

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, April 10, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, April 10, 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 – SEH, Ed Zabinski – Grand Rapids City Council (for presentation), 4 people from the “Celebrate Recovery” program, and residents Judy Myers, Dan Butterfield, and Cyndy Martin.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Annual Town Meeting on March 12, 2013 (approval of *DRAFT minutes only, as they will not be officially approved until the 2014 Annual Town Meeting*), the Board of Canvass on March 12, the Regular Meeting on March 13, and the P&D and Reorganization Meeting on March 27, 2013.

Motion by Rosato to approve, Key second; passed

3. Ed Zabinski – Presentation on the proposed “Active Living Center” at the YMCA

- In response to a request from Ed Zabinski for a letter of support regarding a collaborative effort between the City of Grand Rapids, the YMCA and ElderCircle for an “Active Living Center”, the Harris Town Board invited Zabinski to come give a presentation about the venture. (*The program handout given to the board will be attached to these minutes.*)

Overall, the Active Living Center would be a place where seniors can be provided a variety of services, under one roof. Currently, the former Grand Rapids Township Hall is being used primarily by seniors, the YMCA has an adult day-stay program, and ElderCircle provides various services at two different locations. Zabinski explained that it made sense to work together rather than each doing their own program in their own facility.

The project proposed is a 10,000 square foot addition to YMCA; Elder Circle would consolidate their spaces and relocate there. The scope of the project is 4.3 million; they can get a 1.25 million grant from the Blandin Foundation if they can raise the rest of the money. Zabinski has asked the IRRRB for this funding, who is considering investing in the project. To help with this, a letter of support has been requested from the Harris Town Board, as the project would be utilized by people outside the city limits, including township residents. No funding is being requested from the township – just a letter of support, written to Chris Ismill at IRBBB, with a copy to him to track for their grant request.

- Consider writing a letter of program support for the Active Living Center, as requested by Zabinski

The town board agreed that this was a worthwhile project, and would benefit many residents – including those in Harris Township.

Supervisor Rosato made a motion to write a letter of support for the Active Living Center, using the sample support letter to Chris Ismil of the IRRRB, as shared by Zabinski. The motion was seconded by Supervisor Key, and upon roll call, the motion passed by a unanimous vote.

Clerk Smith will type of the letter, and have it reviewed and signed by the Chairman before sending.

4. Business from the floor

- Celebrate Recovery request

There were four directors from “Celebrate Recovery” in attendance; one from Harris Township. Dale Hedquist spoke on behalf the group, to discuss using the Harris Town Hall every Monday evening for their meetings.

Celebrate Recovery is a 12 step program similar to AA, but who declare Jesus Christ as their higher power up front. Many people they’re working with have nothing. Their program’s goal is to get them free from their addictions, and become productive citizens, as the other side is often death.

There are currently 7 Celebrate Recovery groups meeting now, and 3 more will be starting this month. The existing groups currently meet in various community centers and churches in and around the Grand Rapids

community. Approximately 70-100 people are serviced a week. However, many people don't want to go to a church, and thus they were hoping to use the town hall for one of the new groups near Grand Rapids.

Hedquist explained that the \$50/use fee is not affordable at this time with such a new group, and so requested that Celebrate Recovery be able to use the town hall for 1 year, free of charge. The meetings are once a week, on Monday evenings, at 7pm.

Supervisor Rosato explained that while their group has an admirable and worthwhile mission, the township's town hall policy does not allow for reduced or waived fees for non-profit groups. In addition, reserving the town hall every Monday night for a year, free of charge, is a lot to ask; the town hall needs to also be available for its residents. Supervisor Key agreed. **The Board thus denied the request from Celebrate Recovery for use of the town hall, free of charge.**

- Dan Butterfield

Butterfield gave an update on a County Board public hearing he attended on Tuesday regarding a vote to decide whether or not to approve a land exchange for the Loucks/Danyluk Veterans Memorial Forest in Third River Township for a larger piece of forest land in Bearville Township. The exchange was approved by the County, which disappointed Butterfield and many others – especially veterans. However, before the property exchange can be completed, the decision needs to go to the state DNR for final approval. Butterfield commented that sending letters or emails of opinion are encouraged.

5. Treasurer's Report for March 1 – 30, 2013

- Treasurer Adams noted that the road allotment money came in, and is reflected in the Road & Bridge fund receipt amount of \$24,434.66.

The report was recapped as follows:

- Beginning Balance Mar 1: \$1,172,560.39
- Receipts: \$31,248.61
- Disbursements: (\$35,052.14)
- Ending balance Mar 31: \$1,168,726.86

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

- Consider approval of the "Letter of Engagement" from Eikill & Schilling for the outside audit of 2012 financials

Treasurer Adams explained that Eikill & Schilling is the township's outside auditor; the letter from November 2012 was sent to the former treasurer's address and thus lost. The letter is to approve Eikill & Schilling as the auditor for the 2012 audit, in an amount not to exceed \$5,700 as outlined in the letter.

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve that Eikill & Schilling perform Harris Township's 2012 audit for up to \$5,700 as outlined in their Letter of Engagement dated November 26, 2012. Upon roll call, motion was passed by a unanimous vote.

Clerk Smith agreed to send a copy of the signed letter to Deborah Medlin – the Eikill & Schilling auditor currently working on the township's 2012 audit.

6. Roads

Julie Kennedy / SEH – road project updates

- 2013 Pavement Rehabilitation project: (See memo from Kennedy, attached to these minutes.)

Kennedy explained that the township's 2013 pavement rehabilitation project is currently being bid along with two different County paving projects. The standard contract between townships and the county when working together, was provided for board review, as well as the bid documents. Kennedy recommended that the Chair and Clerk sign the contract to enable the township to work with the county on the projects.

She went on to explain that there is no fee for working with the county, but that the contract outlines who pays for what. Kennedy called out Section III "Township Duties", and that it states the township agrees that

95% of the estimated costs will be deposited with the Itasca County Treasurer for their Road & Bridge Fund prior to June 1, 2013. Kennedy commented that the original project estimate was \$375,000 for the township roads. However, that the estimate was lowered to \$276,000. Paying in advance was to make sure that funds were available for payment.

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve that the Chairman and Clerk sign the "Town Road Construction, Improvement and Maintenance Contract" to allow the township roads be bid with the county's project. Upon roll call, motion passed by a unanimous vote.

The chair and clerk signed the contracts, and Kennedy agreed to bring it back to the county for their signature. A fully executed copy will then be returned to the township.

Treasurer Adams noted that in order for a check to be cut to Itasca County for 95%, it will need to be approved at the May 8th Regular Meeting.

The first bid opening is on April 16th for Stony Point Road, Westwood Drive, and Westwood Lane. 6-7 prime bidders were anticipated. The county will consider an award for that project at their April 23rd meeting.

The board agreed to review the bids and award recommendation during their April 17th work session. The clerk will add this item to the posted purposes for the work session.

Kennedy noted that in 2 weeks, the gravel road project solicitation will take place.

- Other road issues

- Contract with Schwartz for Grading

- Supervisor Key asked if the board recalled signing a contract with Schwartz for grading township gravel roads. The board discussed that they'd received and approved a letter of proposal from Schwartz at their Regular March 13th meeting, but that no contract had yet been received.

- Key agreed to request a contract from Schwartz, as the township needs to have one in place. The board authorized Key to sign the contract, as action to approve Schwartz as the grading contractor for 2013 at the same rates as 2012 was already approved on March 13, 2013.

7. Recreation

- Nothing to report

8. Correspondence

Board Action items:

- MN Power Open House – for Great Northern Transmission Line Project: Tuesday, April 23rd 5-7pm @ Timberlake
The board reviewed the information and map from MN Power, but did not see where this would affect the township; therefore they did not feel there was any reason to attend.

Noteworthy items:

- Century Link letter regarding 2013 Construction Season
- Property Tax Statements - \$45 solid waste assessment due on each of the 5 properties

9. Consent Agenda

None

10. Old Business

- Appointment of a Deputy Clerk
Clerk Smith appointed Karlene Gale – former township clerk – as her Deputy Clerk for April 1 – March 31, 2013.
- Verbal report-outs on MAT short course, if attended
 - **Clerk Smith** attended the "New Officers" session, and found it very informative. Some key takeaways were the importance of appointing a deputy clerk, that closed meetings need to be audio recorded (with no minutes taken), and that minutes can be taken by any officer, such as during an emergency meetings

or if the clerk and treasurer are unexpectedly absent. She added that there was lot of discussion about the open meeting law as well, and that she received a 2013 Manual on Town Government for free.

- **Treasure Adams** attended the “Clerks & Treasurers” session, which helped to validate what she was doing right, as well as raise questions about some current processes. One such item was records retention: Did Harris Township adopt the MN Assoc. of Twp schedule? She found we did – via an old resolution; Adams would like to revisit those old resolutions so everyone knows what they are for. Adams also learned that MAT is getting a new computer system as the current CTAS program software is old and needs to be revised and rewritten. Adams noted that we don’t currently use CTAS. Also, the session touched on our insurance coverage, and what all we have.
- **Supervisor Kortekaas** attended the “Supervisors” session: He learned a lot when they talked about the MN jurisdictional realignment project to assure that all roads are operated by right jurisdictional authority. They also mentioned the MAT proposed bill log, and discussed what is currently going through house and senate.
- **Supervisor Key** also attended “Supervisor” session. He learned that Harris is one of only a few townships that have paved blacktop roads; most have only gravel roads. They showed how to maintain a gravel road with a 4% slope.
- **Supervisor Rosato** did not attend the MAT short course.

11. New Business

- Consider setting a date for the annual road review meeting

The board discussed that spring is going to be very late this year. And they need the frost to be out, in order to determine road condition. While they usually are able to do road inspections in April **the board decided to hold the Annual Road Meeting on May 22nd, during the P&D meeting.** This meeting would provide an opportunity to do work orders for 2013, but will also use when looking at 2014 capital improvement projects.

Rather than list a start time for the Road Meeting, the board agreed to list it as the first item under “Roads” on the P&D meeting agenda.

The clerk will post and publish this meeting notice.

12. Approve payment of bills for April 2013

Treasurer Adams commented that the list was shorter than normal, with just normal bills. There were no questions or concerns by the board.

A motion was made by Supervisor Key, seconded by Supervisor Rosato, to approve the attached “April 2013 Bill Listing to Board” document, in the amount of \$16,308.26. Upon roll call, motion carried by a unanimous vote.

13. Public Input

- Dan Butterfield thanked the board for the report outs on the MAT short course; he learned a lot! Judy Myers commented that she agreed.

14. Adjourn

At 8:52 pm, a motion was made by Supervisor Key to adjourn the meeting. Upon a second by Rosato, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Clerk of Harris Township

April 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	857.09
Gary Rosato	Mtgs, wages, labor, less withholding	526.63
Dennis Kortekaas	Mtgs, wages, labor, less withholding	642.02
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,093.31
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	864.47
Bonnie Key	Cleaning labor, showing, less withholding	532.95
Derrick Marttila	Labor less withholdings	2,062.80
Dan Key	Labor less withholdings	1,965.80
PERA	Payroll withholding	1,278.58
CenturyLink	phone bills for service ctr, rinks, town hall	298.00
Davis Oil	March Fuel invoices	503.22
Express Employment	3/6 Rink Attendants wages	243.60
Ferrellgas	March propane invoices	421.79
Grand Rapids Public Utilities	Utilities; lights and town hall	194.91
Herald Review	sample ballot, voting ads	579.10
Jeffrey Walker, Itasca Auditor/Treasurer	Solid Waste Assessment: 5 properties	225.00
Jeffrey Walker, Itasca Auditor/Treasurer	Ballots and machine programming 3/12 township elections	340.77
L and M	March invoices: supplies	85.00
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	555.32
Range Water	march cooler rental and water in store	44.50
Stokes	Binders and HP ink	77.84
Verizon	cell phones through 4/12/13	169.15
Waste Management	3 yd rel on call	120.21
Commissioner of Revenue	Payroll withholding :: electronic payment	398.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2223.20
Wells Fargo Bank	checking account fee	5.00

Total \$ **16,308.26**

Approval to pay :: April 10, 2013, Checks numbered 15975 through 159

Larry Key

Gary Rosato

Dennis Kortekaas