

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, June 13, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 13, 2012. The meeting was called to order at 7:47pm (late, due to the public input session running past its 7:30pm end time), at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key and Dennis Kortekaas, and Clerk Michele Smith. Absent: Treasurer Becky Adams

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Allie Jurvelin – ICC intern, and Dan Butterfield and Judy Myers – 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 May 9, the Local Board of Appeal and Equalization on May 9, and the P&D Meeting May 23, 2012.

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

### 3. Business from the floor

Judy Myers: Comments from the May Itasca County Township Association Meeting (watched on ICTV)

- Are there any first responders in Harris Township? Or a program to get them in the township? They would be local residents who could assist with a local call for help, until the ambulance gets there. The board did not know of any such programs, but did know that Jacobson & Balsam Townships both have first responders. Judy agreed to check into what's involved, and report back to the board.
- Judy liked the idea of interest free/low interest money that was loaned out in Marcel Twp, to people who want to start business.
- During the discussion about Harris Township infrastructure, there was talk at the Association meeting of getting city water and sewer for those residents on Pokegama Lake. Judy asked if there are real concerns about the water/sewer of those on Pokegama Lake, or if it was just a theoretical conversation? The board referred Judy to the township's comprehensive plan, where it talks about the need to look into what the sewer and water needs are around Pokegama Lake.

### 4. Treasurer's Report:

- Treasurer's report for May 1 – 31, 2012

Treasurer Becky Adams was absent, so Clerk Smith read the balances of the report, as follows: Total receipts for May = \$1,217.53; total disbursements for May = \$42,569.20; total of all fund balances as of May 31, 2012 = \$1,149,725.89. There were no questions by the board.

***Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to approve the Treasurer's Report of May 2012 financial activity; upon roll call, motion carried by a unanimous vote.***

## 5. Roads

- Julie Kennedy / SEH – project updates (SEE HANDOUT)

There was a bid and quote opening today for the Gravel Road Project and Pavement Rehabilitation Project (see 2 packets). Results were as follows:

### **2012 Gravel Road Project Quotes:**

The following competitive quotes were received from five contractors for class V on 6 roads: Bayview Place, Norway Road, Schmidt Road, Wendigo Heights Road, Metzenhuber Road, and Sunny Beach Addition:

1. Casper Construction	\$19,989.50
2. Schwartz Excavating	\$20,064.00
3. Hammerlund Construction:	\$20,915.00
4. Hawkinson Construction:	\$21,968.50
5. Mallum Hauling	\$21,978.30

Total quantity of class V quoted was 1,830/tons, with work to be completed by July 6, 2012.

Julie/SEH recommended that the contract be award to Casper Construction in their low quote amount of \$19,989. The board noted that all quotes were about \$15,000 under budget, as the 2012 line item for gravel was \$35,000.

***A motion was made by Supervisor Rosato to award the 2012 gravel road project in Harris Township to Casper Construction with the lowest bid of \$19,989.50. The motion was seconded by Supervisor Kortekaas for discussion: He asked if there would be an inspection done on the gravel, once it is in place. Julie explained that, yes, testing will be done while it's being placed as well as compaction tests done afterwards. With no further questions, roll call was taken and the motion carried by a unanimous vote.***

Julie will pull together the necessary paperwork for the gravel road project, and will look to get it started right away.

- **2012 Pavement Rehabilitation Project Bids**

Bids were requested as follows:

- Base bid option #1: 6" **reclaim** and 3.5: **overlay on all 3 roads** plus a small sub cut on Keyview Drive
- Base bid option #2: 6" **reclaim** and 3.5" overlay on **Wendigo Park Road (only); leveling course** and 1.5" overlay on **Mishawaka Road**; small **sub cut plus leveling course** and 1.5" overlay on **Keyview**
- Base bid option #3: Leveling course and 1.5" overlay on Wendigo Park Road and Mishawaka Road; small sub cut plus leveling course and 1.5" leveling course on Keyview Drive (**no roads reclaimed**)

The following bids were received from two contractors:

Contractor	Base Bid #1	Base Bid #2	Base Bid #3
Hawkinson	\$389,557.60	\$342,992.42	\$288,889.90
Anderson Brothers	\$497,870.68	\$451,140.52	\$352,550.02
<i>Engineers Estimate:</i>	<i>\$516,875.40</i>	<i>\$456,707.40</i>	<i>\$374,475.40</i>

Julie/SEH recommended the base bid option #3 be awarded to Hawkinson Construction for their low bid, in the amount of \$288,889.90, with the ability to change to a tight blade and 2" overlay on all roads, for total **up to \$320,000**. With bituminous prices the lowest she'd seen in four years, and enough money in the budget, this option give the township the 'most bang for the buck' and will get all 3 roads done, and help the township not fall behind regarding road improvements. She noted that Wendigo Park Road is too wet to reclaim; if it's opened up, there the risk that it may never have dry subsoil again.

Regarding budget, Julie recapped that there is a \$229,000 in the major construction line item for 2012, plus \$75,000 in Capital Improvement / Roads left from the Mishawaka Road project being under budget in 2011. Plus there will be \$15,000 left in the gravel line item, with gravel road project coming in under budget. The total of these items is \$319,000.

The substantial completion date for the pavement rehabilitation project is August 3rd.

***Supervisor Rosato made a motion to award the 2012 pavement rehabilitation project to Hawkinson Construction in the amount of up to \$320,000, to include base bid option 3 plus the approval of a change order for the option of tight blade and 2" overlay all 3 roads. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion carried by a unanimous vote.***

Julie will get the necessary paperwork. A pre-construction meeting will be held within 2 weeks; Supervisor Key will attend.

#### Other road issues

- Lakeview Drive: Supervisor Rosato received an email from a resident asking if Lakeview Drive residents would have input on what the township does, prior to any road work being done. Rosato responded that Lakeview is not on the docket for improvement in 2012, but that all neighbors would be notified if/when repairs are made.
- Birch Street: The landowners association of Birch Street had a neighborhood gathering. They are concerned about the cracking of the road and the "rough spot" from the culvert. Rosato asked if the township could do an overlay on that area, as it doesn't seem to have gotten any worse over the years, as noted during road inspections. The board agreed to check into it.
- Sunny Beach Road. A photograph was shared by Key of some road damage on Sunny Beach Road near the gravel pit, where a house was moved in. Rosato agreed to go look at the road area but the board also approved that Julie/SEH look at it as well, to determine why it washed out. A

resident in the audience noted that there was buried cable work done in this area last fall – a power line he believed, going to the house that was moved in.

- Mishawaka Road - corner – The County Road Engineer called Supervisor Key as the inside corner is gone, and is safety hazard. Julie will take a look at the inside shoulder and see what happened.

## 6. Recreation

- Annual Park Inspections:

Supervisor Key is meeting tomorrow with Mike Hendricks, Township Recreation Advisor, to make the annual park inspections; Key will report out at June P&D meeting.

## 7. Correspondence

### Board Action items:

- Consider approval of MasTec proposal for buried telephone lines via CenturyLink on Birch Hills Drive  
Supervisor Rosato reviewed the diagram, and the work by CenturyLink does not appear to cross the road; the cable will be put in the road ROW.

***A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, approve the MasTec proposal for buried telephone line on Birch Hills Drive. Upon roll call, motion carried.***

- Letter from Dust B Gone: Consider scheduling dust guard for designated gravel roads  
The board discussed that they hadn't contacted Dust B Gone yet, due to rain; the dust-guard product cannot be used when the roads are wet. However, the board agreed that it's a great service to residents as a way to cut down on the dust, as well as a good maintenance measure.

A resident of Bayview requested dust guard for his road. The board agreed, but it would have to wait until the gravel project is done on Bayview. The other roads to be done would be the same as 2011: Bear Creek, Wagon Wheel, Hauser, River View, and River Ridge.

All gravel roads were graded at the end of May – 5/31 – and so will come up for grading again at the end of June. Applying dust guard shortly after grading was preferred.

***A motion was made by Supervisor Rosato to approve contracting with Dust B Gone to dust-guard specified Harris Township gravel roads: Bear Creek, Wagon Wheel, Hauser, River View, and River Ridge plus add Bayview. Upon roll call, the motion carried by a unanimous vote.***

Supervisor Key agreed to contact Larry Hansen of Dust B Gone and coordinate the application to make sure that project roads are not treated until after new gravel is placed and/or roads are graded.

- Consider memo from Itasca County informing the Township Board of the option to transfer the Local Board of Appeal and Equalization to the county.

The board discussed that if the Township board did turn over the Board of Appeal, residents would have to go directly to the county court house to air their grievances regarding their

property value assessments, rather than come before the local Harris Town Board. The board agreed they preferred to provide this service for their residents.

***Supervisor Kortekaas then made a motion to retain the Local Board of Appeal and Equalization at the township level. The motion was seconded by Supervisor Rosato, and upon roll call, duly passed.***

- Notice from Itasca County Land Department of County Noxious Weed Field Site Training: June 25  
Supervisor Kortekaas, township designated weed inspector, may not be able to attend; Supervisor Key agreed to attend if Kortekaas can't.

## **8. Consent Agenda**

N/A

## **9. Old Business**

- Reminder: Pre-registration deadline for MAT Summer Short Course is Fri. June 15<sup>th</sup> (training is 6/27 or 6/28)
- GIS database system update

Clerk Smith informed the board that Mike LeClaire had installed the GIS database on the Service Center computer, and trained ICC intern Allie on the system so that she can start the data cleanup.

Smith met with a technician from Computer Enterprises, as approved by the board, to get her laptop to communicate remotely to the Service Center computer for access to the GIS database. To do this, a VPN router will need to be purchased. The quote from Computer enterprises for the router was \$105.99 plus 3 hours labor for installation and training for \$225.00, for a total of \$330.99. (A copy of the quote will be attached to these minutes.)

In addition, a 'static URL' is needed from CenturyLink; the cost for this is a onetime \$25 set up fee and then \$5.95/month service charge.

- Escrow payment from Nikkel / Munzer Cartway

Clerk Smith noted that a check for \$3,000 was received tonight from Mr. Nikkel, to be held in escrow and used to pay bills from Shaw and Shaw Law Office regarding the application for an easement to Nikkel's property on Munzer Lake. Attorney Andy Shaw is processing the application as approved by the Town Board, on behalf of Nikkel – who is responsible for all attorney related attorney fees.

## **10. New Business**

- None

## **11. Approve payment of bills for June 2012 (Becky absent)**

The bill list, as prepared by Treasurer Adams, was reviewed, totaling \$44,801.63. A couple invoices were noted: The invoice paid to City of Grand Rapids for the Cemetery GIS system (a onetime fee) for \$4,298.70, and the invoice paid to Shaw & Shaw for the easement application to Munzer Lake for \$1,198.60, which will come out of the \$3,000.00 escrow account (as noted above).

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to pay the bills as per the attached bill list titled "June 2012 Bill Listing to Board", in the amount of \$44,801.63.***

***Discussion: Supervisor Key questioned the paycheck amount for one of the summer maintenance interns as it seemed unusually low, considering the intern had been working full time since the first week of May. No immediate reason for the discrepancy was determined, but the board approved that any shortage should be paid to the employee as soon as verified with the Treasurer. A vote on the motion to pay the bills in the amount of \$44,801.63 plus any balance due to Matt Seibert once verified (exact dollar amount TBD) was called, and passed by a unanimous vote.***

## **12. Adjourn**

***A motion to adjourn tonight's Regular Meeting of the Harris Town Board was made at 8:42 by Supervisor Kortekaas, and seconded by Supervisor Rosato. Motion carried and the meeting was adjourned.***

Respectfully submitted,

Michele Smith – Harris Twp Clerk