

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

The Regular Meeting of the Harris Town Board was held on Wednesday, March 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: Residents Judy Myers, Dan Butterfield, Cyndy Martin, Leann Stoll, and Jeff Schrunk.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on February 13th, the P&D Meeting on February 27th, and the Budget Work Session on February 20th, 2013

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the minutes as presented for Feb 13, 20, and 27, 2013. Upon roll call, motion carried.

3. Business from the floor

- Dan Butterfield:

Dan Butterfield spoke to the board regarding a proposed Itasca County land exchange. (*Information presented to the board from Butterfield will be attached to these minutes.*) The county will be holding a public hearing on this topic on Tuesday, April 9th, 2013 at 3:05 p.m. in the County Board Meeting Rooms. Butterfield asked that people contact their county commissioners, and show up at the public hearing.

- Judy Myers:

Judy Myers inquired where the motion could be found in the minutes, regarding a vote on a proposed hiking trail. Supervisor Rosato clarified that there was no such motion. He referred to page 1 of the P&D minutes from February 28th, where it stated "They (board) reminded the audience that this trail project is a feasibility study only – *nothing has been decided* – but that this would provide a plan for the future, should a trail system be desired".

Myers asked the board what other trail, off Islevew road, they had agreed to brush. The board responded that there must have been some misunderstanding, as there is no work being done on any trails in the township.

- Jeff Schrunk:

Jeff Schrunk lives on Underwood Road, and asked if Underwood is slated for any kind of improvements. He felt it was the possibly the worst road in the township as cars are being ruined from traveling over it, including damage to struts. He noted that the edges of the road are literally falling off. Other residents of Underwood Road have also voiced their concerns to him, so he was approaching the board on thier behalf.

Supervisor Key noted that they recognized the poor shape of the road, and that it's been at the top of the list for repairs. However, the board did get an estimate for engineering to repair the portion of Underwood from Wendigo Road/Co Rd 67 to the first intersection at Wendigo Park Road, and it was approximately \$500,000. Key said the estimate was for reconstruction, where the base would be dug out and rebuilt. An overlay is possible, but would be a temporary fix.

Supervisor Kortekaas commented that the township road inspections will be done in April, and that the information from these will provide insight on which roads to repair in 2014. Kortekaas said Underwood Road is one of his assigned roads to inspect, and agreed to meet with Schrunk when he does his review.

4. Treasurer's Reports:

- March 2013 Treasurer's Report, of February 1 – 28, 2013 financials

Treasurer Adams gave a verbal recap of the Treasurer's report, and noted that the majority of receipts listed were from the late payment of property tax payments that the county received after the Nov 15, 2012 due date. They submit these "catch up apportionments" to close-out their 2012 books.

Balance on hand, Feb 1, 2013:	\$1,149,088.83
Total Receipts:	\$ 50,806.52
Total Disbursements:	\$ (217,364.96)
Balance as of Feb 28, 2013:	\$1,172,530.39

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to approve the March Treasurer's report of February 2013 financial activity and balances. Upon roll call, motion carried by a unanimous vote.

5. Roads

- Status of MN Homeland Security & Emergency Management public assistance from windstorm July 2-4, 2012

An email was received from MN Homeland Security & Emergency Management (Bill Hirte), regarding the township's reimbursement request for costs to clean up road debris from the July 2, 2013 wind storm. Hirte stated they need some sort of documentation identifying who the workers were, the hours worked, and the dates worked, that will support the \$1,170.00 labor amount claimed. Key clarified that both maintenance workers and the two summer student interns would have worked all day on the clean up the day after the storm – July 3rd – and that just the crew would have finished up on July 5th. Treasurer Adams agreed to put together this information for the MN HSEM.

- Review proposal from Schwartz Excavating for grading May – Oct 2013

The proposal from Schwartz Excavating was reviewed, for grading township roads in 2013. The rates proposed by Schwartz were the same as 2012: \$145/hour for grading and \$150/hour for mobilization. Key commented that they did a great job grading last year, and that he'd recommend using them again this year.

Supervisor Kortekaas made a motion to approve contracting with Schwartz Excavating for grading township roads in 2013 as proposed for \$145/hour with \$150/hour for mobilization. The motion was seconded by Supervisor Rosato – commenting that the \$8,000 paid for grading in 2012 was cheaper than purchasing a grader. Upon roll call, motion carried by a unanimous vote.

Supervisor Key agreed to contact Schwarz and provide them with a list of gravel road for grading.

6. Recreation

- Supervisor Key noted that Mike Hendricks would be getting quotes for the tennis court repairs soon.

7. Correspondence

Board Action items:

- Itasca Co. Twp Association Annual Dinner registration – Monday, April 8th at Sawmill; Registration head count due April 1st. Door prize needed.

All officers of the board planned to attend, with 1 person bringing a guest. Supervisor Rosato agreed to request a donation from the Blandin Foundation again. The Clerk agreed to notify Pat Hill at the Itasca County Twp Association with the headcount.

8. Consent Agenda

- None

9. Old Business

- Walking trail feasibility study

Supervisor Kortekaas stated that he would like to continue having the interns work on the feasibility study for a trail system as previously discussed, and that when a neighborhood meeting was needed, he would support that. The board confirmed they also were in favor of continuing with the study as previously discussed.

- Fiscal disparity

Supervisor Key asked the board if they were ready to write a letter of support for Itasca County in their efforts to do away with the fiscal disparity program and tax. The fiscal disparities program is a system for the partial sharing of commercial-industrial property tax base among all jurisdictions within a geographic area. One such area includes Itasca County. The board agreed to support the county's efforts, and Supervisor Rosato agreed to contact the County Auditor to find out what would be needed in a letter, and when it should be submitted. The Clerk will draft a letter with board's guidance.

10. New Business

- Public Employees Retirement Association (PERA) – online authorization

Treasurer Adams is currently the PERA reporting system administrator for Harris Township, and she requested authorization from the board for her to use the *online* reporting options available via PERA's "Employer Reporting & Information System (ERIS)". This would allow Adams to create and submit the required PERA reports online.

Supervisor Rosato made a motion to designate Treasurer Becky Adams as the ERIS administration for Harris Township, and recognize that she will control access of the township's employees to the PERA Employer Reporting and Information System. Supervisor Kortekaas seconded the motion, and upon roll call, motion passed.

Chairman Key signed off on the "Agreement and Authorization for Access to the Employer Reporting & Information System", as presented.

11. Approve payment of bills for March 2013

Treasurer Adams alerted the board to a correction made regarding payment to the City of Grand Rapids. In February 2013, a payment to the City of Grand Rapids was approved for Paul Bunyan's 4th Qtr PEG and Franchise Fees. However, Adams voided this payment and included it with the March payment to the City of Grand Rapids, which then included both Paul Bunyan's and Mediacom's 4th Qtr PEG and Franchise fees. The city prefers the two amounts be paid together, and Mediacom's payment was delayed due to a wrong address. Adams reminded the board that the township keeps 3% of the franchise fees, but that the rest goes to ICTV via City of Grand Rapids.

A revised February 2013 bill list was included for the board's review (for \$27,364.96) along with the March 2013 bill list in the amount of \$34,867.13

A motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato to approve the attached "March 2013 Bill Listing to Board" document, in the amount of \$34,867.13. Upon roll call, motion carried by a unanimous vote.

12. Adjourn

After congratulating the recently re-elected officers Key and Adams, Supervisor Kortekaas made a motion to adjourn tonight's meeting at 8:02pm. The motion was seconded by Rosato, and the meeting adjourned.

Respectfully submitted,
Michele Smith – Harris Township Clerk

Mar 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1183.18
Gary Rosato	Mtgs, wages, labor, less withholding	642.02
Dennis Kortekaas	Mtgs, wages, labor, less withholding	624.95
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1585.86
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	716.96
Bonnie Key	Cleaning labor, showing, less withholding	546.30
Derrick Marttila	Labor less withholdings	2074.11
Dan Key	Labor less withholdings	1977.11
PERA	Payroll withholding	1390.71
Blue Cross Blue Shield	2nd QTR -Maintenance Health Insurance, Life, Disability	3093.00
CenturyLink	phone bills for service ctr, rinks, town hall	111.75
City of Grand Rapids	Paul Bunyan and MediaCom 4th QTR PEG and Franchise fees	6,186.41
Davis Oil	Feb Fuel invoices	677.93
Dreke, Jane	Election Judge	21.13
Eichorn, Rusty	Annual Meeting moderator	50.00
Express Employment	2/6, 2/13, 2/20, 2/27 Rink Attendants wages	2,331.60
Fastenal	MNGRA67453 invoice 3/8" coarse B (100 units), Hi TL Stick-9gm	361.40
Ferrellgas	February propane invoices	766.14
Flohaug, Etta Jane	Election Judge	105.65
Grand Rapids Public Utilities	Utilities; lights and town hall	192.83
Itasca County Ag Assoc	Annual support - Fair 2013 pmt	1,000.00
Itasca County Auditor	Election Costs 2012 - ballots, ballot styles and equipment storage and maint.	492.15
Itasca County Historical Society	Annual support - ICHS \$1 per township member	3,253.00
Johnson, Jean	Election Judge	103.39
L and M	February invoices: supplies	1,106.33
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	832.46
Lorenson, Charlotte	Election Judge	103.39
Pokegama Electric	Wire new heater - Wendigo warming shack	235.60
Range Water	march cooler rental and water in store	27.25
Verizon	cell phones through 3/12/13	169.00
Waste Management	3 yd rel on call	16.64
Wicklund, Shirley	Election Judge	103.39
Commissioner of Revenue	Payroll withholding :: electronic payment	393.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,387.50
Wells Fargo Bank	checking account fee	5.00
	Total	\$ 34,867.13

Approval to pay :: March 13, 2013, Checks numbered 15943 through 159

Larry Key

Gary Rosato

Dennis Kortekaas

Feb 2013

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	VOID
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		\$ 27,364.96

Approval to pay :: February 13, 2013, Checks numbered 15914 through 15942