

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, January 23, 2013 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, January 23, 2013. The meeting was called to order at 7:30pm by Chairman Key, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Larry Key, and Treasurer Becky Adams and Clerk Michele Smith. *Absent: none.*

Also in attendance: Julie Kennedy – SEH Road Engineer, three ICC interns - including Allie Jurvelin and her family, Holly Buster, & Claire Schumacher. Dan Butterfield, Judy Myers, and Cindy Martin – township residents were also in attendance.

1. Pledge to the flag

2. Harris Cemetery GIS database demo – Allie Jurvelin

Due to some technical difficulties, Allie was unable to make her presentation as hoped on the GIS cemetery project. However, she wants to show the board the end result – which is the interactive cemetery map that will use all the data that Allie’s been working on for the past 9 months. It’s interactive in that a person can zoom in, and drill down to determine various information such ownership status, burial information, veteran status, headstones photos, etc. There are “layers” that can be turned on/off, based on what a person wants to see.

Supervisor Rosato recommended that the presentation be done at the upcoming budget meeting, which could be moved to the Blandin Foundation so that there is internet available, as it’s necessary to run the program. The Board agreed. The Clerk will post the meeting accordingly, for January 30th, 7:30pm at the Blandin Foundation.

Other intern projects:

The board had moved at a previous meeting to bring on two new interns, in addition to Allie. Julie introduced them to the board: Holly Buster, Claire Schumacher. They are both first year ICC Engineering students, while Allie is a second year student. The following were some projects that Julie recommended, for board consideration:

- Trails – Routes that would connect the city’s trail near Mishawka Road to the causeway, using GIS maps and cost estimates. Would consider both motorized and non motorized trails, and look into DNR grants and do grant writing. For a motorized trail, the intern (Allie) would look into east-west options, including ROWs & easements. She would determine what it would take to do that, including cost estimates. Supervisor Kortekaas would be involved with the project at some level.
- Public landing parking – An intern could look at options to improve parking at landings – such as Mishawaka. They could determine how it may be able to be designed differently, to increase space. There is software available to explore options, and determine the turning radius needed for vehicles and trailers. They could prepare maps of the land around the landings, of what land is available or may come available and the possible cost. There are public funds available – but an intern could find out what the basis is for getting them.?
- Policies and ordinances – The board has talked about the need to have all township policies reviewed, updated, and put into a central binder. And intern could head up this project, especially regarding new developments (culverts, paving, etc.)
- Road budgeting and mapping – Continue with this, as has been done in the past.

The board agreed that all these projects were worthwhile. They felt the trails most probably the important, and that they may want to discuss starting a dedicated “trails fund” in the capital improvement) fund. The board agreed also that they’d like the interns to present on their projects at the township’s at P&D meetings.

3. Business from the Floor

- Dan Butterfield – asked about the road patching product the board is considering, NuvoGap, and commented on the slippery areas he’s noticed on local roads. Supervisor Rosato gave a report on what he found out about Nuvo Gap – and it is noted under 4. Roads – below.

4. Roads

- Julie Kennedy – SEH Road Engineer / road or project updates

Julie is working on items for the Feb 6th budget meeting regarding priority roads for repair in 2013. Top 5 so far are Southwood, Lakeview, Robinson, Stony Point, and Underwood roads.

- Road patching product: Nuvo Gap

In follow up on previous discussions, Supervisor Rosato talked to a Nuvo Gap representative who explained that base of the product is polymer (plastic) rather than tar. It’s a self-leveling material that stays soft and pliable for 3-4 years. He said yes it does get slippery, but is the best product for road repairs – but must be applied correctly. This is very important as *over application* of any crack filler on asphalt / cement can be dangerous to motorcyclists. If it’s too wide, too long, too thick, it can cause a loss of traction. The rep reviewed the guidelines from manufacturer on the correct application conditions and techniques.

The board discussed adding “grit” – like sand – but that is very time consuming and messy.

Supervisor Key reminded the board that the crack fill product they used to use in our tar pot is no longer available. And, if they decide to try Nuvo Gap, the township would need to rent the special tar pot from county, and our maintenance crew would mix and apply it.

The board agreed that they liked Commercial Asphalt’s product for crack filling, but sometimes they get projects done and sometimes they don’t, as they are very busy. And our roads need to be done in the spring – when cracks are open. Julie suggested that the board could contract with Commercial Asphalt and put a deadline on the projects. Or, they could put the project out for bid, including outside the local area. A written contract would help with deadline enforcement. **The board agreed to put crack filling out to bid once roads to crackfill are determined, and then contract for it.**

- Other road issues/concerns

- Rosato is worried about how our roads will be in the spring
- Key commented that our grading contractor (Schwartz) has been great, and has saved us quite a bit of money. They keep the gravel on the road, and don’t grade it off into the ditches.

5. Recreation

- The skating rinks have been closed several days due to frigid temperatures. Our policy states that they will be closed when the air temperature is -10 below or colder. This does not include wind chill.
- There was some trouble with gas heater at Wendigo, and it went out. The crew picked up and installed a new electric ceiling heater and that’s working great.

6. Town Hall Report: Dec 11, 2012 – Jan 16, 2013

The board reviewed the monthly report as submitted by the Town Hall caretaker. There were 9 rentals, with no injuries or damages to report.

7. Maintenance Report: December 2012

The board reviewed the monthly report as submitted by the Maintenance Crew. Supervisor Key added that the ground frost is about 5” – except around headstones, where it’s close to 2 feet. The new ground heater is working well, and they found that it works best when they keep ground moist with ice. This was a recommendation the guys found on the internet.

8. Old Business

- Intergovernmental Collaboration Opportunities Team meeting update (Supervisor Rosato)
Supervisor Rosato reported on the meeting held today, of the Intergovernmental Collaboration Opportunities team. The speaker was Matt Grose – the Superintendent of Deer River School, and an IASC member. The team is looking at shadowing the same type of collaboration/joint powers agreement. Overall, the group is still testing the waters and looking into joint powers agreement and bylaws for the future. They will need to determine the needs, projects, etc. for the group. Also, Shawn Gillen – Grand Rapids City Administrator – announced he is leaving the city, as he took position in Georgia. Shawn has been a vital part of this team.
- ISD 318 Facilities Planning Meeting on 1/10/13
Supervisor Key attended this first meeting, and recapped that the school district wants to spread the word they are in trouble regarding space, as that the middle school will be overloaded in 2 years. There won't be enough room for all the students. They looked at the numbers, which support the prediction, but the numbers will drop again in a few years. The group at the meeting discussed various options to address the issue, including portable classrooms. Next meeting is January 28th at 6:00pm; Rosato and Key will both attend.

9. New Business

- Consider approval of Resolution #2013-001: Appointing the Absentee Ballot Board for 2013 Twp Election
Clerk Smith reminded the board that state statute now requires that the township board appoint by resolution an Absentee Ballot Board comprised of election judges trained in handling absentee ballots for the township election.
After reviewing the resolution, Supervisor Rosato made a motion to approve Resolution #2013-001: Appointing the Absentee Ballot Board for 2013 Twp Election. Upon a second by Supervisor Kortekaas, roll call was taken and the motion passed by a unanimous vote.
- Treasurer discussion items:
 - Consider payment additional invoices
Treasurer Adams said she received a SEH invoice to close out the 2012 road projects, and Primerica invoices for the maintenance crew's life insurance. These bills were not received in time to be included on the original bill list reviewed at the Regular meeting, but should be paid right away. As a result, Adams requested that the Jan 9th bill list be amended to include Primerica and SEH bills as follows:
 - Revised bill list total = \$49,137.14 and included
 - SEH - \$5,543.18 | Final 2012 invoice for Keyview with <\$10,406> credit of engineering services
 - Primerica \$426.00 | Life insurance payment 2013 for Dan and Derrick
A motion was made by Supervisor Kortekaas to approve payment of the outstanding bills to SEH and Primerica for \$5,543.18 and \$426 respectively, and revise the January bill list as per attached, for \$49,137.14. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion passed by a unanimous vote.
 - Forms:
 - W-2 forms for 2012 were handed out by Adams.
 - W-4 forms for 2013 were also handed out, and Adams asked that they be filled out and returned to her as our auditor will ask for them. There currently aren't any on record.
 - I9 forms are also needed from employees – to prove citizenship. This should be done when people are hired.
 - Social Security adjustments for January 2013 payroll
Adams explained that the Federal government, at the end of January 2013, opted *not* to give people the 2% tax break they enjoyed in 2012. As result, she would need to take out an additional 2% from the February paychecks to make up for only taking out 4.2 % in January – in addition to taking out 6.2% in February. As a result, the paychecks would be a little smaller than normal.

- Ray Nikkel escrow payment
Adams alerted the board that a balance due to Ray Nikkel from his escrow payment will be on February bill list. She reminded the board that Nikkel paid us a flat fee to hold in escrow, and legal fees to Shaw and Shaw were paid from this amount. Now that the file is closed, a remaining escrow balance of \$556.40 is due back to Ray Nikkel for what he did not use.

- Labor hours – end of the year
Treasurer Adams has been putting in a lot of extra hours with year end reporting, and requested permission to charge a few extra hours for this work. She noticed that the former Treasurer did this as well. The board agreed this was a reasonable request.

10. Adjourn

A motion to adjourn was made at 9:14pm by Supervisor Kortekaas; upon a second by Rosato, the meeting was adjourned.

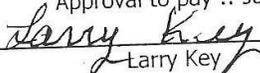
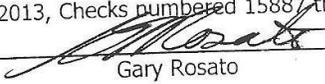
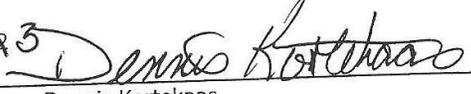
Respectfully submitted,

Michele Smith – Harris Township Clerk

see * added bills

Jan 2013 Bill Listing to Board		Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses		753.72
Gary Rosato	Mtgs, wages, labor, less withholding		411.01
Dennis Kortekaas	Mtgs, wages, labor, less withholding		434.47
Michele Smith	Mtgs, wages, labor, less withholding plus expenses		844.67
Becky Adams	Mtgs, wages, labor, less withholding plus expenses		461.10
Bonnie Key	Cleaning labor, showing, less withholding		381.25
Derrick Marttila	Labor less withholdings		2003.10
Dan Key	Labor less withholdings		1980.85
PERA	Payroll withholding		1156.00
CenturyLink	phone bills for service ctr, rinks, town hall		283.97
Davis Oil	December gasoline invoices		413.32
Express Employment	12/16 and 12/23 rink attendants		864.20
Ferrellgas	December propane invoices		257.76
Grand Rapids Public Utilities	Sept utilities; lights and town hall		186.39
Herald Review	the source, filing, meeting schedule		788.80
Home Depot	online pmt:: garage seal		200.24
Itasca Cty Auditor/Treasurer	tax notices		540.60
Itasca Cty Auditor/Treasurer	2013 snowplowing contract		21,417.00
Itasca Cty Recorder	cemetery deeds: Bruce		46.00
L and M	December invoices: supplies		100.80
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery		633.30
MATTI	Workers Compensation premium		5,599.00
* Primerica	Life Insurance payment - 2013: Dan Key, Derrick Martilla		426.00
Power Plan	Nortrax equipment		7.93
Security Life Insurance	semi-annual dental premiums		801.36
* S E H	final 2012 invoice for keyview credit with engineering services completed +Jan		5,543.18
Verizon	cell phones through 1/12/13		165.46
Waste Management	3 yd rel on call		16.51
Commissioner of Revenue	Payroll withholding :: electronic payment		393.00
Wells Fargo Bank	Payroll withholding :: electronic payment		2,021.15
Wells Fargo Bank	checking account fee		5.00
Total			\$ 49,137.14

Approval to pay :: January 9, 2013, Checks numbered 15887 through 15913

 Larry Key
  Gary Rosato
  Dennis Kortekaas

Resolution No. 2013-001

APPOINTING THE ABSENTEE BALLOT BOARD for the March 2013 TWP ELECTION

WHEREAS, Minnesota Statutes Section 203B.121, subd.1 requires a town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on **Tuesday, March 12, 2013**; and

WHEREAS, the ballot board must consist of election judges trained in the handling of absentee ballots, or staff trained as election judges; and;

WHEREAS, even though only **two members are required to meet whenever an absentee ballot needs to be processed**, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be 4 for the March 2013 election for the Town of Harris; and

WHEREAS, , the Town Board for the Town of Harris has appointed its election judges for the March 2013 election as required by Minnesota Statutes Section 204B.21;

NOW THEREFORE, BE IT RESOLVED THAT, That the Town Board for the Town of Harris hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

Michele Smith
Jane Dreke
Joan Johnson
Shirley Wicklund

BE IT FURTHER RESOLVED: That the Town Board of the Town of Harris hereby authorizes any member of the ballot board to be compensated as required by Minnesota Statutes Section 203B.121, at the Election Judge rate and mileage reimbursement rate for 2013 when said member performs any required duty of the ballot board.

Supervisors	VOTE			
Dennis Kortekaas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Gary Rosato	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Larry Key	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

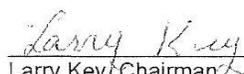
State of Minnesota, County of Itasca, Town of Harris

Adopted by the Harris Town Board, January 23, 2013

Attest:



Michele Smith, Clerk



Larry Key, Chairman