

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, December 10, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, December 10, 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, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none.*

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

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on November 12, the Planning & Development Meeting and Road Work Session on November 19, and the Road Work Session on December 3, 2014.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve the minutes as presented for November 12 and 19, and December 3, 2014. Motion carried by a unanimous vote

3. **Business from the floor**

None

4. **Treasurer's Report** for November 1 – 30, 2014

Treasurer Adams verbally recapped the treasurer's report for the board:

- Starting Nov. 1 balance: \$ 1,351,574.91
- Receipts: \$ 9,352.72
- Disbursements \$ (453,385.76)
- Ending Nov.30 balance: \$ 907,541.87

Adams informed the board that in the disbursements for November, there was an apx \$400,000 bill for road improvements – of which, \$100,000 came out of the capital improvement fund. It was also noted that the Building & Grounds fund balance was still in a deficient of \$(14,077.59) but that the apportionments that will be received in January should rectify this.

A motion was then made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the Treasurer's December 10th, 2014 report of November financials. Upon roll call, motion passed by a unanimous vote.

5. **Roads**

- Glen Hodgson – Township Road Engineer from SEH:
 - Consider setting a date for a work session, to review and discuss 5-year road planning updates
The board held a road work session held last Wednesday, December 3, 2014 at Grand Rapids city hall, with county and city officials to discuss the development of a 5 year road plan for improving township roads, and to explore “bonding” as an option for financing large road projects. Hodgson reminded the board that these were preliminary discussions only – and that the additional bonding information received and shared by the clerk is a lot to digest; expert and legal guidance will definitely be needed before a decision on bonding is made.

However, Hodgson shared the *start* of a draft 5 year road plan for the township's 25.6 miles of paved roads – as he felt it would be a good thing for the town board to have, whether or not they decide to bond. He passed out an excel spreadsheet showing 3 parts:

- Part one: Roads rehabilitated prior to 2015
These roads, which were rehabilitated between 2007 and 2014, are good shape
- Part two: Roads to be rehabilitated 2015-2019
In Hodgson's opinion, the roads listed here were candidates for doing road work in the next 5 years. Included was the type of rehabilitation he recommended (reclaim or overlay). A total estimate to improve these 20 roads was \$3.64 million dollars.

- Part three: Roads to be rehabilitated after 2019

The roads listed here are still in good shape, according to Hodgson, and would not need major work done in the next 5 years

Hodgson did not expect the board to make a decision tonight on the preliminary five year road plan information, as he understood they needed time to digest the contents. However, he suggested the board have another road work session to work on the plan. He reminded the board that the information he presented is *not* a plan – it is just preliminary evaluation data at this point.

It was suggested by Hodgson that the board hold 2 road work sessions to talk about a ‘5-year plan’, and to decide the roads repair order. Once determined, a work session dedicated to just bonding could be held – with some experts coming in.

The board agreed to have a road work session to further develop a 5-year road plan. The date chosen was Tuesday, January 6, 2015 at 7:00pm – at the Harris Town hall, if available. The town hall care taker will advise Chairman Rosato and the clerk will post accordingly.

Supervisor Rosato reminded the board that budget meetings will also be needed soon, and that perhaps every Wednesday in January and February should be set aside for budget or road work sessions.

The first budget work session was set for Wednesday, January 21st, 2015 at 7:00pm at the Harris Town Hall. The clerk will post accordingly.

- Sunny Beach Road borings

Hodgson informed the board that Braun Intertec had been out and conducted the soil borings in swampy area of Sunny Beach Road as requested by the board. The results found there were bad soils there but the extent will not be known until the report from Braun is received. The maintenance crew worked as flaggers while Braun did the borings, which saved the township \$1,600.

- Other road issues/concerns/updates

- Work session feedback:

The board asked Hodgson what he thought about the work session that was held with the City and County on December 3rd. Overall, Hodgson commented that he felt it went well – very informative. He didn’t feel the township would need to be as detailed as the county but that the value of their 5 year plan came through. And he definitely saw the value of the township doing one as well. And, the city’s input on bonding was also informative. It was time well spent.

6. Recreation

- Supervisor Key reported that he had to replace the well at Wendigo, as it quit working. It is back on line.
- Key added that he’d hoped to have rinks open this weekend – but that the forecast for the coming weekend was for warmer, *above* freezing temperatures. Thus, it’s only a possibility now.

7. Correspondence

- Board **Action** items:

- N/A

- Noteworthy items:

- Copy of letter from Law Office of Shaw & Shaw, regarding request of township for an exclusive easement or purchase of property from Lotti, for town hall driveway.
- Minutes from Collaborative Opportunities Team Meeting on November 19th. Note: Next meeting is December 17th at Grand Rapids State Bank (time?). 11:00am in basement.
 - Ives attended. Future topics of discussion will be elected or appointed city/township clerks - should there be requirements, library joint powers board, IT services, hiring and housing challenges.

- Non-action items

- A thank you card was shared, from a renter of town hall who thanked Bonnie Key for the hominess of the town hall.

8. Consent Agenda

- None

9. Old Business

- Community voice meeting:

Supervisor Ives shared that he recently attended, as a private citizen, a community conversation held at the Timberlake Lodge. There were discussions held on tourism and trails, and he hosted a table for Harris Township residents to ask the question “What can the township do for you?” Resident Dan Butterfield was there. When the meeting notes come out, Ives agreed to provide a copy to the board – and share what the residents said - including concerns and the things they liked.

- Consider amending the cemetery policy “Winter Restrictions” section, to require 4 full working days to prepare a site

A draft updated cemetery policy and letter to funeral homes was shared by Clerk Smith, with an updated “Winter Restrictions” section as previously discussed by the board. This area was updated to require 4 full *working* days to prepare a cemetery site. The former policy stated only 3 days were needed.

In talking to the maintenance crew, they explained to the clerk that it often can take 3 days just to thaw the frozen ground, especially if there are headstones in the area, and then a 4th day is then needed to dig the site.

Supervisor Key commented that the frost can get really thick around the stones so it would be better to have 3 thawing days, then 1 to dig. However, if a shorter time frame is needed, they are willing to work with funeral homes as needed.

Supervisor Key then made a motion to approve both the cemetery policy change and notification letter as presented, requiring 4 (rather than 3) full working days to prepare a site in the winter – not including the day of notification, nor the day of the burial. The motion was seconded, and was passed by a unanimous vote.

- Consider purchasing 2 additional microphones (and mixer if needed) for use by the board during township meetings

Clerk Smith explained that she received feedback regarding the sound from the recently *live* broadcasts of the board’s Regular and Planning and Development Meetings: Viewers have a hard time hearing the treasurer and clerk – who share a microphone – and the audience question/comments - as they no longer have a microphone.

Supervisor Ives commented that he was in favor of adding two additional microphones so that all officers and the SEH engineer would have a microphone, as well as those speaking from the audience. Ives suggested asking someone from ICTV for suggestions on what would be needed and compatible. Clerk Smith added that it does sound promising that the township would be reimbursed by Cable Commission for the cost of the additional microphones and mixer.

Supervisor Ives then made a motion to allow the clerk to investigate what is needed to add microphones to the existing sound system, and mixer if needed. The motion was seconded by Supervisor Kelley and upon roll call, passed by a unanimous vote.

- Review old resolutions as a reminder only (all are still valid; no need to update nor rescind):

- #2006-007: *Cable Service in Harris Township* – Mediacom renewal and Paul Bunyan franchise application

A concern was shared by Supervisor Ives, regarding the service areas covered by Mediacom and that Paul Bunyan still hadn’t expanded into all the areas he felt they should have by this point in time. In addition, Ives noted that on page 3 of agreement, #5 - Institutional Service, it indicates that Mediacom service should be *free* at the town hall or other government sites. He would like to remind them of what’s in the agreement, as we are currently paying Mediacom for internet and phone service at the town hall.

Ives added that there is currently a petition going around for the board to talk to both Mediacom and Paul Bunyan about providing service to areas that don’t currently have service – but do meet the density requirements. The law states the cable companies do not have to provide service unless there is a density of 25 residents per cable mile. However, there is a local push for broadband to reach all rural areas, as it’s an essential service now.

- #2006-008: *A Resolution Approving a PEG fee to be collected by Greater Grand Rapids Area Cable Commission*

- #2007-001: *A resolution in support of the South Central Itasca County Intergovernmental Planning Board's recommendation for a sanitary district for Itasca County*

Supervisor Rosato noted that this "South Central" board has disbanded. And while he's not aware of other entity similar, he would suggest leaving the resolution in place.

- #2007-004: *Establishing a Town Road (Melody Lane/Road -per sign)*

10. New Business

- Consider approval of the "Harris Township 2015 Meeting Schedule" for publication and posting on website

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the Harris Township 2015 meeting schedule as presented - for both posting and publication. The motion was passed by a unanimous vote.

- The filing period for township office will be Tuesday, December 30, 2014 to 5:00pm Tuesday, January 13, 2015. Positions include Treasurer for a 2 year term, Supervisors C and D for 3 year terms and Supervisor E for a 2 year term (specific supervisor position must be specified when filing). Interested residents should contact the clerk to make arrangements to file. Cost for filing is \$2

The clerk clarified that Supervisor E position is for a 2 year term *this* election time only; it will then become a 3 year position when up for reelection again in 2017. It had to be done this way in order to stagger the supervisor positions so there's no more than 2 supervisors up for reelection each year – except in 2015, due to the special election that was held in 2014 for the additional supervisor positions.

- Deadline for township ballot layout design is Monday, January 19th including any town question, if applicable

In follow up to the work session held on Dec 3, 2014 in reference to possibly placing a bonding question on the ballot, the board asked the clerk to find out when ballot layouts are due. Clerk Smith found that this deadline is Monday, January 19th. Thus, given this early deadline and all of the decisions yet to be made about bonding as explained in the information she received/shared from the MAT attorney and Martha Ingram from Kennedy & Graven, the Clerk advised the board that it would not be possible to put a question on the 2015 township ballot.

11. Approve payment of bills for December 2014

Treasurer Adams noted that in this month's bill list, there was payment for the second half of the fire contract to the City of Grand Rapids for \$35,956.50 and one to Stromberg Construction for the front ramp work at the town hall for 10,005.00.

Supervisor Ives asked if the town hall phone had been removed from the Century Link phone bill yet, as it was converted to Mediacom when internet was installed in November. Adams was not aware of the town hall line carrier change, but will request that it be dropped from the township CenturyLink billing. Ives also asked if it was possible to have Mediacom service at all township phone locations. The board didn't think Mediacom was available in other areas – such as the service center, cemetery and parks – but Adams will look into it.

Motion was made by Supervisor Key, seconded by Supervisor Ives, to pay the bills as per the attached document titled "December 2014 Bill Listing to Board" in the amount of \$84,343.91. Upon roll call, motion passed by a unanimous vote.

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

None

13. Adjourn

With no other business to come before the board, a motion was made by Supervisor Key, seconded by Kortekaas, to adjourn tonight's meeting at 8:35 p.m. Motion carried.

Respectfully submitted,
Michele Smith, Harris Township Clerk

December 2014 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	750.12
Gary Rosato	Mtgs, wages, labor, less withholding	582.97
Dennis Kortekaas	Mtgs, wages, labor, less withholding	539.30
Michael (Burl) Ives	Mtgs, wages, labor, less withholding	0.00
Jim Kelley	Mtgs, wages, labor, less withholding	539.30
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	999.02
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	634.37
Bonnie Key	Cleaning labor, showing, less withholding	588.06
Dan Key	Labor less withholdings	2131.12
Derrick Marttila	Labor less withholdings	2252.27
PERA	ONLINE pmt:: Payroll withholding	1372.15
Benes Well Drilling	submersible pump, and labor	7849.95
Blue Cross Blue Shield	12/1-1/1 payment	1008.58
Burggrafs ACE Hardware	invoice 241357, 241772	166.81
Century Link	ONLINE pmt:: Oct phone service	278.21
City of Grand Rapids	2014 Fire Contract - second half payment - invoice #14/137	35956.50
Davis Oil	NOV invoices	237.79
Ferrellgas	propane service: hall, grave heater tank	477.74
Grand Rapids Public Utilities	Utilities; lights and town hall	212.31
Home Depot	ONLINE pmt:: quickset key, gloss, sealer	38.64
MATIT	Worker's Compensation Insurance	4,640.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	572.53
Minute Man Press	copies for meetings	82.17
RC's Heating	furnace installation	3,545.00
Range Water	cooler rental dec 5 gal in store	27.25
S E H	Engineering Services - misc. services	4,829.50
Shaw and Shaw	work on Lotti easement, road vacation, meetings, copies, phone calls	1,020.53
Stromberg Construction	front ramp work at the town hall	10,005.00
Verizon	cell phones and WiFi through 12/12/14	196.72
Waste Management	3 yd rel on call	126.13
Commissioner of Revenue	Payroll withholding :: electronic payment	373.00
EFTPS	Payroll withholding :: electronic payment	2,310.87
	Total	\$ 84,343.91

Approval to pay :: November 12, 2014, Checks numbered 16586 through 165

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato