

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

The Regular Meeting of the Harris Town Board was held on Wednesday, July 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: 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 Special Meeting on June 10, the Regular Meeting on June 12, and the Planning & Development Meeting on June 26, 2013.

A motion was made by Supervisor Rosato to approve the minutes of the meetings as presented. Supervisor Key seconded the motion, and upon roll call, motion passed by a unanimous vote.

3. Business from the floor

- Joe Broking – Parking at Mishawaka Landing

Joe Broking, a resident from Crystal Springs Loop, expressed frustration regarding the difficulty in parking at Mishawaka Landing since the ‘No-parking’ signs have been posted. Previously, up to 40 vehicles could be parked in and near the landing, but now only 15 with trailers can fit at most. His boat trailer has been hit twice when parked there. He asked why the no-parking signs were posted, and what could be done to improve parking at the landing. Could it be reconfigured? Could property be purchased adjacent to, or across the road, for additional parking?

The board explained that the township does not have road right-of-way in this area, and which means its private property right up to the edge of the road and people complained to the board about landing users parking on their private property. In addition, vehicles and trailers were partially on the road, creating a safety hazard – especially with the corner of the road being right there. Also, when the inside corner of Mishawaka Road was reconfigured for drainage issues (flooding a yard and garage), it created a deeper ditch there – making parking unsafe. Parking was believed to be part of cause of the drainage issues.

With regards to purchasing adjacent land for parking, the board has found properties nearby are very expensive. Purchasing land across the road from the landing was discussed previously, but the land is not ideal for parking (low land), and there was a safety concern of backing trailers across road, so close to the corner.

The board agreed that there is a need to look at options again, and perhaps consider taking out the center area of Mishawaka Landing where there is currently trees and a picnic area. Another option would be using an easement the township has on the east side of the road, halfway up the hill. It was noted, however, that parking is also an issue at LaPlant Landing and Casper Landing as well.

The board thanked Broking for bringing his concerns to the board.

4. Treasurer’s Report:

- Treasurer’s report for June 1– 30, 2013

Treasurer Adams noted that in addition to the July report of June financials, she also included revised reports for May and April financials– due to the large county road check amount that was backed out. She also noted that the statement from American Bank had not yet been received, so the interest amount was not shown on the June report. Fund balances were as follows:

Balance on hand June 1, 2013:	\$1,106,804.11
Total receipts:	\$ 1,542.86
Total disbursements:	(\$258,888.80)
Balance as of 30, 2013:	\$ 849,458.17

Note: this included the large check for road projects

A motion was made by Supervisor Key, seconded by Supervisor Rosato, to approve the July treasurer's report of June 2013 financials, as well as the revised June and May treasurer's reports as presented. Upon roll call, motion carried by a unanimous vote.

5. Roads

- Glen Hodgson / SEH

- 2012 Paving Project – Final estimate

Hawkinson completed remedial work on Wendigo Park Road and Mishawaka Road at direction of the board. Hodgson recommended the board approve a final payment to Hawkinson in the amount of \$10,045.14 – which includes \$1,036.80 for recycled material applied to Mishawaka Road shoulders last fall, plus \$1,000 for extra shouldering in June 2013. It also included patching done on Wendigo Park Road, and the project retainage of \$8,008.34.

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the final payment to Hawkinson Construction in the amount of \$10,045.14 for the 2012 Paving Project, and close it out. Upon roll call, motion carried by a unanimous vote.

- 2013 Gravel Road Project – Change order #1

When gravel was initially placed on four roads, 2 of the 5 compaction tests failed. After the work was redone by Casper Construction, the compaction was retested at a cost of \$250. All tests passed. The contractor has agreed to decrease their contract amount by \$250, in order to pay Braun. Hodgson recommended approval of Change Order #1 for this arrangement, which was in the agenda packet for the board's review.

Supervisor Key made a motion, seconded by Supervisor Rosato, to approve Change Order #1 as presented for the 2013 Gravel Road Project, to decrease the amount due by \$250, which Casper would pay to Braun for the cost of retesting compaction. Upon roll call, motion carried by a unanimous vote.

- 2013 Gravel Road Project – Final estimate

All work on the 2013 Gravel Road Project has been completed, tested and found to meet specification. A final payment in the amount of \$23,187.49 was recommended by Hodgson and a payment request was included for the board's review.

A motion was made by Supervisor Rosato, seconded by Key, to approve the payment request to Casper Construction for completion of the 2013 gravel road project in the amount of \$23,187.49. Upon roll call, motion carried by a unanimous vote.

- 2013 Paving Project – Change in bituminous mix design

The 2013 paving project includes overlays on Southwood Road, Robinson Road, Stony Point Road, and Westwood Road and will be done via a contract between Itasca County and Hawkinson Construction. The county has issued a supplemental agreement (i.e. change order) to change the bituminous mix design from Type SP 12.5 to SP 9 wear course mixture. The contractor is giving a credit of \$1 per ton for the change. Total savings to the township is \$3,240.

Since the County is the contracting agency on the project, no board action was required but Hodgson wanted to keep the board apprised of the change. The difference in the mix is the gradation of the aggregate, and amount of oil as a binder. Hodgson felt it was a better product for less money.

- Southwood Road Pre-Paving Improvements – New recommendation

Hodgson has thought a lot about the drainage issue on Southwood Road near Pine Landing, and the prepaving project. SEH proposed installing culverts under Pine Landing Drive and Southwood Road near the east intersection of the two roads. After additional thought, Hodgson was now recommending that the board consider the construction of a "French drain" between the 2 culverts, in the north ditch of

Southwood Road, just west of Pine Landing Drive. This would be across from Bignall's home. A sketch was distributed for the board's review.

The French drain would provide a temporary storage area for some water runoff, from minor rains or snow melts. This should prevent significant water flow from north to south, onto Bignall's property. There will still be some run off through the culvert, per Hodgson, but this drain would decrease volume and frequency of the water.

Hodgson didn't have a price estimate yet for the French drain but a similar one in LaPrairie 3 years ago cost \$6,500 – and was actually a little bigger than the one he was proposing. Hodgson was not asking for the board's firm approval – but for conceptual agreement and approval to get a cost estimate from the contractor so that he could bring it to the next meeting. A key advantage, per Hodgson, is that we'd be replicating the current storage conditions.

A motion was made by Supervisor Rosato to proceed with the conceptual plan for a French drain on Southwood Road, near Pine Landing, and to get a price for a French drain as described by Hodgson. Upon a second by Supervisor Key, roll call was taken and the motion passed by a unanimous vote.

Crest in Southwood Road, near Bignall's.

Hodgson met with Bignall's to share the French drain plan with them and Andy Hagen, and discuss their concern regarding the crest in the road and the hazard they felt it presented. The line of site was found to be limited when coming over the hill, heading towards Hwy 169. The Pine Landing Association president agreed it was a hazard, and that there had been 4 accidents in the area.

Hodgson stood at the end of Pine Landing, and waited for a car to come down Southwood Road from the east (heading west). When he saw one, he counted and found he could see the car about 8 seconds before it got to the intersection of Pine Landing – if traveling at 30mph.

Hodgson recommended that a west bound speed limit sign be installed, because if not posted, it may be interpreted that you can go 55 mph. Bignall asked about a "blind intersection" sign as well, or one referencing children at play. Hodgson said some vegetation will be cleared during overlay, so that will also help with the line of site. Bignall commented that once the LaPlant Road paving project is done, and the detour down Southwood is done, this will also help.

Overall, the Board agreed to add a speed limit sign and blind intersection sign for westbound traffic, on Southwood Road, prior to the Pine Landing Drive intersection.

Bignall's request to have the hill graded down 14", however, was denied as it would cost a lot of money – and it would be more complicated that it would seem.

- Other road issues / concerns / updates
 - Dust guard completed Friday
Key reported that River View and River Ridge roads are the only roads left to dust guarded. He received calls from residents of Bay View and Carol Street to thank him (the board) for the dust guard placed on their gravel roads.
 - Robinson Road
Supervisor Key looked at Robinson Road with Glen Hodgson of SEH – particular, the culvert at the turn around. A tree service was called and the necessary work was done.
 - Southwood / Ruff Shore intersection
Key received a call from a resident on the east end of Southwood Road. There is currently a temporary 3-way stop at the intersection of Ruff Shores Road and Southwood Road (due to the detour to Southwood Road during road construction on LaPlant Road). The resident expressed that he and the other neighbors in the area would like to keep it – and make it a permanent 3-way stop for safety reasons. Normally, this is just a 1-way stop from Ruff Shores Road.

The board thought this was a good idea, and approved this request.

6. Recreation

- Update on tennis court projects at Wendigo and Crystal Parks

The tennis court repairs at Wendigo and Crystal Parks have still not been completed, due to the weather and the contractor being behind schedule.

7. Correspondence

Board Action items:

- Notice from MN Dept. of Public Safety (HSEM) of payment for straight-line wind event of July 2-4, 2012, in the amount of \$2,275.00. A "Project Completion and Certification Report" enclosed for signature
 - **The certificate was approved by the board, and the chairman will sign.**

Noteworthy items:

- Copy of approved Conditional Use Permit (CUP) for Donald LaPlant / Casper Construction for borrow pit
- Email from IRRRB regarding update for the 2014 Residential Redevelopment Program
- Copies of the Annual Financial Report as of December 31, 2012, together with independent auditor's report, received from *Wipfli LLP – CPAs and Accountants*, who purchased the township's auditing firm - Eikill & Schilling - in December 2012

Non-action items

- Copies of Itasca County approved sewer, land use, or building/property permits
- Award notice to Schwartz & Sons for prepaving road improvement project
- Notice from Minnesota State Demographer of estimated population s of April 1, 2012: 3,265 (1,308 households)

8. Consent Agenda

- a. Approve sale of 1 Harris Cemetery site to Janeen "Bobbie" Kleffman: Section 3, Block 5, Lot 2, Site 8
- b. Approve the hiring of Brett Carlson through Express Professional Employment as a summer maintenance intern

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the consent agenda items a & b as noted above. Upon roll call, motion carried,

9. Old Business

- Consider appointment of resident John Howrey and vice-chair Gary Rosato, along with the Township Board Chair - Dennis Kortekaas - to the Joint Powers Board (with the City of Grand Rapids) to regulate utility rates of Northwest Gas.

Supervisor Rosato talked Howrey about serving on the Joint Powers Board, and he agreed to consider serving. As a result, the appointment of members to the board was tabled until the July 24th P&D meeting.

- Discuss conflict: The date of the Itasca County Local Board of Appeal and Equalization Training on August 28th from 6pm – 9pm, is the same night as the Harris Town Board's P&D meeting.

The board discussed that both Supervisors Key and Kortekaas need to renew the certification for the Local Board of Appeal and Equalization. However, since the training by the county is at the same date and time as the August P&D meeting, a quorum would not be present. Options were to reschedule the P&D meeting or just have 1 supervisor attend the training. The board agreed on the latter – that either Kortekaas or Key would attend the training on August 28th and the meeting date would remain unchanged.

- Newsletter update

Clerk Smith reported that the newsletter is currently at printer and it should be mailed out next week.

10. New Business

- None

11. Approve payment of bills for July 2013

Treasurer Adams noted that she will add the payment to Hawkinson for \$10,045.14 and the payment to Casper for \$23,187.49, as approved by the board under "Roads" (see #5 above). The revised bill total would then be \$120,392.78

Adams also noted that one of the larger bills on the July list is for half of the fire contract in the amount of \$40,000. Also, a bill to Itasca County for winter salt & sanding was \$15,000

A motion by Supervisor Rosato was made to approve the attached bill list titled "July 2013 Bill Listing to Board" in the amount of \$87,160.15 plus \$10,045.14 to Hawkinson, plus \$23,187.49 to Casper, for a revised total bill amount of \$120,392.78. Upon a second by Supervisor Kortekaas, roll call was taken and the motion passed by a unanimous vote.

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

- None

13. Adjourn

Supervisor Key made a motion, seconded by Rosato, to adjourn tonight's meeting at 8:27pm. Motion passed, and meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk

July 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	895.16
Gary Rosato	Mtgs, wages, labor, less withholding	506.63
Dennis Kortekaas	Mtgs, wages, labor, less withholding	563.20
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	995.36
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	628.92
Bonnie Key	Cleaning labor, showing, less withholding	338.59
Derrick Marttila	Labor less withholdings	2,131.68
Dan Key	Labor less withholdings	2,019.18
PERA	ONLINE pmt:: Payroll withholding plus \$10 for fees	1,242.07
Burggrafs Ace Hardware	June invoices - paint	99.87
City of Grand Rapids	2013 Fire Contract - half due July 31	40,914.50
CenturyLink	phone bills for service ctr, rinks, town hall	268.00
Davis Oil	June fuel invoices	913.69
Express Employment	student employees - 6/12, 6/19, 6/26	2,424.40
Flagship Recreation	SuperScoop - BLUE	830.00
Grand Rapids Public Utilities	Utilities; lights and town hall	150.74
Home Depot	ONLINE:: cemetery supplies	23.58
Itasca County Highway Engineer	2012-2013 Winter Salt and Sanding	15,124.00
L & M	June invoices	1,146.64
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	388.35
Minute Man Press	copies for meetings	63.90
Plackner Tree Care	tree removal tennis court	1,100.00
Range Water	cooler rental june plus cooler in store 5 gal	44.50
Schwartz and Sons	June grader work	1,605.00
S E H	Engineerings services, Gravel Road Project, Pavement Rehab	9,097.50
Security Life Insurance	Dental Premium July-December	801.36
Shaw and Shaw	email to clerk	40.00
Verizon	cell phones through 7/12/13	162.60
Waste Management	3 yd rel on call	120.92
Commissioner of Revenue	Payroll withholding :: electronic payment	368.00
EFTPS	Payroll withholding :: electronic payment	2,146.81
Wells Fargo Bank	checking account fee	5.00

Add

Approval to pay :: July 10, 2013, Checks numbered 16054 through 160

Hawkinson = 10,045.14
Casper = 23,187.99

Total \$ 87,160.15

120,342.78

Larry Key

Gary Rosato

Dennis Kortekaas