

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, September 11, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, September 11, 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 Judy Myer, Cyndy Martin, and Dan Butterfield.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on August 14, and the Planning & Development on August 28, 2013.

A motion was made by Supervisor Rosato to approve the minutes from 8/14/13 and 8/28/13; the motion was seconded by Supervisor Kortekaas, and upon roll call, motion carried.

3. Business from the floor

- None

4. Treasurer's Report:

- Treasurer's report for August 1– 31, 2013

Previous balance on hand Aug 1, 2013:	\$ 1,138,322.25
Total receipts	\$ 7,847.62
Total disbursements:	\$ 84,523.70
Balance on hand as of July 31, 2013:	\$1,061,646.17

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

5. Roads

- Glen Hodgson / SEH (*see attached SEH memo*)

- Pay Estimate #2 for Pre-paving Contract

Work by Schwartz Construction is essentially complete. Payment estimate #2 was included the agenda packet for the board's review, and covered their work done to date – including repair of the French drain on Southwood Road. A standard retainage of 2.5% was withheld, pending final approval of the project completion. Hodgson recommended payment of the amount due retainage, of \$17,938.98.

A motion was made by Supervisor Key to approve the payment of Estimate #2 to Schwartz Construction in the amount of \$17,938.98 for the work done to date on the pre-paving contract. Upon a second by Rosato, roll call was taken and the motion carried by a unanimous vote.

Hodgson noted that the final contract amount will be \$53,134.63, which is less than the original contract estimate of \$57,707.80.

- Update on 2013 Paving Project (see Hawkinson quote)

All township road overlays that were a part of the paving contract with Hawkinson Construction have been completed. Because the project was managed by Itasca County, there was nothing for the township to process regarding pay estimates as they had already paid 95% of the estimated costs up front. Hodgson expected these contracts to be over the estimate by \$4,000-\$5,000.

Hodgson also discussed with the board that recent heavy rain caused some shouldering damages in 3 areas of the recently paved roads. He went out with Chris Francisco from Hawkinson, and they came up with a plan of action to repair the areas as follows:

- Westwood Road, where it meets River Road (south side). The shouldering washed down into the ditch from the shoulder. They will get rid of the class 1 and install recycled asphalt shouldering for \$550.00
- Robinson Road, off LaPlant Road, towards the end, quite a stretch of shouldering washed out (450 feet). Again, the use of recycled asphalt pavement to replace the shouldering was recommended. For this section the quote was \$3,500.
- Stony Point, off the county road, there's a hill and damage on the south side of the ditch (north side had recent rip-rap installed). It was recommended that the shoulder be shaped, to make a bituminous flume for drainage. In another location, a little of the shoulder washed out, which Hawkinson can fill in. Cost for this project, material and labor: \$6,650.
- TOTAL cost for all 3 roads: \$10,700.

Hodgson explained that he felt the above work was necessary to protect the investment in the bituminous roads, or the erosion it will only get worse. He discussed doing an inspection of the shoulder repair prior to issuing payment. Tack oil was not discussed with Hawkinson, but Hodgson thought it would be a good idea to add for a small cost – likely a couple hundred dollars.

He went on to recommend the board approve the quote from Hawkinson Construction for \$10,700 with an addendum to add tack oil on all recycled asphalt pavement. He agreed to pursue getting the work done as soon as possible.

Supervisor Key made a motion to proceed with the shoulder repair as presented by Glen Hodgson and the proposal from Hawkinson Construction in the amount of \$10,700 for Westwood Road, Robinson Road, and Stony Point Road. The motion was seconded by Supervisor Rosato, and upon roll call, passed by a unanimous vote.

○ Ruff Shores Road

A quote was shared with the board from Hawkinson Construction to overlay Ruff Shores Road for \$16,627.36. Ruff Shores is a short road off of Southwood Road that was not part of original paving contract; however, it was a road that the board subsequently added for overlay for this year's project due to the close proximity to Southwood Road. However, it got missed. Hodgson felt that the quote of \$16,627.36 from Hawkinson to pave Ruff Shores was reasonable, and noted the shoulders are adequate.

A motion was made by Supervisor Key to overlay Ruff Shores Road as previously approved, and accept the proposal by Hawkinson Construction in the amount of \$16,627.36. The motion was seconded by Supervisor Rosato, agreeing it was the previous intent of the board to have this road overlaid as a part of the 2013 paving project. Upon roll call, the motion carried by a unanimous vote.

○ 2014 Road Projects

- For the 2014 *gravel* road project, Bear Creek Road was the only road on the list, due to its length.
- For the 2014 *paving* road project, Hodgson found the prioritizing spreadsheet that Julie used for prioritizing roads, along with the road inspection results from the board. He will input 2013 information into the spreadsheet and bring the results to the September P&D meeting to review for paving consideration in 2014.

● *Other road issues / concerns / updates*

- Review Harris Township Culvert Policy per Resolution #2008-006

Supervisor Key made a motion to recommend the culvert policy discussion be tabled until the September P&D meeting. Supervisor Rosato seconded the motion, and upon roll call, motion carried.

- Calls from residents:
 - Robinson Road: Resident called to request brushing along the edge of this road because whenever one car meets another, they have to brush up against the trees that are along the side of the road. It was noted the rest of the road looked good.
 - Ruff Shores mail boxes: Resident called stating that then *contractor* wanted landowners in the area to take their mailboxes down. Apparently, they all need to be on the same side of the road with a break-away post. Superior Key advised the resident to contact the postal service, as the contractor may be confused; only roads that are posted for 45 mph or more require mailboxes with break-away posts. However, there may be a postal service regulation that would require this as well.
 - Southwood Road trees – Resident communicated that the trees along the edge of Southwood Road need to be trimmed back, as large trucks are brushing up against them or they go into the center lane to avoid them.
 - Casper landing got hit hard by a recent storm – pine trees and an electric pole were down. Bay View got hit too, with trees down and road blocked. Everything has been taken care of, per Key.

6. Recreation

- The main pass-through entrance to the Crystal Park pavilion was measured, and found to be off (too narrow) by about 6". Keller Fence has agreed to open it up, and will pack the ground of the entrance with class 1 so that wheel chair tires no longer spin in the loose sand.
- The roundabout inspections of the township parks went well. The maintenance crew is working to correct any identified problems.

7. Correspondence

Board Action items:

- Consider approval of Resolution #2013-008, A Resolution Adopting the Levy Collectable in 2014 for submission to the County Auditor's office in response to their memo dated August 13, 2013

A motion to adopt resolution #2013-008, A Resolution Adopting the Levy Collectable in 2014 was made by Supervisor Rosato, for a total levy amount of \$869,253 as was approved at the Annual Town Meeting on March 12, 2013. The motion was seconded by Supervisor Key, and upon roll call, motion carried by a unanimous vote.

Noteworthy items:

- Proposed 2014 fire contract amount from City of Grand Rapids: \$72,271 (This is a 12% / \$9,558 reduction from 2013)
- Minutes from the August 12th Collaborative Opportunities Team Meeting

Non-action items

- Copies of Itasca County approved sewer, land use, or building/property permits
- Minnesota Power update on Great Northern Transmission Line and invite to upcoming open house meetings
- Thank you letter about Glen

8. Consent Agenda

- Consider approval of cemetery sites sale to Lonnie and Brenda Stockwell: Section 1, Block 5, Lot 3, Sites 3 & 4

A motion was made by Supervisor Rosato to approve the consent agenda as presented; the motion was seconded by Supervisor Key, and upon roll call, motion carried.

9. Old Business

- Date for next round table meeting with the Grand Rapids city staff:

The meeting date chosen by the board was **September 18, 2013 @ 7:30pm, Blandin Foundation**. This date was agreeable to all interested parties, and has been posted by the clerk.

- Snowplow – for new pickup:

Supervisor Key presented a proposal from Dan Martin Snowplow Sales & Service for an 8'6" Snowdogg VXM plow, to be installed on the township's new one-ton pickup, for \$5,750.

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to purchase a plow for the township's new one-ton pickup in the amount of \$5,750 from Dan Martin –including installation and labor. Upon roll call, motion passed by a unanimous vote.

10. New Business

- Cable Commission Meeting

Treasurer Adams attended the last Cable Commission meeting, and reported that Paul Bunyan will be going south on Highway 169, near the businesses; however, they were not yet coming the direction of the town hall; it will be a couple years out, per PBC.

- Larry Key – Board of Equalization | Certified until 2017

Supervisor Key attended the county's training in August for the local Board of Appeal and Equalization Training. He is now re-certified for meetings held in 2014, 2015, 2016, and 2017 with an expiration date of July 1, 2017. The rest of the board congratulated Key on this accomplishment.

11. Approve payment of bills for August 2013

Treasurer Adams noted that she will plan to bring a 'budget to actual' report for the board's review, at the September P&D meeting. Currently, the township has spent 75% of its *Road & Bridge fund* budget, and has approximately \$130,000 left to spend. That will cover the balance left for the 2013 paving project – estimated by Hodgson to be \$12,500 left to pay – and \$41,500 to Schwartz for remaining gravel road projects, which will leave approximately \$76,000 for the remaining months of 2013.

A motion was then made by Supervisor Rosato to approve the attached bill list titled "September 2013 Bill Listing to Board" in the amount of \$69,851.00. Upon a second by Supervisor Key, roll call was taken and the motion passed by a unanimous vote.

12. Public Input

- Judy Myer reported that while the Itasca County Board of Commissioners voted in April to approve a memorial forest land exchange in Third River Township with a swatch of land in Bearville Township, the Minnesota Department of Natural Resources (DNR) recently chose *not* to recommend the exchange to the Land Exchange Board, effectively stopping the potential transaction. Resident Cyndy Martin was commended by Judy for her efforts. All veterans were thanked for submitting their emails and requests to the County, to request defeat of the land transfer request.

- Dan Butterfield shared with the board that the city of Grand Rapids has proposed a deer hunt which includes parts of the Airport Road and the Airport; this would be for bow hunting only. However, per Dan, a cougar and a timber wolf have been seen in the area and thus, there is not a deer problem in the area.

Dan also noted that he watched the annual 9-11 memorial processional in Grand Rapids. He commented that it was very touching, and wanted to thank everyone involved. Law enforcement from all over the County was there, as well as neighboring counties and cities. It was comprised of all emergency vehicles, including a helicopter. The processional started at 5:20pm from fair grounds, and went through town and south on Hwy 169, to St. Joes Catholic Church, where there was a program. It was very nice, per Butterfield.

13. Adjourn

Supervisor Key made a motion, seconded by Rosato, to adjourn tonight's meeting at approximately 8:24pm. Motion passed, and meeting was adjourned.

Respectfully submitted,
Michele Smith, Harris Township Clerk

September 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	991.15
Gary Rosato	Mtgs, wages, labor, less withholding	456.63
Dennis Kortekaas	Mtgs, wages, labor, less withholding	550.3
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	901.02
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	627.05
Bonnie Key	Cleaning labor, showing, less withholding	376.26
Derrick Marttila	Labor less withholdings	2131.68
Dan Key	Labor less withholdings	2034.68
PERA	ONLINE pmt:: Payroll withholding plus \$10 for fees	1,248.61
Anderson, Earl F	30x30 blind approach sign	520.65
Blue Cross Blue Shield	Insurance premium 10/1-1/1/14	3,211.00
Braun Intertec	project mgmt	149.00
CenturyLink	phone bills for service ctr, rinks, town hall	298.00
Davis Oil	August invoices	1,255.85
Express Employment	student employees - 8/7, 8/14, 8/21, 8/28	3,509.01
Frame Up	framed zoning map for town hall	101.26
Grand Rapids Public Utilities	Utilities; lights and town hall	163.07
Hawkinson Construction	edge mill, mobilization, shouldering	16,627.36
Herald Review	yearly subscription	65.00
Home Depot	ONLINE:: brace band, posts, caps	53.72
L & M	August invoices	338.89
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	407.95
Minute Man Press	copies for meetings	28.71
Northwest Asphalt	Mishawaka road	7,000.00
O'Reilly Auto	7/29 invoice	17.93
Powerplan	PO 7130	129.50
Range Water	cooler rental sept plus cooler in store 5 gal	44.50
Schwartz and Sons	pre-paving work: southwood, stoney point, robinson + gravel work July	17,938.98
S E H	Engineerings services, Gravel Road Project, Pavement Rehab	5,270.00
Stokes Printing	july invoices	7.89
Treasure Bay Printing	newsletter	616.58
Verizon	cell phones through 9/12/13	166.44
Waste Management	3 yd rel on call	16.68
Commissioner of Revenue	Payroll withholding :: electronic payment	408.00
EFTPS	Payroll withholding :: electronic payment	2,183.50
Wells Fargo Bank	checking account fee	5.00
Total		\$ 69,851.85

Approval to pay :: September 11, 2013, Checks numbered 16114 through 160

Larry Key

Gary Rosato

Dennis Kortekaas