

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, July 11, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, July 11, 2012. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key and Dennis Kortekaas, Treasurer Becky Adams, and Clerk Michele Smith. **Absent: Supervisor Gary Rosato**

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Gilbert Rowe and John Howrey – township residents of Robinson Road, Vincent Neyhaus – a Boy Scout – and his mother Tanya Neyhaus, and Judy Myers – township resident

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Work Session for public input on the revised township comprehensive plan on June 13th, the Regular Meeting on June 13, and the P&D Meeting June 27, 2012.

Supervisor Kortekaas make a motion to approve the minutes as presented for the meetings noted above; Supervisor Key seconded the motion and thus duly passed.

3. Business from the floor

• **Robinson Road residents: Gilbert Rowe and John Howrey**

Mr. Rowe has lived on Robinson Road for 12 years, and came to request that the road be repaved at the same time as LaPlant Road, in 2013, by the county. This could save on mobilization costs, if the same contractor was used. Robinson Road “T”s off of LaPlant Road and is approximately ¼ mile in length. Rowe shared a petition with the board, noting that there are 14 family homes on it, one of which is vacant and up for sale. It stated that all others signed the petition (to be attached to these minutes). The petition stated *“The residents of Robinson Road are asking the Harris Township Board to fund or seek funds to pave Robinson Road in coordination with the paving of LaPlant Road in the summer of 2013.”*

Supervisor Key agreed that the road is in bad shape; the dirt is coming up through the blacktop. However, he noted that the road is not in the ROW and residents would have to agree that “the road is where it lies” before improving it. Julie added that the ROW and drainage of Robinson Road are some of the reasons that the road cannot be improved easily. There are also two culverts that are raised up, creating some issues that would need to be corrected before resurfacing could be done. And, Julie explained, there’s no guarantee that the same contractor would do Robinson Road and LaPlant Road, though there are ways to encourage it.

The board reviewed the township’s ordinance regarding paving roads, but it did not apply to this situation; it was for subdivisions only. However, the board agreed to take the concerns of the Robinson Road residents under consideration when reviewing roads for improvement in 2013, while also reviewing their prioritization of roads. They thanked Rowe for the timing of the petition.

4. Treasurer’s Report:

• **Treasurer’s report for June 1 – 30, 2012**

Treasurer Adams recapped her report of June 1-30, 2012 financials and noted the extra box which was added to show the balances of the township’s checking and saving accounts at Wells Fargo, the investments balance at American Bank, and the pending overage adjustment found during the 2011 audit of \$441.83. Total of all funds equaled \$1,108,117.14, which matched the total of all bank balances + the adjustment noted above. Total receipts were \$4,623.86 and total disbursements were \$46,222.61,

A motion was made by Supervisor Kortekaas to approve the Treasurer's Report for June 1 – 30, 2012 with a total of all funds equaling \$1,108,117.14. The motion was seconded by Supervisor Key, and thus duly passed.

5. Roads

- Julie Kennedy / SEH – project updates (*see memo attached to these minutes*)
 - 2011 Mishawaka Improvement Project: Anderson Brother's Construction has completed all of the remaining project work, and Julie and Supervisor Key will conduct a final inspection in the next couple weeks. Will probably close out project at August Regular meeting, with a final payment request.
 - Storm Damage - Mishawaka: Julie is working with the County Sheriff's department and will report a dollar figure for damage to Mishawaka Road where the road is washing away, near the "S" curve.
 - Speed humps – Mishawaka: Anderson Brothers, the contractor of the recent Mishawaka Road improvements, did *not* want to do the redesign of the speed humps; Hawkinson is willing to do it however so they will do the work tonight or tomorrow; its hand work. The speed humps height will not change but the length will be extended out on each end – apx 6 feet on each side. The project should be done by end of the week, and Supervisor Key & Julie will review them.
 - 2012 paving project: The paving project was started last week, and Hawkinson Construction completed the subcut on the south end of *Keyview*, and pulled out poor soils and replaced with granular material. The base course will be done tonight, and paving will be done on Friday. Paving began today on *Wendigo Park Road*, and will continue tomorrow. Paving will also be done on *Mishawaka Road*. Next week, Hawkinson will finish up the shouldering and striping work. Julie suggested they do a walk through and final inspection in a couple weeks, and close out the project in August.

- 2012 gravel road project. Casper Construction has completed the gravel road project work, including Bay View Place, Metzenhuber Road, Norway Road, Schmidt Road, Wendigo Heights Road, Sunny Beach Addition, and the addition of Davis Road and the west end of Schmidt Road.

Braun Intertec conducted compaction tests to ensure material met spec. As of last week, the tests indicate that the material passed. Julie drove all of the roads, and they all look good – even after the bad rain storm a couple weeks ago.

Because of the change orders to add Davis and Schmidt roads, the pay request came in a little higher than the original proposal. The total payment request was for \$29,246.48. Julie recommend approve application for payment.

A motion was made by Supervisor Kortekaas to approve payment to Casper Construction for \$29,246.48 for the 2012 Gravel Project, including the change orders. Supervisor Key seconded the motion, and thus duly passed.

- GIS Cemetery Project – Intern from ICC:
Julie updated the board that the project of cleaning up the information in the new GIS cemetery database is coming along. The intern (Allie) is through letter D (last names) in fixing errors. She is still working just 10 hours a week, but will increase to 20 hours a week. Clerk Smith asked how she is verifying the spelling of names, and offered to share her "disposition permits" that she gets from the funeral homes for each burial (cremains or full). Julie thought she may be checking headstones but will let Clerk Smith know.
- Other road updates:
 - Crack fill project: Supervisor Key is still working with Commercial Asphalt regarding crack filling on several proposed paved roads. He has not received a quote yet from them, as requested.

- Dust B Gone: Supervisor Key is still waiting on a quote from Dust B Gone, though the work has been done. He was verbally quoted the same price as last year - \$3,103 per mile - but for audit purposes, Key is pursuing a written quote. The other quote, for comparison, was that received from the County, for \$2,700/mile, but they were not considered for the project due to unsatisfactory dust guard product and service in the past.
- Water on Sunny Beach Road: Key reported that the water is going down on Sunny Beach Road near Wood Tick landing; with the lake level being so high, water was backing up onto the road. The township didn't have signs to mark it properly, but was able to borrow signs from the County. The area under water was about 8" deep and 200 feet long. This is the first time it's ever flooded. Key commented that the road is going to need to be built up; a culvert wouldn't help, as it's the same level as the road.

6. Recreation

- Wendigo Ball Field comments and requests – see email from Ryan Zubke

In an email from Ryan Zubke, who is the manager of the Wendigo Black Squirrels baseball team and using Wendigo as their home field, the following were requested; the board's comments are noted:

- *New pitching mound rubber is in really bad shape; could it be replaced?* Key agreed that it did get damaged during dragging of the field, and a new one has been ordered.
- *Could the pitching mound be built up a bit?* Key stated that they didn't have any agrilyme right now to build it up, but he is watching for some to become available. It's expensive and is only available from St. Cloud – and you have to truck it yourself.
- *Could white lines be painted on the infield, so foul balls could be determined?* Key explained that our maintenance crew do not have the time to do this, but that Ryan was welcome to add them if he'd like.
- *One of the dugouts only has a gate in the front, so you have to cross the field to enter/exit the dugout; could another one be added?* Key will work on installing another gate for next year.
- *Could there be garbage cans at the ball field?* Key explained that none of the township's public places have garbage cans as it tends to be an invitation for everyone to dump their personal household garbage there. And, the maintenance crew is not set up to pick up garbage on a routine basis.

Clerk Smith will relay all this information to Ryan.

- Annual Park Inspections:

During their annual park inspections, Supervisor Key and Mike Hendricks agreed that professional estimates are needed on the tennis courts at Wendigo Park; a decision will need to be made if the courts will be rebuilt or removed. Once received, the estimates will be brought before the board, for review. The Wendigo tennis courts are not used much, but they are used some. Crystal Park tennis courts also need work, per Key.

7. Correspondence

Board Action items:

- *Letter from Itasca County Sheriff's Office, requesting completion of the Preliminary Damage Assessment Calculation Worksheet by July 12th, 2012*

The clerk was contacted by the Sheriff's Office, to make sure that the township knew they were to fill out one form for the flood damages and one for the wind damages from the recent storms. Figures were needed by tomorrow. Julie has information gathered for flood damage and Supervisor Key will pull info for the wind storm damage. It was clarified that the Sheriff's Office was looking for costs of damage repair to public township properties - not residential.

8. Consent Agenda

1. Consider adding John Howrey to list of previously appointed Election Judges – to replace a person who is no longer available to serve, and adding Vicki Andrews as a second alternate judge.
2. Consider approval of the buyback of 2 cemetery sites from Tom Kingston, in exchange for \$500.00 (the price he paid for the sites when purchased): Sec 3, Block 31, Lot 4, Sites 3 & 4

A motion to approve consent items 1 and 2 above was made by Supervisor Kortekaas and seconded by Supervisor Key; motion duly passed.

9. Old Business

- Consider increasing the Election Judge wage from \$9.00/hour to \$10.00/hour, and amending the Employee Compensation Policy accordingly, effective immediately.

Clerk Smith explained that she'd recently found that Itasca County and all but one other precinct was paying their election judges \$10 or more per hour. In order to be in line with current rates, she requested that the board approve an increase in the rate of pay for Harris Township judges, from \$9 to \$10/hour, for training and hours worked on election days.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to increase the rate paid to election judges from \$9 to \$10/hour, effective immediately, for training and hours worked, in order to be competitive with other local precincts. Motion was duly passed.

- Revised Chart of Accounts – update by Treasurer Adams

Adams reminded the board that they had approved the reduction in the number of line items in the township's current chart of accounts. Currently, the Road Fund, Equipment Fund, Cemetery Fund, and Buildings & Grounds Fund all have numerous labor line items. This makes it very time consuming for the maintenance crew to track their labor time (by the half hour), for each item they worked on. It's also labor intensive for the Treasurer and Clerk – and the township auditor. In addition, the current system makes it difficult to review employee salaries at a glance, during annual review time.

The board previously discussed having just 1 labor account in the General Fund for all maintenance crew labor vs. having 1 labor line item in *each* of the funds (General, Roads, Equipment, Recreation, Cemetery, etc.). Adams met with maintenance crew to see what worked for them. They agreed they'd like to reduce the number of labor funds, but didn't have a preference of the two options discussed.

The board discussed and agreed to have 1 labor line per fund. This will allow some detail to be tracked as to where the maintenance crew's time is being spent (by fund) but not to the degree of how much time was spent on each piece of equipment, etc. Adams will start using the new system effective immediately – and she'll let crew know how to track their time. Everyone agreed that this was being done on a trial basis.

- Adding a Cell Phone

Supervisor Key asked Treasurer Adams if she'd been able to find out the cost to add a line to the Township's current Verizon cell phone account as Supervisor Kortekaas is in need of a phone so that he is reachable and has access to GIS mapping. He also needs to know where he / the maintenance crew can go for cell phone maintenance as Derrick is having trouble with his phone.

Adams said she finally got approval to be on the Verizon account, and is working on pulling together pricing options for various phones and associated plans; she hopes to bring it to the July P&D meeting. Adams also explained that it's not a local company that she's dealing with, but will check to see if maintenance or replacement of phones could be done locally.

10. New Business

- None

11. Approve payment of bills for July 2012

Treasurer Adams noted that on the bill list was the cost to replace the stove at town hall, which was damaged during a recent storm. Also, a couple larger items included the first half of the fire contract with the City of Grand Rapids, the cost of the gravel road project to Casper Construction.

A motion was made by Supervisor Kortekaas to approve the revised bill list as per attached, for a total amount of \$105,345.00; this includes the approved change orders for the Gravel Road Project, payable to Casper Construction, in the requested amount of \$29,246.48. Upon a second by Supervisor Key, the motion was duly passed.

12. Adjourn

A motion to adjourn tonight's meeting was made by Supervisor Kortekaas, and seconded by Supervisor Key. Meeting adjourned at 8:22pm.

Respectfully submitted,

Michele Smith – Clerk

JULY 2012 Bill Listing to Board

Name	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	984.39
Gary Rosato	Mtgs, wages, labor, less withholding	411.01
Dennis Kortekaas	Mtgs, wages, labor, less withholding	580.77
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1207.73
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	603.90
Bonnie Key	Cleaning labor, showing, less withholding	507.67
Derrick Marttila	Labor less withholdings	2,037.78
Dan Key	Labor less withholdings	1,980.85
Matt Seibert	Labor less withholdings	1,390.40
Zack Adams	Labor less withholdings	1,251.36
PERA	Payroll withholding	1,265.88
Advantage Systems Group	removed security equipment from old garage	82.50
Casper Construction	gravel road project	28,917.61
City of Grand Rapids	2012 Fire Contract: First Half	40,729.00
City of Grand Rapids	PEG and Franchise Fees: PB 2nd QTR, Mediacom 1st QTR	5,417.83
Century Link	Phone bills :: hall, garage, service center, parks	279.92
Cole Hardware	supplies: wall hydrant, channel iron, casters, grass trimmer	259.72
Davis Oil	June invoices: gasoline	512.76
Earl F Anderson	square tubing for signs	876.82
Janet Erickson	overpayment for cremation (pd 75)	25.00
Ferreligas	propane for service center	206.29
Grand Rapids Public Utilities	Street lights, town hall lights	199.11
Itasca Cty Auditor	ballots, machine programming	242.71
Janicke Bakery	cookies for Memorial Day	56.70
Tom Kingston	cemetary plots	500.00
L and M	invoices for June	378.66
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetary	350.94
Northern Air Plumb and Heat	gas valve supplies and labor	147.44
Range Water	July cooler, water-5 gal in store	73.25
S E H	May engineering services	8,052.50
Sears	Kenmore Range - town hall	634.99
Security Life Insurance	Dental Coverage	801.36
Shaw and Shaw	Nikkel easement work	175.00
Stokes Printing	office supplies	55.32
Verizon	cell phones through 7/12/12	118.95
Waste Management	3 yd rel on call	110.17
Commissioner of Revenue	Payroll withholding :: electronic payment	621.90
Wells Fargo Bank	Payroll withholding :: electronic payment	2,962.94
Wells Fargo Bank	checking account fee	5.00

Total \$ 105,016.13

Approval to pay :: June 13, 2012, Checks numbered 15681 through 156

Larry Key

Gary Rosato

Dennis Kortekaas

105,345.00

28,246.28