

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

The Regular Meeting of the Harris Town Board was held on Wednesday, September 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, Dan Butterfield and Judy Myers – township residents, and Ed Roman.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on August 8, and the P&D Meeting August 22, 2012.

A motion was made by Supervisor Kortekaas, and seconded by Supervisor Rosato, to approve the minutes as presented for August 8 and 22, 2012. Upon roll call, motion passed.

3. Business from the floor

- Dan Butterfield commented that the comprehensive plan meeting last night had good attendance and great questions and discussions.
- Judy Myers commented that she talked to a couple more people about the First Responders program.

4. Treasurer's Report for August 1 – 31, 2012

Treasurer Adams recapped the monthly treasurer's report, noting the disbursements shown were from August and that the receipts reflected the apportionments that came in. The beginning balance was \$1,008,939.34. Total receipts were \$410,012.01 and total disbursements were \$32,702.17. Ending balance as of Aug 31, 2012 was \$1,386,249.18. Bank account balances were noted on the report:

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas to approve the Treasurer's Report of August 2012 financials. Upon roll call, motion carried by a unanimous vote.

5. Roads

- Julie Kennedy / SEH – project updates
 - Quotes received for Bear Creek Road (east end)

Julie shared 3 quotes for consideration, regarding the east end of Bear Creek Road. Currently, drainage is washing out a resident's driveway and cutting a deeper ditch on the north side of the road. It's been a problem for many years and the township has made "band-aid" repairs to fix. Julie and Supervisor Key recalled working on the problem for about 5-6 years.

The proposed road project would reshape the east 100' of the gravel road with an existing crown, to a full cross slope from south to north, using class V. It would also include reshaping the existing gravel ditch and place new geo-textile fabric and class II rip-rap in ditch, on north side of road. This work would correct drainage so that it would go off into the ditch, and away from residence driveway. The ditch is in the townships ROW, and drainage would be into a vacant lot, owned by same landowner whose driveway is currently being damaged by the runoff. (See attached "Quotation form and special provisions" form.)

Julie reminded the board that they had not decided yet to move forward on this project, but requested bids for review. The 3 bids that came in are as follows, with a completion date of November 9, 2012

- Hammerlund: \$7,595.00
- Casper: \$8,195.00
- Hawkinson: \$8,355.00

The costs came in higher than the board expected, but Treasurer Adams said there was enough money in the budget to do the project. After some discussion, it was agreed that after years of temporary fixes, it was time to fix the problem permanently – especially since it was damaging a resident's driveway.

A motion was made by Supervisor Rosato to move forward with the road correction project at end of Bear Creek as outlined in Julie's "quotation form", and to accept the lowest quote submitted by Hammerlund for \$7,595.00. Supervisor Kortekaas seconded the motion, and upon roll call, motion carried by a unanimous vote.

○ Mishawaka updates:

- Julie submitted additional information to FEMA as they requested, explaining why the type of road repairs on Mishawaka Road were made, to repair the flood damage.
- Julie is still working with the current contractor on the shouldering issues on Mishawaka; they will be repaired this fall.
- Final documentation is still being sought from Anderson Brothers, in order to close out the 2011 road construction project on Mishawaka.

• Other road issues

○ Crack filling by Commercial Asphalt

Supervisor Key updated the board that Commercial Asphalt will be able to do the township road crack filling project as hoped. In fact, some roads have already been done, with more to be done based on the budgeted amount, and how much could be done at \$2,600 a load.

6. Recreation

Today, Supervisor Key met with Mike Hendricks - the township's recreational advisor. Mike is looking for quotes on herbicide and application, as he found that organic crystals cannot be bought on the open market; they have to be purchased and applied by licensed sprayer. Mike is also talking to contractors to get quotes on the repair of the park's tennis courts. The board will then consider the cost of repairs during the next budgeting season.

7. Correspondence

Board Action items:

• Email from Eric Maturi - regarding Harris Township bike/pedestrian trail idea

An email from Eric Maturi was reviewed regarding his concern about the lack of walking trails in the township and surrounding area. He offered a suggestion with 3 phases, in hopes that the board would consider them if an opportunity arises to add trails along the roads noted in the email. Supervisor Rosato suggested that perhaps a line item for trails could be added to the Capital Improvement fund for the next budget cycle. The board liked this idea. Julie mentioned that grants are available for trails if the township trail connects to the city's trails along Mishawaka Road, which connect to bigger trails like Mesabi. The cost sharing grants are 50/50, and it was noted that the township does have right of way in this area. Julie agreed to pull the grant information and report back to the board. Applications are usually due in February.

• MATIT Consolidated Liability Coverage declaration pages and schedules for renewal

Clerk Smith briefly reviewed the list of all township personal property listed on the declaration pages for insurance, and asked especially that Supervisor Key review the list of equipment to make sure it's up to date. He agreed and will let Treasurer Adams know of any changes so that she can notify MATIT.

• Letter from JNM - Jeanne Newstrom Management - regarding Itasca Co. Twp Assoc. website and proposed monthly fee per township.

Supervisor Rosato was familiar with the proposal for a website that would be designed for Itasca County Township Association, and allow other townships to be able to include their business in the website. However, Supervisor Rosato – who is also on the board of directors for the township association – explained that the directors decided there is not a need for an association website. As a result, he suggested Harris Town Board take no action on the proposal by JNM. The board agreed, and no action was taken.

• Consider approval of Resolution #2012-007. A Resolution Adopting the Levy Collectable in 2013 for submission to the County Auditor's office in response to their memo dated August 7, 2012

Resolution No. 2012-007

A RESOLUTION ADOPTING THE LEVY COLLECTABLE IN 2013

WHEREAS, the voters of Harris Township met at their annual meeting, held March 13, 2012, and voted to approve the levies;

WHEREAS, the Harris Town Board concurred with the voters and the proposed levies as presented at the annual meeting;

THEREFORE, BE IT RESOLVED, to adopt the following levies, collectable in 2013:

General Fund Operations	\$100,000
Historical Society (\$1/pp of 2010 census)	\$ 3,253
Itasca Co. Agricultural Assoc. (Fair Board)	\$ 1,000
Road and Bridge Fund	\$430,000
Equipment Fund	\$ -0-
Cemetery Fund	\$ -0-
Recreation Fund	\$ 40,000
Building & Grounds Fund	\$ 50,000
Fire Fund	\$ 85,000
Capital Improvement Fund	<u>\$140,000</u>
 Total levy collectible in 2013	 \$849,253

Supervisor Rosato made a motion to approve of Resolution #2012-007, adopting the levy collectable in 2013 in the amount approved at the Annual Meeting of \$849,253. Supervisor Kortekaas seconded the motion and upon roll call, motion carried by a unanimous vote.

Noteworthy items:

- None

8. Consent Agenda

1. Consider approval of the purchase of 4 cemetery sites by Lonnie & Barbara Karnes: Sec 3, Block 15, Lot 1, sites 4 & 8 and Lot 4, Sites 1 & 5

Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to approve the consent agenda item as noted above. Upon roll call, motion carried.

9. Old Business

- Itasca County Comp plan review

The second meeting for the review of the Itasca County Comprehensive Plan was held last night; Supervisor Rosato attended on behalf of the town board. He gave a recap of the meeting, explaining that the group finished up with the communication part of the comp plan, and talked about the natural resources area of the comp plan, including water quality goals. Septic system issues around fully developed lakes were also discussed, as well as the enforcement of related ordinances. The township's plan was referred to several times during the meeting. The meeting was steamed live via ICTV, and some people called in with comments.

- CDARS money market fund

Treasurer Adams explained that American Bank has said they will no longer be offering the CDARS money market fund, in which the township currently has investments of approximately \$447,000. This amount is held in investments, as protection – to cover expenses should we not get apportionments. Adams shared some options for the board's consideration, and recommended ¼ % interest rate of the public funds savings account.

A motion was made by Supervisor Kortekaas to move the township's money invested in the CDARS program to the public fund savings account in the amount of approximately \$447,186.55 (exact amount may change slightly, due to any interest adjustments). The motion was seconded by Supervisor Rosato and upon roll call, passed by a unanimous vote.

- Credit cards

The business credit cards from Wells Fargo approved by the board for the two full time maintenance workers have come in. However, Treasurer Adams would like to include a policy for use of the card, including what the card can be used for, how to submit receipts, what to do if a personal charge is accidentally made, etc. The board agreed this was a great idea. Adams agreed to prepare a draft policy for board review at the September P&D meeting. Once approved, she will then hand out the credit cards with a copy of the policy.

- Cell Phones:

Treasurer Adams was required to fill out another form, since the township is a government entity. She is now waiting for an email so that she can move forward with buying the two iPhones for the maintenance crew as previously approved by the board.

- Street light was out; LaPlant and Hwy 169.

Supervisor Key agreed to report the street light outage on Hwy 169 and LaPlant Road, noting that while it is not an intersection of any township roads, the board has agreed to light it up for the safety of the residents.

- Mississippi waters flood task force:

Supervisor Key has attended 3 Mississippi waters flood task force meetings. The next meeting is Sept 26th but he will be unable to attend as that is the same night as the Harris Town Board's P&D meeting. Key noted that the representatives from the US Corps of Engineers have been asked to attend a future meeting of the task force, and that the task force is trying to get Leech Lake Band involved. They are also trying to improve the management plan of lake levels, and want to continue dredging the relief channel that was started in Aitkin back in 1957 but stopped due to hitting bedrock; the channel is currently 6.5 miles long – but is not being maintained properly. The recent rain and flooding brought these issues to light.

10. New Business

- None

11. Approve payment of bills for September 2012

Treasurer Adams noted that the SEH bill is showing \$13,022.50 on the report but will actually be \$13,032.50 (an increase of \$10.00). She also pointed out that she pulled the election judges onto a separate bill listing, on page 3.

A motion was made by Supervisor Rosato to approve payment of the bills per both attached reports titled:

- ***“September 2012 Bill Listing to Board” for \$377,496.35 (which includes the \$10 increase to the SEH bill)***
- ***“September 2012 Election Workers” for \$1,620.41***

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

12. Adjourn

A motion to adjourn was made by Supervisor Kortekaas, seconded by Supervisor Rosato; the meeting was adjourned at approximately 8:30pm.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

September 2012 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,302.76
Gary Rosato	Mtgs, wages, labor, less withholding	535.77
Dennis Kortekaas	Mtgs, wages, labor, less withholding	595.30
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,520.06
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	717.76
Bonnie Key	Cleaning labor, showing, less withholding	635.42
Derrick Marttila	Labor less withholdings	2,585.10
Dan Key	Labor less withholdings	2,597.55
Matt Seibert	Labor less withholdings	278.09
Zack Adams	Labor less withholdings	695.20
PERA	Payroll withholding	1,566.26
Braun Intertec	construction materials testing	144.00
Blandin Foundation	M Smith - copies and postage 2nd QTR	158.47
Blue Cross Blue Shield	4th QTR healthcare and life insurance premiums	3,092.00
Carquest	Bearings	79.98
Carrot Top Industries	Us Flag and floor stand	137.66
City of Grand Rapids	PEG and Franchise Fees -mediacom 2nd QTR, PB 1st QTR	6,039.55
Cole Hardware	set screws, v-belt	20.36
Computer Enterprises	Netgear Prosafe, Netgear Access Point, service	640.98
Davis Oil	August gasoline invoices	1,433.73
Grand Rapids Herald Review	yearly subscription	65.00
Grand Rapids Public Utilities	August utilities; lights and town hall	203.76
Hawkinson Construction	2012 pavement rehab project	293,998.51
Home Depot	online pmt:: deck wash	6.19
Itasca County Recorder	cemetery deeds	46.00
Janicke Bakery	cookies for primary elections	168.00
L and M	August invoices: supplies - service center	300.66
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	436.06
MATIT	Commercial package insurance - 1 year	6,605.00
Nortrax	filter, oil	115.24
Oreilly Auto Parts	capsules	14.77
Pokegama Lawn and Sport	Bearing and V-Belt	97.95
Rapids GM	2013 Chevy F350	32,581.80
S E H	June and July Engineering services	13,022.50
Schwartz and Sons Excavating	grader work August	1,310.00
Shaw and Shaw	Ray Nikkel services; DNR and State emails	322.50

13,032.50

- pg 2 -

Verizon	cell phones through 9/12/12	127.17
Waste Management	3 yd rel on call	16.56
Commissioner of Revenue	Payroll withholding :: electronic payment	478.91
Wells Fargo Bank	Payroll withholding :: electronic payment	2,788.77
Wells Fargo Bank	checking account fee	5.00

Total \$ 377,486.35

Approval to pay :: September 12, 2012, Checks numbered 15747 through 15

Larry Key

Gary Rosato

Dennis Kortekaas

9

September 2012 Election Workers

	Description	Amount
Vicki Andrews	election judge training, mileage	32.21
Jane Dreke	election judge training, mileage, election judge primary	217.20
Etta Jane Flohaug	election judge training, mileage, election judge primary	184.43
John Howrey	election judge training, mileage, election judge primary	199.98
Mike Jasper	election judge training, mileage, election judge primary	201.09
Joan Johnson	election judge training, mileage, election judge primary	199.99
Charlotte Lorenson	election judge training, mileage, election judge primary	178.88
Dave Schroeder	election judge training, mileage	29.99
Byron Snowden	election judge training, mileage, election judge primary	197.76
Shirley Wicklund	election judge training, mileage, election judge primary	178.88

Total \$ 1,620.41

Approval to pay :: September 12, 2012, Checks numbered 15 through 15

Larry Key

Gary Rosato

Dennis Kortekaas