

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, August 14, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, August 14, 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, Mary Ann Miels – Grand Rapids Realty & Steve Lavalier, and residents Judy Myer and Cyndy Martin. Also Darren Romans and Ed Romans.

**1. Pledge to the flag**, followed by the reading of the township mission statement

**2. Approve the minutes** of the Regular Meeting on July 10, and the Planning & Development on July 24, 2013.

***A motion was made by Supervisor Key to approve the minutes as presented for the July 10<sup>th</sup> and 24<sup>th</sup> town board meetings. The motion was seconded by Supervisor Rosato and upon roll call, motion carried.***

**3. Business from the floor**

- None

**4. Treasurer's Report** for July 1– 31, 2013

Treasurer Adams noted that the first half of the apportionment check came in from Itasca County property taxes, so the additional income is reflected in the "receipts" and fund balances (at the bottom of report):

Previous balance on hand July 1, 2013:	\$ 849,458.17
Total receipts (with apportionments):	\$ 409,256.85
Total disbursements:	\$ 120,392.77
Balance on hand as of July 31, 2013:	\$1,138,322.25

***A motion was made by Supervisor Rosato to approve the August Treasurer's Report of July 2013 financials. Supervisor Key seconded the motion and upon roll call, the motion carried by a unanimous vote.***

**5. Roads**

- Glen Hodgson / SEH – *see attached memo*

- Pay Estimate #1 for Pre-paving Contract

The board reviewed the pay estimate #1 from Schwartz construction, as shared by Glen Hodgson of SEH, for the prepaving work on Stony Point Road and Robinson Road; this included culvert removal on both roads. The work on Stony Point is basically complete; bituminous patches remain on Robinson. The pay estimate covered work done to date and was for \$35,649.77 minus the customary 5% retainage for an amount due of \$33,867.28. Hodgson recommended the board approve the application for payment.

***Supervisor Key commented that Schwartz has done a great job so far, and then made a motion to approve payment of the pay application by Schwartz for the prepaving projects on Stony Point Road and Robinson Road, in the amount of \$33,867.28. The motion was seconded by Supervisor Rosato, and upon roll call, passed by a unanimous vote.***

- Update on Pre-paving work

The prepaving work has been done on Southwood except the pavement patches; the French drain is in and blends in well. Some brush has been cut on east side of Pine Landing to improve visibility.

- Update on 2013 Paving Project

Hodgson reminded the board that the 2013 overlay project includes paving 3 Southwood, Robinson, Stony Point, Westwood Road and Westwood Lane and is being done as part of two Itasca County Contracts with Hawkinson doing the overlay work. The plan is to pave Stony Point first – as early as this Friday with the

remaining overlays starting the week of August 19<sup>th</sup> – weather permitting. The work will take about two weeks.

Hodgson included a copy of a memo that was sent to residents on Stony Point Road, noting when paving will likely take place, how long it will take, and that someone from SEH will be onsite during the construction.

- Mishawaka Road - shouldering

Hodgson shared that he went to Mishawaka Road and looked at shouldering along the south side, which had washed out previously. Additional shouldering and a tack coat had been put on this year, to repair the washout. He thought it looked good – and was holding up well so far.

- Other road issues / concerns / updates

- Crack filling:

Supervisor Key received some information on crack filling from a governmental collaboration meeting he recently attended. A company called Northwest Maintenance is being used by some of the other government entities, and they route out the crack, then blow it out, and fill with a pliable filler.

The contractor came and looked at Mishawaka Road from Hwy 169 to the township line and provided a verbal estimate of \$7,000 to crack fill just that road – 1.5 miles long. Key told the contractor that he'd bring this information to the board for consideration. The contractor told Key that his schedule is tight but that he could do it this year – though next summer he'd have more time – and prices may be better. However, board felt that since this section of Mishawaka was paved last year, it should be crack filled as a part of preventative maintenance.

Glen Hodgson commented that in his opinion, the township needs to protect their investments in overlays, and doing the crack fill is a good way to protect it. Any crack that is underneath the overlay will come up the first winter, so it's important to do the year after repaving.

***A motion was then made by Supervisor Rosato to contract with Northwest Asphalt & Maintenance to crack fill Mishawaka Road (1.5 miles) for approximately \$7,000. The motion was seconded by Supervisor Key, and upon roll call, motion passed by a unanimous vote.***

- Stop sign on Southwood Road / Ruff Shores Road intersection

Supervisor Key received a call about the new stop sign that was recently placed on Southwood Road, where Ruff Shores Road intersects. The resident calling felt the sign was unnecessary. Key still felt it was a good addition to the road, making the corner a lot safer as many people walk along that road. However, he understands that but not everyone is happy about it. He reminded the board that the resident who brought the stop sign request forward had said the whole neighborhood was favor of it. The board agreed to leave it up, and see how things go. They also discussed if the striping should be changed; it currently goes through intersection currently – doesn't break. Glen Hodgson commented that from a road engineering perspective, he did not feel a change was needed.

## 6. Recreation

Supervisor Key had talked to Mike Hendricks and requested he get a quote for herbicide application at the parks; Hendricks agreed to work on it, and will bring back to the board – possibly at the August P&D Meeting. Key also noted he and Hendricks will be doing their annual maintenance inspections of the parks soon.

## 7. Correspondence

Board Action items:

- None

Noteworthy items:

- Minnesota Power "Notice of Certificate of Need Application for the Great Northern Transmission Line MPUC"
- MN Revenue 2014 Town Aid Notice – Harris Township is eligible for \$1,508.00

- Notice of Township Legal Seminar by Couri & Ruppe, P.L.L.P (Sept 7, Sept 21 or Oct 5 – see flyer)

#### Non-action items

- Copies of Itasca County approved sewer, land use, or building/property permits
- “Insight” - magazine from SEH, Inc.
- First Call agency information update
- MAT District 11 Meeting Notice for Wed. Aug 28<sup>th</sup> in Walker

### 8. Consent Agenda

- None

### 9. Old Business

- Consideration of rezone request for property along highway 169 (Lavalier –parcel#19-005-1402), as requested by Mary Ann Miels / GR Realty

Mary Ann Miels – Grand Rapids Realty, and Steven Lavalier - one of the three owners of the property being discussed - were in attendance at tonight’s meeting. They are in the process of trying to sell the property and are interested in rezoning it to make it more desirable to buyers given its location. It’s currently zoned “farm residential” per Rosann Bray in the Itasca County zoning office, but I surrounded by commercial businesses such as Ron’s Mini Storage, Figgins Transport, and the Kindred House.

The board explained that some of those businesses have light industrial permits while others have conditional use permits. They also discussed that each zoning classification has certain “permitted uses”, but if the desired use is outside the permitted use, a *conditional use* permit can be applied for through the county. The town board reviews the application and makes a recommendation to the county for approval or rejection, but it’s ultimately the county’s decision.

Regarding the Lavalier property, the board agreed that they would prefer to keep the current zoning as is but would be happy to discuss specific uses that a potential buyer may have for the property – prior to sale and prior to an official CUP application. A land owner needs to come in with a specific use to request a CUP. It was noted that the town board and county board can impose specific conditions such as setbacks, or parking, during their review.

Overall, the board cannot decide in general, or in advance, what businesses they’d recommend for approval or rejection; it would all depend on information they received from the land owner and/or county. Specifics from the potential buyer are crucial.

The board also recommended that Miels and Lavalier talk to the County Environmental Services department about the property, as they are the experts; town board is not as well versed.

- Update from local government Collaborative Opportunities Team meeting, held Monday, August 12<sup>th</sup> (if attended)

The recent government collaboration team meeting was attended by Supervisor Key, as a representative for Harris Township. Other government units represented were the cities of Grand Rapids, Coleraine, Cohasset, La Prairie, and Arbo Township. At the meeting, equipment sharing was discussed including what equipment each unit had. They also shared contractor information – including who they used for road crack filling and culverts. Overall, it was an interesting meeting per Key, and he is now on their mailing list. The next meeting will be in October.

- New SEH engineer for Harris Township

Supervisor Key received a call from a resident, congratulating them on having Glen Hodgson – SEH Road Engineer as the township’s newly appointed road engineer from SEH. He was very pleased with the choice, and spoke highly of Hodgson and his work.

### 10. New Business

- Culvert policy

Supervisor Key asked the clerk to put “opening up the culvert policy for review” on the agenda for the August 28<sup>th</sup> P&D meeting.

- Student interns

Key informed the board that one student intern went back to school early, and was done working on August 16<sup>th</sup>. There is now just one intern working with the maintenance crew.

#### 11. Approve payment of bills for August 2013

The board reviewed the bill list as prepared and presented by Treasurer Adams, in the amount of \$84,498.70. Adams asked if another bill could be added to the list, to refund a \$25.00 town hall deposit. The board approved the request.

- Bill list was \$84,498.70 + 25.00 deposit refund = **\$84,523.70**

***A motion was then made by Supervisor Rosato to approve the attached bill list titled "August 2013 Bill Listing to Board" in the amount of \$84,498.70 plus \$25.00 to refund a town hall deposit, for a revised total bill amount of \$84,523.70. 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)

- Judy Myers asked about Mishawaka landing; she wondered if any more information was known regarding the lack of adequate parking issue previously brought before the board. She personally would like to see "no parking" omitted from the outside of the Mishawaka Road. The board commented that they needed more time to review the options.

#### 13. Adjourn

***Supervisor Rosato made a motion, seconded by Rosato, to adjourn tonight's meeting at approximately 8:50pm. Motion passed, and meeting was adjourned.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

August 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,044.78
Gary Rosato	Mtgs, wages, labor, less withholding	404.22
Dennis Kortekaas	Mtgs, wages, labor, less withholding	573.89
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	953.39
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	506.51
Bonnie Key	Cleaning labor, showing, less withholding	725.38
Derrick Marttila	Labor less withholdings	2,809.71
Dan Key	Labor less withholdings	2,639.10
PERA	ONLINE pmt:: Payroll withholding plus \$10 for fees	1,491.53
Anderson, Earl F	30x30 blind approach sign	182.83
Braun Intertec	project mgmt, soil observation testing	1,289.00
Century Manufacturing	Diesel Fuel Additive	131.92
City of Grand Rapids	2nd QTR PEG and Franchise Fees: MediaCom and Paul Bunyan	6,399.86
CenturyLink	phone bills for service ctr, rinks, town hall	280.00
Davis Oil	July invoices	1,174.79
Diamond Mowers	blade kit, 50" boom flail	738.90
Dust Bee Gone	dust control - twmsp roads: hauser, wagon wheel, carol, bayview, bear creek, river rd,view	10,730.16
Express Employment	student employees - 7/3, 7/10, 7/17, 7/24, 7/31	5,104.00
Grand Rapids Public Utilities	Utilities; lights and town hall	216.51
Grand Rapids Tire	tire repair order	18.96
Hawkinson Construction	class 1 gravel, topsoil, coldmix	1,337.62
Home Depot	ONLINE:: tylo lockset	52.05
Itasca Community College	2013 wages for interns: Jurvelin, Schumacher, Busker	2,600.00
Itasca County Recorder	record deed: Kleffman	46.00
L & M	July invoices	394.88
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	418.52
Minute Man Press	copies for meetings	51.60
Pokegama Lawn and Sport	invoice 41241	54.29
Range Water	cooler rental aug plus cooler in store 5 gal	44.50
Schwartz and Sons	pre-paving work: southwood, stoney point, robinson + gravel work July	35,177.28
S E H	Engineerings services, Gravel Road Project, Pavement Rehab	3,510.00
Stokes Printing	june invoices	240.97
Verizon	cell phones through 8/12/13	167.52
Waste Management	3 yd rel on call	121.32
Commissioner of Revenue	Payroll withholding :: electronic payment	408.00
EFTPS	Payroll withholding :: electronic payment	2,453.71
Wells Fargo Bank	checking account fee	5.00
	<b>Total</b>	<b>\$ 84,498.70</b>

Approval to pay :: August 14, 2013, Checks numbered 16082 through 160

Larry Key

Gary Rosato

Dennis Kortekaas

+ 25.00 deposit refund