

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, February 13, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, February 13, 2013. 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, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* None.

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, and residents Judy Myers, Dan Butterfield, Cindy Martin, Leann Stoll.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on January 9, the P&D Meeting on January 23, the Budget Work Session/Board of Audit on January 30th, and the Budget Work Session on February 6, 2013.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the minutes as presented for the meetings noted above. Upon roll call, motion carried.

3. Business from the floor

- Dan Butterfield:

Dan shared the Minnesota Pollution Control Agency public notice that he received regarding a draft solid waste facility permit. It stated that an application is up for reissuance from the Grand Rapids Public Utilities Commission for their sludge landfill, and there is a public comment period from January 29 through Feb 27, 2013. For a full copy of the notice, and to comment, people can go to www.pca.state.mn.us/publicnotices, (A copy of the public notice will be attached to these minutes.)

4. Treasurer's Reports:

- Updated Jan – Dec 2012 Treasurer Reports and 2012 bill lists
- Jan 2013 Treasurer's report, of December 1 – 31, 2012 financials (and year end balances)
- Feb 2013 Treasurer's report, of January 1 – 31, 2013 financials

Treasurer Adams explained that the updated 2012 treasurer reports reflected updated fund balances, but that the total amount of all funds did not change. The change of fund balances was due to various line item adjustments between funds, found necessary when reconciling. The updated bill lists were just for the board's record, but that they had all been previously approved and signed off on.

The January 2013 Treasurer Report (of December 2012 financials) had been delayed until the Treasurer's and Clerk's books balanced, and their year end fund balances matched. This report was now being submitted for the board's approval, along with the February 2013 report of January financials.

A motion was made by Supervisor Kortekaas, with a second by Supervisor Rosato to approve the updated January – December 2012 Treasurer's reports, and the January and February 2013 Treasurer Reports as presented. Upon roll call, motion carried.

5. Roads

- Julie Kennedy / SEH

- Julie will attend a meeting regarding the LaPlant Road improvement project, as Southwood Road is being proposed as a detour during the project. Julie commented that this could be a problem, give its condition. Julie will find out more and report back to the board at the P&D meeting. She added that if the board decides to improve Southwood Road in 2013, and/or Robinson Road, that it would be wise to coordinate the project bid dates to save on mobilization costs. In addition, the township will want to pay attention to the project timing – that LaPlant Road project should be done before Southwood Road.
- Julie is also pulling numbers from area bituminous bidding projects, and finding out what's going on in the area.

- Other road concerns/issues

The board did not have any road concerns to discuss.

6. Recreation

- Supervisor Key met with Mike Hendricks, and got estimates for the tennis court improvement projects. Key will share these at the upcoming budget meeting on Feb 20th, when the recreation fund is discussed.
- Both skating rinks are open, at Wendigo and Crystal parks. Both were closed on Sunday due to the snow storm.

7. Correspondence

Board Action items:

- Itasca Co. Annual Township & City Weed Report – due April 1, 2013
Supervisor Kortekaas, Weed Inspector for the township, has already filled out the report, and it's ready to be returned to the county.

Noteworthy items – were reviewed by the board, with no questions or concerns:

- Notice of the 2012 Fire Contract premium, and calculation spreadsheet
- Gas Tax/Road Allotment memo from Itasca County
- MN Dept of Health reports for Harris Town Hall: Sanitary Survey Report and Report of Analytical Results (water). No red flags.

8. Consent Agenda

- None

9. Old Business

- Township Board of Audit review and sign off of Clerks and Treasurer's 2012 financial summaries
The board reviewed the two reports, side by side, as submitted by the Clerk and Treasurer of their respective 2012 financial reports and year end balances. This was in follow up to the Board of Audit meeting held on January 30th, 2013. There were no questions by the board, and all was declared to be in order; they confirmed that all figures and year end balances matched – by fund, and by transaction type (disbursements/receipts).
- ISD 318 Facilities Planning Meeting update (from 1/28/13 and Feb 11th)
Both Supervisors Key and Rosato attended the January 28th meeting of the ISD 318 Facilities Planning committee, and Supervisor Key also attended the meeting on February 11th as the Township Association Meeting scheduled for that same day and time was rescheduled.
During the meetings, different options to address the school space shortage were discussed and voted on, narrowing down the options to 4 – including a new elementary school. Those options will soon be advertised along with a proposed tax increase via a 20 year referendum. Information should be advertised on ICTV and in the newspaper.
- Upper Mississippi Headwaters Task Force
Supervisor Key attended another meeting of the Upper Mississippi Headwaters Task Force. He learned that water sampling efforts have detected the presence of zebra mussels larvae in Lake Winnibigoshish, located in Cass and Itasca counties. The DNR's help is needed to help prevent the Zebra mussels from coming down the river and polluting area lakes.

10. New Business

- Discuss proposed monthly GIS user group meetings (see email from Mike LeClaire)
Mike LeClaire, from the City of Grand Rapids, offered to head up a users group for the GIS systems currently being used by the city and other units of government – including Harris Township. Clerk Smith said she would be interested in attending regarding the cemetery GIS program, but felt others who would attend the meeting are likely using the system for other purposes - and not cemeteries. Thus, she thought a supervisor may also want to attend.

Julie commented that a GIS system has huge potential with regards to road information. Once the data is input, a person can pick a road and then see all the data related to it – including utilities such as gas lines or zoning. She added that SEH has a lot of the data for Harris Township Roads, but the input would be very labor intensive – but a great project for an intern. Julie recommended that the Board would need to decide how to use it, and if it make sense to have it.

After some discussion, the board agreed to just concentrate on the new GIS cemetery database for now, but asked the Clerk to attend the first meeting and report back to the board. They wondered what the cost would be to add road ‘layers’ to their existing database for the cemetery. The current cost is apx \$4,500/year for the GIS program and cemetery layers, but what would be the cost for the add-on for roads layers? Julie added that the township could have the same service through SEH as the data is public – from county and city.

- Consider RBA #1 - Clerk’s Recommendation of Election Judges for the Mar. 2013 Township Election
After reviewing the Request for Board Action as submitted by the Clerk, a motion was made by Supervisor Rosato to support the recommendation appointing the five Election Judges for the March 12, 2013 township election as presented. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion carried.

11. Approve payment of bills for February 2013

Treasurer Adams noted that included in the bill list for February 2012, was a check to Ray Nikkel for a refund of \$556.40 that was left in his escrow account from the amount paid for easement work done by Shaw Law Offices. Also in the bill list were 2013 annual dues for the Itasca County Township Association and the MN Association of Townships (MAT); both amounts are included in the check to the Itasca County Twp Assoc for \$1,600.64, as Itasca Co Twp Assoc they pays MAT on behalf of the townships. The annual alarm systems payment to the Itasca County Sheriff’s department also was included in the bill list, for \$30.

A motion was made by Supervisor Rosato to approve the payment of the bills per the attached document titled “Feb 2013 Bill Listing to Board” in the amount of \$27,764.82. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion passed by a unanimous vote.

12. Adjourn

A motion was made by Supervisor Rosato to adjourn the meeting at 8:16pm; upon a second by Supervisor Kortekaas, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

Feb 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1068.14
Gary Rosato	Mtgs, wages, labor, less withholding	560.98
Dennis Kortekaas	Mtgs, wages, labor, less withholding	539.88
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1419.79
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	883.57
Bonnie Key	Cleaning labor, showing, less withholding	438.20
Derrick Marttila	Labor less withholdings	2593.63
Dan Key	Labor less withholdings	2569.01
PERA	Payroll withholding	1519.57
Advantage Systems Group	alarm system monitoring - 2/1/13 - 1/31/14	240.00
CenturyLink	phone bills for service ctr, rinks, town hall	294.00
City of Grand Rapids	Paul Bunyan 4th QTR PEG and Franchise fees	399.86
Creative Services Associates	11-0212 Grounds Development Maintenance for 2012	1,400.00
Davis Oil	December gasoline invoices	180.48
Express Employment	1/3, 1/9, 1/16, 1/23, 1/30 Rink Attendants	2,784.00
Ferrellgas	December propane invoices	915.39
Grand Rapids Public Utilities	Utilities; lights and town hall	190.26
Herald Review	Meeting schedule	155.20
Itasca Community College	Reimburse wages for Alli Jurvel 10/12-12/12	554.10
Itasca County Association of Twshps	Itasca County Dues and MN Assoc of Twshps Dues 2013	1,600.64
Itasca Cty Sheriffs Office	Annual Alarm Invoice - Service Center, Cemetery, Garage	30.00
L and M	January invoices: supplies	495.60
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	787.84
MN Benefit Association	Township group life; supervisors and officers	1,925.00
Nikkel, Ray	Remiburse for balance in fund - easement work with Shaw and Shaw	556.40
Northern Air Plumbing	fan switch and service call	90.33
Range Water	jan, feb cooler rental and water in store	89.67
Stokes Printing	printer ink, paper	131.36
Verizon	cell phones through 1/12/13	164.01
Waste Management	3 yd rel on call	16.47
Commissioner of Revenue	Payroll withholding :: electronic payment	438.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,728.44
Wells Fargo Bank	checking account fee	5.00
Total		\$ 27,764.82

Approval to pay :: February 13, 2013, Checks numbered 158914 through 159

Larry Key

Gary Rosato

Dennis Kortekaas