwhile to find a representative for the board. Dan Butterfield was recommended by Rosato, and he agreed to review the information and report back to the board.

Noteworthy items:

- Road Grading Services Agreement received, from Schwartz & Sons, Inc., as previously approved

8. Consent Agenda

1. Consider approval of the RBA regarding compensation for the two full-time maintenance workers and the part time Town Hall Caretaker, as recommended by the board at the April 4, 2012 work session
2. Consider approval of Resolution 2012-004, *A Resolution Designating the Compensation for Officer of the Harris Town Board*, as discussed at the April 4, 2012 work session.
3. Consider approval of the revised "Employee Compensation Policy", page as recommended at the April 4, 2012 work session.

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to approve items 1, 2 and 3 of the consent agenda. Upon roll call, motion passed by a unanimous vote.

9. Old Business

- Update on newsletter:

ICC Intern Jacque Edwards has been working on the upcoming township newsletter. She had completed it with all the articles submitted to date. Julie will send a draft out to board for review, on Thursday morning. Once approved, Clerk Smith will then send the newsletter to Treasure Bay for printing and mailing. She will also supply the most current mailing list, as it's likely newer than the list that Julie has.

- GIS Cemetery database update:

The database program has just about been completed. Clerk Smith will be meeting with Mike LeClaire this week to go over a couple remaining items. Once installed, the ICC intern will do data entry clean up, and the maintenance crew can start to input data. However, it won't go into full production until all this has been completed. Training will need to be set up for the maintenance crew, intern and clerk.

Clerk Smith asked the board to consider approval of assistance from Computer Enterprises to set up a VPN (Virtual Processing Network) that would allow the clerk's computer to access the database on the Service Center computer through secure means. An estimated cost was not known, as the scope of the project was still being defined, but Mike LeClaire did not think it would be more than a 1 day project.

A motion was made by Supervisor Rosato to authorize Clerk Smith to contract with Computer Enterprises, to set up a system whereby her computer could talk to the Service Center computer regarding the Cemetery GIS system database, in a secure manner. The motion was seconded by Supervisor Kortekaas, and upon roll call, duly passed by a unanimous vote.

- Update on Variance/Conditional Use Permits

Supervisor Key attended the site visit of the Casper gravel pit garage; everything looked good. He also attended the site visit of the LaPlant Road residence garage; it was noted that the circle drive drawing of the driveway was not correct; however, everything looked good – no concerns.

- Move security system from Town Hall Garage

Key requested that the security system be moved from the Town Hall garage to the Service Center garage, as the Town Hall is no longer used by the maintenance crew. Supervisor Rosato will get a hold of the technician, and coordinate with maintenance crew on the reinstall.

- 2011 Audit Report

Treasurer Adams shared that the official Annual Financial Audit Report from Eikill & Schilling was received, along with their billing. The board was offered a copy, along with two letters dated April 6th discussing the

audit methods and findings. Overall, it was a clean audit with no material weaknesses. A copy of the report and letters will be filed in the town hall office. The bill for the audit was also received.

- Township truck update

Supervisor Key informed the board that the replacement pickup dump truck has been ordered and will be here the first of August.

- Garbage assessment fees

Treasurer Adams reported that she'd looked into the garbage fee assessment that was received on township property tax statements (\$25 each), and found that they are indeed payable. She also found that we had paid them in the past.

10. New Business

- Discuss Memorial Day plans for 2012

The board will again host a celebration at the Harris Cemetery on Monday, May 28th. Supervisors Rosato and Kortekaas will be there, but Key is unable to attend. Clerk Smith and Treasurer Adams will also be in attendance. Key advised that the new parking near the service garage will be ready for use. Flags will be put out on veteran sites the Friday before Memorial Day. Clerk Smith will get cookies, and arrange for supplies to be delivered to the cemetery garage by the maintenance crew the Friday before. The color guard usually performs around 10:30am.

- Discuss summer maintenance crew interns for 2012:

Supervisor Key advised the board that one summer maintenance intern - Matt Seibert - started today; he worked for the township last summer. Key would like to hire one more intern, as it takes all of one intern's time just to mowing and trim the cemetery, and the crew needs help with other projects. **The board approved the hiring of a second intern, as needed, as was done last year with success.** Key had a person in mind and would contact him.

11. Approve payment of bills for May 2012

Treasurer Adams called out some of the higher bills: Eikill & Schilling – for the audit: \$5,000, Pokegama Lawn and Sport – for the trailers: \$5,595. She also pointed out the payment to Itasca County Auditor - for the solid waste assessment (garbage fee) for 5 township properties: \$225.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve payment of the bills per the attached listing, titled "May 2012 Bill Listing to the Board", in the amount of \$42,569.20. Upon roll call, motion passed by a unanimous vote.

12. Adjourn

A motion to adjourn tonight's Regular Meeting was made at 8:34pm by Supervisor Rosato, seconded by Supervisor Kortekaas. The meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Twp Clerk

JUNE 2012 Bill Listing to Board

Name	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	881.06
Gary Rosato	Mtgs, wages, labor, less withholding	571.84
Dennis Kortekaas	Mtgs, wages, labor, less withholding	625.45
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1058.52
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	867.89
Bonnie Key	Cleaning labor, showing, less withholding	686.29
Derrick Marttila	Labor less withholdings	2,585.10
Dan Key	Labor less withholdings	2,597.55
Matt Seibert	Labor less withholdings	477.95
Zack Adams	Labor less withholdings	278.09
PERA	Payroll withholding	1,476.56
Blue Cross Blue Shield	insurance premiums 7/1-10/1 2012	3,090.00
Cole Hardware	coffe brewer, filters, cleaner, carafe bunn	388.45
Construction Bulletin	2012 pavement rehab bid	143.50
Century Link	Phone bills :: hall, garage, service center, parks	279.92
City of Grand Rapids	GIS Fees 1/17-3/30: design and programming	4,298.70
Davis Oil	invoices march through june gasoline	1,318.81
Earl F Anderson	signs: 15 MPH, No parking	139.06
Eikill & Schilling	Audit of the Town's financial statements ended Dec. 31, 2011, Tax Reports	500.00
Ferrellgas	propane for service center	25.11
Grand Rapids Public Utilities	Street lights, town hall lights	158.26
Herald Review	bids: pavement rehab, attn residents, notice	471.90
L and M	invoice 5/4, 5/7, 5/9, 5/17, 5/23	275.50
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	310.54
MN Assoc of Townships	2012 summer course: Michele Smith	50.00
Portable John	crystal, wendigo, cemetery 3 Handicap units, boat landings 3 reg units	3,235.00
Range Water	June cooler rental, 3 bottled in-store, 3 bottled in-store	44.50
S E H	2012 Comp. Plan Update, Msc. Eng. Svcs-review bids, Mishawaka rd improv, CE serv, gra	11,132.50
Schwartz and Sons	grader work 6/1, mobilization	1,600.00
Shaw and Shaw	met with ray, dictate to twshp, draft easement, draft application, town mtg	1,198.60
Treasure Bay Printing	Quarterly newsletter	1,011.03
Verizon	cell phones through 6/12/12	117.43
Waste Management	3 yd rel on call	16.30
Commissioner of Revenue	Payroll withholding :: electronic payment	344.20
Wells Fargo Bank	Payroll withholding :: electronic payment	2,541.02
Wells Fargo Bank	checking account fee	5.00
Total		\$ 44,801.63

Approval to pay :: June 13, 2012, Checks numbered 15642 through 156

Larry Key
Gary Rosato
Dennis Kortekaas