

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, November 12, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, November 12, 2014. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, and Jim Kelley as well as Clerk Michele Smith. *Absent: Supervisor Burl Ives and Treasurer Becky Adams.*

Also in attendance were Glen Hodgson – SEH road engineer, and residents Dan Butterfield and Marge Kelley.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on October 8, and the Planning & Development Meeting on October 22, 2014.

***A motion was made by Supervisor Kelley, seconded by Supervisor Key, to approve the minutes as presented for October 8 and October 22, 2014. Motion carried by a unanimous vote.***

**3. Business from the floor**

- None

**4. Treasurer's Report** for October 1 – 31, 2014

- Treasurer Adams was not in attendance at tonight's meeting, but called in from the road. She verbally recapped the treasurer's report for the board, via speaker phone:
  - Starting Oct. 1 balance: \$ 1,391,783.65
  - Receipts: \$ 616.94
  - Disbursements \$ (40,825.68)
  - Ending Oct. 31 balance: \$ 1,351,574.91

Adams informed the board that on the bill list for November, there was an apx \$400,000 bill for road improvements. Because of this, she would be moving \$425,000 from savings, back to checking, to cover the bills. It was also noted that the Building & Grounds fund balance was in a deficient right now of (\$4,336.17).

***A motion was then made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the Treasurer's November 12<sup>th</sup>, 2014 report of October financials. Upon roll call, motion passed by a unanimous vote.***

**5. Roads**

- Glen Hodgson – Township Road Engineer from SEH (see memos in agenda packet)
  - 2014 Bituminous Road Project: Change order for extra work on Harbor Heights Road and Lakeview Drive

Hodgson reminded the board that when Lakeview Drive was reclaimed this summer, the subgrade was found to be wet and soft in areas. This needed to be fixed before doing the bituminous pavement. This extra work is covered by change order #1 in an amount of \$15,012.60. Hodgson noted that even with this additional amount, the total contract from Hawkinson for the 2014 bituminous road project will come in under the estimated bid price. Hodgson recommended approval of change order #1 to the Hawkinson contract.

***A motion was made by Supervisor Key to approve change order #1 to Hawkinson Construction in the amount of \$15,012.60, for work as presented by Hodgson which needed to be done before paving. The motion was seconded by Supervisor Kortekaas and upon roll call, the motion carried by unanimous vote of the board in attendance.***

Chairman Rosato signed the change order, and a copy will go in the road file kept at the town hall office. The original was sent with Hodgson.

○ 2015 Road Planning: Sunny Beach Road – Proposal for soil borings in swampy section

In anticipation of further design work on Sunny Beach Road, Hodgson requested that the board approve a proposal for 4 soil borings by Braun Intertec in a swampy area of Sunny Beach Road, near 31309. The soil boring information would be necessary to determine how the township could proceed with subgrade correction all through the swamp. A proposal was provided for the board to review, in a proposed amount of \$6,650. Hodgson commented that the cost could be reduced by \$1,660.00 if the township supplies a 2 person flagging crew. Supervisor Key agreed the maintenance crew could do the flagging.

***A motion was then made by Supervisor Key to approve the proposal from Braun Intertec for soil borings in the swampy area of Sunny Beach Road for apx \$5,050. Key commented that it's a good investment to know what we're working with when planning road improvements. The motion was seconded by Supervisor Kelley. Discussion: Hodgson confirmed that if the borings needed to be more than 20 feet, it would cost more. However, he did not think that would be the case. Upon clarification that the motion was for the discounted amount due to the township providing flaggers, a roll call vote was taken. It passed by a unanimous vote of those in attendance.***

Hodgson estimated the borings would be done 2-3 weeks; he will be in touch with Supervisor Key as dates are confirmed, to arrange for the maintenance crew to be flaggers.

○ Discuss date options for a road meeting with township supervisors, road engineer, & the city and/or county

After some discussion, the town board and Hodgson decided that a work session with just themselves was needed before meeting with the county and/or city. The purpose of the work session would be to discuss all township paved roads and their conditions, and set some repair priorities for 2015 and beyond.

**The date set for road work session was November 19<sup>th</sup>, immediately following the P&D meeting.** Clerk Smith agreed to post notice of this work session at the town hall and on the township's website.

- Other road issues/concerns/updates
  - None

## 6. Recreation

- Skating Rinks

Supervisor Key commented that due to the cold weather, they may be able to put water on rinks next week.

Also, Key received a call from a former rink attendant from last year, requesting to work weekends at Wendigo Park Rink. Key commented they would need 4 additional attendances to cover all days at both rinks.

Clerk Smith will contact Express Professionals to request a 2014-2015 season contract, for hiring the township's rink attendants – as been done for several years.

## 7. Correspondence

- **Board Action items:**

- Letter from Attorney Shaw regarding a reciprocal easement of Town Hall Driveway/Lotti property – and maintenance of the roadway by the township. Permission to proceed requested by Shaw.

The board invited Shaw to come to the November P&D meeting next week on 11/19/14 to discuss this matter further, and answer questions of the board.

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to table a decision on a reciprocal easement of the town hall driveway and Lotti property, until the November 19, 2014 P&D meeting. Upon roll call, motion passed.***

- The Source – Herald Review ad: Continue again this year? ½ or full page?

The board agreed that yes, they did want a township ad in the Herald Review Source publication as it's good communication with the community or those looking to move to the area.

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve a half page ad in the Herald Review's Source publication for \$435.00. Upon roll call, motion passed by unanimous vote.***

- Noteworthy items:
  - None

## 8. Consent Agenda

- None

## 9. Old Business

- Review old resolutions as a reminder only (all are still valid; no need to update nor rescind):
  - #2004-001 *Vacating a Portion of a Town Road: Pennela Road*
  - #2004-005 *Vacating a Portion of a Town Road: Verde Lane*
  - #2005-002 *Establishing a Town Road: Carol Street*
  - #2005-004 *Initiating Consideration of Vacation of Lundquist Road*
  - #2005-005 *Approving the Vacation of a Town Road: Lundquist Road*
  - #2005-006 *Authorizing the Negotiation of a Purchase Agreement for Merritt Property (aka the "Service Center")*

The board agreed that no changes were needed to any of these old resolutions.

- General Election recap  
Clerk Smith reported that during the recent General Election, held at the town hall on November 4<sup>th</sup>, it very busy for a non presidential election. Harris Township had approximately 74% turn out with 1,375 in-person voters – which included 85 new registrations. The new belt stanchions worked great for ‘crowd control’, and having wireless internet also proved to be useful for the “polling place finder” website being utilized several times.
- Town Hall ramp project update  
The wooden hand rails along both sides of the new cement ramp at the town hall are up, and the rafters were delivered for the canopy. They should be up by this coming weekend, with the electrical work to be done in the next week or two.
- Furnace project – service center garage  
Supervisor Key gave an update on the furnace project at the service center garage. He’d requested two proposals from contractors and will bring to the P&D meeting. Key would like to have the furnace project completed soon – prior to winter.

## 10. New Business

- Calls received by Supervisor Rosato:
  - *Southwood Road:*  
Supervisor Rosato was getting calls, now that the road surface of Southwood Road has been improved as people are speeding. He thought perhaps they could ask the county sheriff to put up the “you are going” digital speed sign. Key agreed to check into that.
  - *Underwood Road - hidden driveway sign requested:*  
Supervisor Rosato responded to a request from a resident of Underwood Road for a “Hidden driveway” sign. However, upon investigation, it was determined to be a personal property issue – rather than a township issue. Any signage would *not* have helped the situation on Underwood Road.

## 11. Approve payment of bills for November 2014

Treasurer Adams noted, via conference call, that in this month’s bill list, there was one to Hawkinson Construction for \$400,814.02 (for the paved road project) and one to Shauer concrete for \$6,817.00 (the cement ramp at town hall).

***Motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to pay the bills as per the attached document titled “November 2014 Bill Listing to Board” in the amount of \$453,385.76. Upon roll call, motion passed by a unanimous vote.***

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

Regarding the Source ad, the Dan Butterfield ask if the board’s *email* contact information would be provided in the ad. It was determined that no, only the Clerk’s email address will be listed, and she can funnel any requests to the board as needed.

**13. Adjourn**

***With no other business to come before the board, a motion was made by Supervisor Key, seconded by Kelley, to adjourn tonight's meeting at 8:16 p.m. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

November 2014 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1019.69
Gary Rosato	Mtgs, wages, labor, less withholding	552.71
Dennis Kortekaas	Mtgs, wages, labor, less withholding	506.63
Michael (Burl) Ives	Mtgs, wages, labor, less withholding	404.63
Jim Kelley	Mtgs, wages, labor, less withholding	559.04
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1574.27
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	578.92
Bonnie Key	Cleaning labor, showing, less withholding	561.80
Dan Key	Labor less withholdings	2835.52
Derrick Marttila	Labor less withholdings	2872.14
PERA	ONLINE pmt:: Payroll withholding	1723.51
Avenet Web Solutions	annual service package: website	550.00
Blue Cross Blue Shield	11/1-12/1 payment	1008.58
Braun Intertec	soil testing, consultant services	4653.75
Burggrafs ACE Hardware	invoice 240312, 240500	87.56
CarQuest	invoic 348983	14.36
Century Link	ONLINE pmt:: Oct phone service	268.70
City of Grand Rapids	3rd QTR PEG and Franchise Fees - Paul Bunyan and Mediacom	6666.86
Davis Oil	OCT invoices	260.66
Dreke, Jane	Election Judge	235.72
Ferrelgas	propane service: hall	47.48
Flohaug, Etta Jane	Election Judge	192.32
Grand Rapids Public Utilities	Utilities; lights and town hall	181.35
Hawkinson Construction	bituminous roadways - major construction	400,814.02
Janicke Bakery	election supplies - cookies	258.20
Jasper, Michael	Election Judge	197.36
Johnson, Joan	Election Judge	163.36
L and M	Sept and Oct charges	300.25
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	418.97
Lorenson, Charlotte	Election Judge	163.92
Minute Man Press	copies for meetings	37.38
Northland Portables	portables for wendigo, crystal, cemetery	380.00
Range Water	cooler rental Sept 5 gal in store	10.00
S E H	Engineering Services - misc. services	12,159.70

Schauer Concrete Inc	ramp with frost footings	6,817.00
Seekman, Lola	Election Judge	163.36
Snowden, Byron	Election Judge	171.20
Shaw and Shaw	work on Lotti easement	93.00
Verizon	cell phones and WiFi through 11/12/14	196.77
Waste Management	3 yd rel on call	125.97
Wicklund, Shirley	Election Judge	163.36
Commissioner of Revenue	Payroll withholding :: electronic payment	498.00
EFTPS	Payroll withholding :: electronic payment	2,892.74
Wells Fargo Bank	checking account fee	5.00

**Total**    \$    **453,385.76**

Approval to pay :: November 12, 2014, Checks numbered 16548 through 165

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato