

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, June 12, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 12, 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: Glen Hodgson - SEH, and residents Jan & Barney Bignall, 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 Regular Meeting on May 8, the Board of Appeal and Equalization on May 8, and the Planning & Development and Annual Road meetings on May 22, 2013.

A motion was made by Supervisor Rosato to approve the minutes as presented for May 8, and May 22, 2013. The motion was seconded by Supervisor Key and upon roll call, motion carried.

3. Business from the floor

- Dan Butterfield –Crystal Lake Blvd online survey

Butterfield had taken the online survey posted on the City of Grand Rapids website, which asked for input on Crystal Lake Blvd near the Itasca County Fairgrounds regarding closing it off permanently. He suggested that anyone interested in this matter should contact the City of Grand Rapids, the Fair Board, or both to find out more information.

- Cindy Martin – Boat landings and Wendigo Picnic Area

Martin asked if the township boat landings were ready for use. Supervisor Key said they are not yet mowed, but they can be used. Martin also asked about the board's intention for the Wendigo Picnic area, as she heard they would like to get rid of it. Key noted that the board will keep it, as the property was given to the township and they are not allowed to sell it. The township will continue to maintain it, but no longer puts a portable bathroom there due to lack of use.

4. Treasurer's Reports for May 1– 31, 2013 and a revised report for April 1-30, 2013

Treasurer Adams explained that a revised report of April financials was included for the board's review, as some figures changed after the bank statement was received. (It was not received by Adams until after the Regular Meeting in May). The balances of the revised April report were as follows:

- Balance on hand, April 1, 2013: \$1,169,168.89
- Total Receipts: \$ 1,258.68
- Total disbursements: \$ (16,318.26)
- Fund balance, April 30, 2013: \$1,154,109.31

The June 12th treasurer's report of May financials was also reviewed. The balances were as follows:

- Balance on hand, May 1, 2013: \$1,154,109.31
- Total receipts: \$ 8,700.58
- Total disbursements: \$ (332,005.78)
- Balance as of May 31, 2013: \$ 830,804.11

A motion was made by Supervisor Key to approve both the revised May 8th, 2013 treasurer's report of April 2013 financials and the June 12th Treasurer's report of May 2013 financials; the motion was seconded by Supervisor Kortekaas and upon roll call, motion passed by unanimous vote.

5. Roads

- Glen Hodgson / SEH – road project updates:

- Update on 2012 paving on Mishawaka Road and Wendigo Park Road

Glen is working on closing out the 2012 paving projects on Mishawaka Road and Wendigo Park Road. He and Supervisor Key went and looked at the concern areas, and Glen also toured the areas with Hawkinson Construction. The plan for Wendigo Park Road was relatively easy. However, a plan for Mishawaka was much tougher as it involved the washout of shouldering. This issue came about after the reconstruction of the road last fall. The recycled asphalt that was brought in to fix the shouldering helped, but there was still an erosion problem. Glen and Hawkinson talked about bringing in more recycled asphalt and a tack coat. However, this would be an extra cost as it was not a part of the original Hawkinson contract. Glen agreed to bring a cost estimate for this work back to the board at the June 26, 2013 P&D meeting.

- Gravel Road project

Glen has talked to Casper Construction; they should be starting the 2013 gravel project early next week. Braun Intertec will be doing the testing of the gravel and compaction. All 4 roads will likely be done by the end of next week.

- Pre-paving road quotes & recommendations for Stony Point, Robinson, and Southwood roads

After the 2013 road paving project was initiated, a few spots on 3 different roads were noted to need attention prior to overlay, to preserve integrity of the road work. Glen presented the board with quotes that were received from three contractors for a pre-paving road improvement project on Stony Point Road, Robinson Road, and Southwood Road:

• Schwartz Excavating:	\$57,707.80
• Hammerlund Construction:	\$60,459.30
• Casper Construction:	\$72,557.00
• SEH Engineer's estimate:	\$95,463.000

It was noted that all quotes would allow the board to do 1, 2 or all 3 roads projects.

Supervisor Rosato made a motion to follow the engineer's recommendation to award the contract to Schwartz Excavating for the lowest quote amount of \$57,707.80 for all 3 roads: Stony Point, Robinson Road, and Southwood Road. The motion was seconded by Supervisor Key and upon roll call, motion carried by a unanimous vote.

- Other road issues / concerns / updates

- Asphalt repair company

Supervisor Key is looking into a different asphalt crack fill and patching company called Northwest Asphalt, out of Thief River Falls. Key provided them with information on the township's needs on over 3 miles of road; he will bring the quote information to share with the board when received – by the June P&D meeting if possible. A new company is being sought as Commercial Asphalt is often unavailable to crack fill the township roads in a timely manner.

6. Recreation

- Consider "Request for Use of Facilities" by ISD #316, for use of the tennis courts at both Crystal Park and Wendigo Park for the Mary Sandstrom Tennis Tournament on Tues/Wed, July 9-10, 2013 (9am – 5pm).

The board started to approve this request when Supervisor Key commented that he'd talked to Mike Hendricks about the status of the tennis court repairs being made at both parks. The contractor is running behind due to weather.

Crystal courts could be used, but Wendigo's courts are not safe. Plackner Tree Care went in and cleared trees / branches around the Wendigo court, 10 feet back from the fence. It's in bad shape.

Supervisor Rosato then made a motion, seconded by Supervisor Key, to approve the reservation of the township's courts for the Mary Sandstrom Tennis Tournament on July 9-10, 2013 if ready and available. Upon roll call, motion passed by a unanimous vote.

Clerk Smith will contact ISD #316 to relay the status of the courts, and return the request for use of facilities form.

- Consider adding a second posting box at the pavilion of Crystal Park,
(Additional signage was discussed previously during the October 12, 2012 Regular meeting.)

The Clerk explained that the pavilion is being reserved more than ever, and that she felt another posting box should be put right at pavilion the for reservation notices, reminders to 'renters' to take garbage with them, and emergency contact numbers along with the park's address if calling 911.

A motion was made by Supervisor Key to add a second posting box right at pavilion at Crystal Park. The motion was seconded by Supervisor Rosato, clarifying that this will not be considered an official posting site, like the other one is. Upon roll call, motion passed by a unanimous vote.

7. Correspondence

Board Action items:

- MAT Summer Short Course – save \$10 if preregistration emailed by June 12th. Note: Township can be billed.

Noteworthy items:

- Minutes from the May 15, 2013 Collaborative Opportunities Team meeting
- Greater Pokegama Lake Association newsletter – May 2013

Non-action items

- Copy of *Award* letter from SEH Casper Construction for 2013 Gravel Road Project – in amount of \$23,275.60
- Copy of *Notice to Proceed* letter from SEH to Caper Construction for 2013 Gravel Road Project
- Variance Application *approved with conditions* by County Board of Adjustment, for Troy Odden/Dale Vroman dwelling on Carlson Lake
- Copies of Itasca County approved sewer, land use, or building/property permits
- Signed copy of the "Agreement for Work on Township Roads" contract with Itasca County for snowplowing

8. Consent Agenda

- a. Consider recommending approval of the Conditional Use Permit for Donald LaPlant, to allow the establishment of a borrow pit within 1,000 feet of the lake, for peat excavation from the LaPlant Road reconstruction project, as per the special town board meeting held June 10, 2013, at 6:30pm at the Blandin Foundation.
- b. Approve the hiring of Randy Smieja through Express Professional Employment as a summer maintenance intern

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve both items on the consent agenda. Upon roll call, motion carried.

9. Old Business

- Consider approval of resolution #2013-007: A resolution for a Joint Powers Agreement with the City of Grand Rapids, to Regulate Utility Rates (of Northwest Natural Gas)

A joint powers agreement was received from township attorney Andrew Shaw, which had been developed by the City of Grand Rapids but adapted for Harris Township. Shaw did not express any concerns about the township entering into the agreement with the city, which would allow the township to have 2-3 representatives on the Joint Powers Board, which regulates the rates of Northwest Gas.

After reviewing the agreement, and noting that he'd talked to several residents in support of having natural gas in their neighborhood, Supervisor Rosato made a motion to approve Harris Township Resolution #2013-007: A resolution for a Joint Powers Agreement with the City of Grand Rapids, to Regulate Utility Rates (of Northwest Gas). The motion was seconded by Supervisor Key, and upon roll call, motion passed by a unanimous vote.

There was some confusion by the board on how membership on the joint powers board was determined, especially regarding the 5th member being either the mayor or board chair, depending on the year. However, the board agreed to wait until the fully executed agreement was returned to determine who will represent Harris Township.

- Consider approval of right-of-way utility permits for the installation of Northwest Natural Gas lines

Mike Gorham, owner & operator of Northwest Gas, submitted an "Application for Utility Permit on Township Road Right of Way" for board consideration, as they are ready to install natural gas lines in the Isleview addition. The agreement would allow Northwest Gas permission to place, construct, and thereafter maintain a new system of natural gas distribution mains along and across Isle View Road, Mohawk Drive, Apace Drive, Chippewa Drive, Winnebago Drive, Pine Street, and Birch Street. A sketch was included for the board's review.

Polyethylene pipe will be used, and not buried less than 24 inches. Crossing of any paved roadway would be done using either boring or directional boring. No tree clearing was anticipated. Work would start on or after June 17, 2013 and be completed on or before November 1, 2013.

A motion was made by Supervisor Key to approve the Application for Utility Permit on Township Road Right of Way for the installation of lines for Northwest Gas, as submitted by Mike Gorham. The motion was seconded by Supervisor Rosato and upon roll call, motion passed by a unanimous vote.

- Consider using an article about Northwest Gas for the newsletter, for publication in late June/early July

The board approved an article on Northwest Gas for the newsletter. Clerk Smith agreed to write it.

The clerk also shared information from Treasure Bay Printing, regarding a new requirement for bulk mailing. In order to use bulk mailing to get reduced postal rates, the township's submitted address list has to be "verified" by the postal service. Treasure Bay agreed to do this on behalf of the township, but did not include a price for this service. However, the board approved the cost of verification as needed for the newsletter mailing.

- Site inspection for Conditional Use Permit (CUP)/ Hwy 169 borrow pit;

Supervisor Key attended the Itasca County site visit today regarding the Conditional Use Permit for a borrow pit owned by Donald LaPlant. LaPlant and Casper Construction were also at the site visit. The plan is to put 20,000 yards of peat excavation in the pit from the LaPlant Road reconstruction project. This pit was used in 1999 and 2000 for the Highway 169 construction project. After the site inspection, the Itasca County Planning commission / Board of Adjustment went back to the court house for the public hearing. The CUP passed, with a condition that a gate is put up to keep traffic out of pit. They will have normal operating hours.

Key noted that this was Red Sutherland's old pit. It slipped through the cracks to be a *designated* as a borrow pit. This CUP is for 1 project use only. If it's used again, a turning lane into the pit will be needed.

10. New Business

- Itasca County Local Weed Inspector Annual Training: Tuesday, June 25, 2013, 8am – noon. Bus departs at 8:30am from Itasca County Land Department. Attendance of at least 1 supervisor is mandatory.

Supervisor Kortekaas will be at the training for Weed Inspectors.

- Local Board of Appeal and Equalization 2013 Training: August 28, 2013 – Itasca County Courthouse, 6-9pm. Registration deadline is August 14, 2013. (Also offered during MAT short courses).

Supervisors Key and Kortekaas both need to attend this training, to renew their Board of Appeal certification. Clerk Smith will post the training on August 28th as a quorum notice.

- Consider changing the renewal date of Blue Cross/Blue Shield medical insurance (for maintenance crew)

Treasurer Adams explained that due to health care reform, Blue Cross / Blue Shield health insurance policies will be changing for small organizations – including the township’s policy for the maintenance crew. The good news was that the township’s premiums will go down effective Jan 2014. Blue Cross estimated the reduction to be 15-20%.

In order to get the best savings from the reduced rates, Blue Cross suggested that the township change their renewal date from November 1 to January 1 so that the reduced premiums would start Jan 1, 2014. Otherwise, if the current November renewal is kept, the reduced rates would not go into effect until November 2014. Blue Cross assured Adams that there would be no change in coverage – everything would stay exactly the same.

A motion was made by Supervisor Rosato to allow the renewal of the township’s medical insurance for the maintenance crew change from November 1st to January 1st effective in 2014 as recommended by our insurance agent. Supervisor Key seconded the motion, and upon roll call, motion passed by a unanimous vote.

Treasurer Adams will send Blue Cross Blue Shield proper notification of this renewal date change.

- Fireworks donation request

Supervisor Rosato received a mailed request from Leo Burley for the annual fireworks display on Pokegama Lake. He shared that he understands it’s a great activity in the area, but that donating to them would go against the township’s donation policy. However, Rosato would like it to come up at the annual meeting for discussion, as state statute does allow for township’s to spend money on community celebrations.

Rosato would also like the board to consider becoming members of the Pokegama Lake Association.

11. Approve payment of bills for June 2013

Treasurer Adams pointed out the check request for Itasca County. This was for the paved road projects bid with the County. The original check written to the county in May for \$276,000 was voided because that check was based on a preliminary project estimate; however, Adams got a call from the county and said the amount due should have been based on the actual quotes coming in – which were lower. Thus, the amount due to cover 95% of the costs for the road projects was only \$233,000 – *not* \$276,000. Thus, the original 95% check for \$276,000 was voided, and a new check for \$233,000 was being reissued.

Clerk Smith also pointed out the bill request for Minuteman Press – and explained that this would be a regular monthly bill going forward as she is using them to print township agenda packets on a regular basis – twice a month. She can no longer do this at her work.

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to pay the bills per the attached document titled “June 2013 Bill Listing to Board” in the amount of \$258,888.80. Upon roll call, the motion passed by a unanimous vote.

12. Public Input (please limit comments to 5 minutes)

- Judy Myers

Myers asked why there hadn’t been a bill for SEH since October 2012. Adam explained there had been, as 2012 year end was paid to date. However, she will verify the timeliness of their billings.

Myers also asked why a special meeting for the Conditional Use Permit was held at Blandin Foundation on June 10th. The board explained that this was to review the CUP and meet the county’s shorter than normal deadline for a recommendation from the township. Monday, June 10th was chosen because the board was meeting that night already, at the Blandin Foundation for the Itasca County Township Association meeting. Therefore, that was also the location chosen – just prior to the meeting.

Clerk Smith noted that this special meeting was posted in accordance with the open meeting law by posting on the Town Hall posting box on June 4th, 2013.

- Dan Butterfield

Butterfield discussed how the City of Grand Rapids was making ordinance to allow ATVs on certain roads within the city limits. They would not be right down town, but in nearby outlying areas. Butterfield noted that the county is looking into how to hook up trails from Grand Rapids to Smith Creek trails, by 9 Mile Corner. He had also heard that a possible route would be from Airport Road to Harris Town Road, and then to Pokegama Lake. However, another option was to use River Road.

13. Adjourn

A motion to adjourn was made at 8:39pm by Supervisor Rosato and seconded by Supervisor Key. *The meeting was adjourned.*

Respectfully submitted,
Michele Smith – Harris Township Clerk

June 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,139.93
Gary Rosato	Mtgs, wages, labor, less withholding	612.69
Dennis Kortekaas	Mtgs, wages, labor, less withholding	550.30
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,045.81
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	617.92
Bonnie Key	Cleaning labor, showing, less withholding	726.68
Derrick Marttila	Labor less withholdings	2,763.22
Dan Key	Labor less withholdings	2,666.22
PERA	ONLINE pmt:: Payroll withholding plus \$10 for fees	1,544.74
Blue Cross Blue Shield	2nd QTR insurance premiums: health and life	3,093.00
CarQuest	invoice ID 267763 on 5/30	94.92
CenturyLink	phone bills for service ctr, rinks, town hall	287.00
Cole Hardware	mount plate, trailer adpt blade, fine bolt and nut	91.18
Davis Oil	May fuel invoices	534.81
Ferrellgas	May propane invoices	722.10
Grand Rapids Public Utilities	Utilities; lights and town hall	183.82
Herald Review	annual road review ad	80.10
Itasca County Recorder	Cemetery deeds: Kelledy, McNally	92.00
Itasca County Highway Department	Road Projects: Southwood, Robinson, Westwood, Stony Point (95% pd)	233,280.58
Janicke Bakery	cookies for memorial day celebration	66.60
L & M	May invoices	149.26
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	413.64
Minute Man Press	copies for meetings	33.32
Portable John	may - september boat landings, may - november parks and cemetery	2,992.50
Range Water	cooler rental april and may plus cooler in store 5 gal	89.67
Schwartz and Sons	May grader work	1,310.00
Shaw and Shaw	work on Joint Powers agreement	420.00
Stokes Printing	post-its and printer ink	53.31
Verizon	cell phones through 6/12/13	162.83
Waste Management	3 yd rel on call	14.67
Wells Fargo Credit Card	microsoft software and anti virus software	187.01
Commissioner of Revenue	Payroll withholding :: electronic payment	373.00
EFTPS	Payroll withholding :: electronic payment	2,490.97
Wells Fargo Bank	checking account fee	5.00
	Total	\$ 258,888.80

Approval to pay :: June 12, 2013, Checks numbered 16025 through 160

Larry Key

Gary Rosato

Dennis Kortekaas