

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, July 9, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, July 9, 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, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Dennis Kortekaas.*

Also in attendance, were residents Glen Hodgson – SEH, Mike Hendricks – Creative Services, and residents Judy Myers, Marge Kelley, Gary Anderson, and Ken Haubrich.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on June 11, the Employee Handbook Review Work Session on June 18, the Planning & Development Meeting on June 25, and the Neighborhood Meeting Work Session on July 2, 2014.

A motion was made by Supervisor Ives to approve the minutes as presented. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.

3. Business from the floor

- Bryan Johnson, candidate for Itasca County Sheriff, planned to attend tonight’s meeting, but was unable to make it. He will plan to come to the August Regular Meeting instead, per his phone call to the clerk.
- No other business from the floor

5. Treasurer’s July Report for June 1 – 30, 2014

Treasurer Adams recapped the treasurer’s report of June 2014 financial activity:

- Starting June 1 balance: \$ 1,160,318.79
- Receipts: \$ 2,202.85
- Disbursements \$ (23,765.70)
- Ending June 30 balance: \$ 1,138,755.94

A motion was made by Supervisor Key, seconded by Supervisor Kelley, to approve the July’s Treasurer’s report of June’s 2014 financials as presented. Motion passed by a unanimous vote.

• Revised bill lists – March and April 2014

Treasurer Adams explained that the March bill list has been revised because the check issued to Tundra Restaurant for a high chair, in the amount of \$171.42, was returned to her as a duplicate payment, as it had already been paid for by the maintenance crew via credit card. As a result, the check was voided and removed from the March bill list. The revised total was reduced accordingly to \$51,472.52.

The April bill list was also revised as there was an automatic payment withdrawn from the Wells Fargo Credit card account that Adams did not know about at the time of the April Regular Meeting. When the Regular Meeting check run occurs after the credit card payment due date, \$25 is automatically withdrawn from the checking account and applied to the credit card account to avoid a late fee. As a result, the revised total of the April bill list would be \$22,130.05.

Adams asked the supervisors who signed off on the original bill lists to initial her changes as noted above.

Also, it was noted that the April, May, and June Treasurer’s reports will be affected by the bill list revisions, as any change in receipts or disbursements affects all treasurer reports going forward. Adams will present the updated reports to the board at a later date.

6. Roads

- Glen Hodgson – Township Road Engineer from SEH

- Review 2014 paved road project plans, and consider approval to send them out for bids

A set of the paved road project plans was given to board, as well as a set of specifications. Per Hodgson, they reflect everything discussed during recent meetings regarding reclaiming 3 roads: Harbor Heights, Lake View Drive, and Underwood Road (east). Hodgson requested authorization to go out for bids on the project. There was only one change he'd likely make to the bid opening date (see next bullet below). Hodgson noted he had talked to some residents about driveway issues.

A motion was made by Supervisor Ives to approve that the 2014 paved road project plans for reclaiming Harbor Heights Road, Lake View Drive and Underwood Road (east) go out for sealed bids. The motion was seconded by Supervisor Key and upon roll call, passed by a unanimous vote.

- Consider holding a special meeting during the week of August 4th to award the 2014 paved road project

Hodgson explained that bid requests have to be advertised for 21 days. And while August 13th is the next regularly scheduled board meeting, the required bid time could be still be met if the opening was pushed up to Monday, August 4th and the board called a special work session to review & award the bids on Wednesday, August 6th. This would allow a gain of a week's time - which was noted to be a good thing this time of year.

Supervisor Kelley made a motion to set a special meeting for Wednesday, August 6, 2014 at 7:00pm to review and award the bid for the 2014 paved road project. Supervisor Ives seconded the motion, and upon roll call, passed by a unanimous vote.

Hodgson will change the due date on the bid packet to Monday, August 4th (rather than August 11th) and will be prepared to give the board a recommendation for award on August 6th during the special work session.

- Lake Country Power Application of Utility Permit - (W.O. 18418) To place, construct, and maintain an underground distribution line along & under Keyview and Norberg roads

The board reviewed the diagram and information supplied by the applicant. There were no questions or concerns by any of the supervisors.

A motion was made by Supervisor Key to approve the Lake Country Power application for Utility Permit (W.O. 18418) to place, construct and maintain an underground distribution line along and under Keyview and Norberg Roads. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.

- Update on Stony Point plat (parcel boundary lines), and meeting with Itasca County

Supervisors Rosato and Ives, as well as SEH road engineer Glen Hodgson, met today with the Itasca County surveyors, regarding a concern voiced by Ives at a previous meeting regarding the absence of parcel boundary lines in the GIS online county diagram of the stony point platted area. They had a good discussion with the surveyors, reported Rosato.

During the meeting, the surveyors noted that Stony Point is made up of 2 different plats – one is in Harris Township, and one is not, and neither plat is mathematically correct or complete. However, whenever someone has a private survey done, they are added to the map. And each one that is done removes some of ambiguity, and in time, the issue will resolve itself. Slowly, these are helping chip away the problem – and so it will eventually be solved. It was the consensus of group at the meeting that there's no immediate problem that needs any immediate action. However, if a township resident comes to the board with an issue, that could change their perspective.

Mike Hendricks, who lives in Harris Township on Stony Point Road commented that in the minutes of the June 25th P&D meeting, it noted that property without known property lines cannot be sold. However, Hendricks knows of many properties that *have* sold or been transferred over the years, some within the past year. It's the range line that is unknown – from the 1920's. Overall, Hendricks shared that in this area, there are 7 residences that are in Harris Township, 13 residences that are in the unorganized township, and 4-5 residences that are in *both* Harris and the unorganized townships. Neighbors have worked closely with each other, as they recognize there's a problem, and are amicable.

Rosato added that the board did inquire about help maintaining Stony Point Road, and the County agreed to look for the range line give consideration to assisting with maintenance.

- Update on MnDOT's evaluation of Sunny Beach Road for speed (between Wendigo Park and County Road 67)

Supervisor Key updated the board that MnDOT has not yet reviewed the Sunny Beach Road stretch between Wendigo Park and County Road 67, which currently does not have any speed limit signs posted. The board's hope is that it can be posted as a 30mph area of road, and so asked MnDOT to review. They will advise Key after they have a chance to review.

- Update on dust guard:

Supervisor Key presented the board with a contract agreement for the application of magnesium chloride (aka dust guard) by Larry Hanson of Dust "B" Gone for a cost of \$3,244.80 per mile. The board has contracted with them for the last 5-6 years, with good results. Key had hoped to also get a price quote from Edmonds Oil - who Itasca County and several other townships are going with – but they didn't have enough room in their schedule for Harris, so Key opted to go with Dust Be Gone who was available and the trusted by the board.

The roads to be dust guarded were: Hauser, Carol Street, Riverview, Riverridge, Bay View, Metzenhuber and Wagon Wheel. Bear Creek will also be done after the gravel road project has been completed on that road.

The contract was reviewed by the board.

A motion was made by Supervisor Ives to sign the contract from Larry Hansen dba Dust "B" Gone for the application of magnesium chloride for dust control on the eight gravel roads noted at a cost of \$3,244.80/mile. The motion was seconded by Supervisor Kelley and upon roll call, motion passed by a unanimous vote.

- Other road issues/concerns/updates

- Wesleyan Drive wash out

Supervisor Key noted that there is a large hole on Wesleyan Drive as you are going in. There's a culvert that runs diagonal and it's washing out on the side of it. Key had the maintenance crew fill the hole in with cold mix for now, but commented that this area will need something done eventually. Key recommended putting this road on the list for repair next year (2015), as it can make it through the summer as repaired. He added that the culvert is fine, but that it could use an apron. Key will try to have crew put one in.

- Sunny Beach Road curve signs

Supervisor Ives asked if the curve signs that were requested previously for a sharp corner on Sunny Beach Road will be put up this summer, or next spring. Supervisor Key stated that he will order the signs soon for install this summer.

- Crack filling - update

Supervisor Rosato asked if Key had heard from the contractor on when crack filling of Harris Township roads would begin, but Key has not yet heard from them.

7. Recreation

- Wendigo Picnic Park – update

Mike Hendricks – Creative Services was in the audience, and advised the board that by the July P&D meeting, he and Supervisor Key will have a Wendigo Picnic Park area update and suggestions for board consideration, based on their meetings and discussions of possible park improvement options.

- Tennis Courts

Supervisor Kelley reported that he drove by the newly resurfaced tennis courts at Wendigo and Crystal parks, and commented they look good – and that the courts at Crystal look brand new.

8. Correspondence

- **Board Action items:**

- Lakes States Tree Service notice of herbicide treatment along Lake County Power utility rights of way

After reviewing the postcard of information that was received by the clerk, the board opted to take no action— as the area noted in the address label appears to be for the entire township, and not just the township owned properties. Therefore, since they did not want to speak on behalf of all township residents, **the board took no action.**

- Noteworthy items:

- *Email from Marlyn Halvorson* – Itasca County Emergency Management, to collect any preliminary damage assessments to public infrastructure (roads, culverts, bridges, etc.) from high precipitation in June 2014 – in case a State declaration is made. (No such damage known to date, per Supervisor Key, but he will watch for such.)

One of the supervisors asked if docks would be covered. Key commented that public landings were not covered last year. However, Ives noted that “docks” are listed on the information from the county. Key noted that there were no damages to any docks.

- *Collaborative Opportunities Team Meeting minutes* – from April 22 and June 19, 2014. July meeting date has not yet been set.

Supervisor Ives commented that he attended the June 19th meeting and brought up the Human Resources questions & concerns that the Harris Town Board had, and asked if that was something they could collaborate on. Others in attendance also had similar concerns and desires, so there may be another meeting about HR coming up between the city, townships and county.

- *January – June 2014 report of Itasca County approved permits*

9. Consent Agenda

- None

10. Old Business

- Consider the reappointment of resident John Howrey and the appointment of a township supervisor to the Northwest Gas Joint Powers Board (with the City of Grand Rapids) to regulate utility rates of Northwest Gas

In accordance with Resolution #2013-007, the ‘ Joint Powers Agreement to Regulate Utility Rates’ of Northwest Gas, during even years, Harris Township is to have 2 members on the board as does the City of Grand Rapids. In odd years, the chairman of the Harris Town Board also serves on the board, and in even years, the Mayor of the City services on the board.

Last July 2013, the chair Dennis Kortekaas, vice chair Gary Rosato, and resident John Howrey were appointed to the board. This year (an even year), only 2 members will be on the board. Supervisor Ives expressed an interest in serving, and John Howrey also expressed to the clerk his desire to continue on the joint powers board.

A motion was made by Supervisor Kelley to appoint resident John Howrey and Supervisor Burl Ives to the Northwest Gas Joint Powers Board for a 1 year term, until July 2015. Upon a second by Supervisor Key, motion carried. Supervisor Ives abstained from voting for himself.

- Review comparable quotes for belt stanchions and sign frames, for use during elections; consider purchase approval.

Clerk Smith presented the board with five quotes for retractable belt stanchions, which she previously requested for crowd guidance during state and federal elections. Overall, she recommended the lowest cost item stanchions from KaTom (online) with a belt length 6.5 feet. She needs 6, plus 2 signs, but would like 9 for optimal expansion. The total cost for 9 should be apx \$400.

A motion was made by Supervisor Key to approve the purchase of 9 retractable belt stanchions (6.5 belt length each) to help with crowd control and guidance during elections as well as 2 attachable sign holders, from KaTom.com as shown in the information packet. Total cost to be apx \$400.00. The motion was seconded by Supervisor Kelley, and upon roll call, motion passed by a unanimous vote.

11. New Business

- Report outs from those who attended the MN Association of Townships Summer Short Course

Clerk Smith and Supervisor Ives both attended the short course in Carlton on June 26th. They each felt it was a worthwhile training, and reported on several items they learned while there.

- Review resolutions to determine if still valid, or if in need up updating or rescinding: #98-1, 98-2, 98-3, 98-4, and 98-5

Clerk Smith explained that one of the tips she received from the summer MAT short course, as a way to keep current with township resolutions, was to review a few at each meeting – starting with the oldest ones. With the two new board members, and resolutions dating back to 1998, Smith felt it would behoove the board to do this as well. And, if any were found to be no longer applicable, or had been replaced/updated, the board could vote to rescind a resolution by making and passing a motion to do so.

For tonight’s meeting, the board reviewed the five resolutions passed in 1998:

- #98-1: Un-titled resolution, but relates to the US Department of Housing and Urban Development (HUD) and participating in the Northeast Minnesota Housing Consortium

The board discussed that they were not sure if this was still applicable, but that it was a great program. Clerk Smith recalled that something had come up regarding the consortium a year or two ago, but could not recall the details. Therefore no action to change or rescind this resolution was made.

- #98-2: A resolution establishing a personnel policy regarding (employee) performance reviews and wage adjustments

Board agreed this resolution was still valid, but that a bullet should be added to note that an annual review of the board officers' wages will also be done annually in April.

- #98-3: A resolution adopting the consent agenda policy

Clerk Smith advised the board that this resolution had recently been updated, but wanted to bring the new version to the board before rescinding the old one.

- #98-4: A resolution adopting the levy collectable in 1999

The clerk explained that a resolution to certify the levy is done each year, so there won’t ever be a need to rescind these types of resolutions.

- #98-5: A resolution adopting the General Record Retention Schedule for Townships

Smith noted that the records retention schedule that the board adopted was the one developed in conjunction with the State of Minnesota Administration Data and Records Management Division, and the Minnesota Historical Society. Adopting this schedule was highly recommended by the MN Association of Townships and so this resolution should probably never be rescinded.

12. Approve payment of bills for July 2014

Treasurer Adams noted some of the notable items on the bill list this month were to Ferguson Sealcoating for work on the tennis courts at Crystal and Wendigo parks for \$22,230 and to Itasca County for salt and sand from December 2013 through February 2014 for \$2,702.50. The other checks were for more routine items. Total of all bills was \$53,019.85

Motion by Supervisor Ives, second by Kelley, to pay the bills per the attached document titled “July 2014 Bill Listing to Board” in the amount of \$53,019.85. Upon roll call, motion passed by a unanimous vote.

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

- **Judy Myers:**

- Myers asked the board if only cities/townships were entitled to FEMA flood damage assistance, or could she as a resident also seek assistance? The board responded that Halvorson’s email was directed toward township, and that Itasca County had not yet been declared a disaster. Myers commented she lost a lot of sand on her shoreline as a result of the high water on Pokegama. The Board responded that they were not sure how FEMA affects private residents.

14. Adjourn

With no other business to come before the board, a motion was made by Key, seconded by Kelley to adjourn tonight’s meeting at 8:51pm. Motion carried.

Respectfully submitted,
Michele Smith, Harris Township Clerk

July 2014 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	810.45
Gary Rosato	Mtgs, wages, labor, less withholding	569.41
Dennis Kortekaas	Mtgs, wages, labor, less withholding	524.32
Michael (Burl) Ives	Mtgs, wages, labor, less withholding	742.96
Jim Kelley	Mtgs, wages, labor, less withholding	519.56
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1470.21
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	526.51
Bonnie Key	Cleaning labor, showing, less withholding	408.97
Dan Key	Labor less withholdings	2115.02
Derrick Marttila	Labor less withholdings	2301.85
PERA	ONLINE pmt:: Payroll withholding	1469.23
Century Link	June phone service	355.61
Davis Oil	June Invoices	592.40
Express Employment	groundkeeper 6/11, 6/18, 6/25	1467.40
Ferguson Sealcoating	redo tennis courts: Crystal tennis, basketball and Wendigo tennis	22230.00
Grand Rapids Public Utilities	Utilities; lights and town hall	185.60
Home Depot	ONLINE pmt:: trimline, concrete	38.85
Itasca County Highway Engineer	Salt and Sand - Dec. 2013-Feb. 2014	2,702.50
Itasca County Recorder	record cemetery deeds	92.00
L & M	June invoices -gravely mulch kit, town hall supplies, service ctr supplies	443.33
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	427.57
Minute Man Press	copies for meetings	68.82
MN Association of Townships	summer short course registration: Burl Ives, Michele Smith	100.00
Northland Portables	weekly rental portables: boat landings, crystal, wendigo, cemetery	492.00
Range Water	cooler rental July, 5 gal in store	27.25
Schwartz and Sons	June and July grading	2,620.00
S E H	Engineering Services - misc. services	5,487.25
Security Life Insurance	dental premium: July-December	833.46
Shaw and Shaw	draft memo and resolution for speed limit, email to clerk	260.00
Stokes Printing	office supplies	109.91
Verizon	cell phones and WiFi through 7/12/14	207.68
Waste Management	3 yd rel on call	16.70
Commissioner of Revenue	Payroll withholding :: electronic payment	365.00
EFTPS	Payroll withholding :: electronic payment	2,433.03
Wells Fargo Bank	checking account fee	5.00
Total		\$ 53,019.85

Approval to pay :: July 9, 2014, Checks numbered 16418 through 164

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato