

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, June 10, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 10, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Dennis Kortekaas*

Also in attendance were Glen Hodgson – SEH Road Engineer, and residents Cyndy Martin and Marge Kelley.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on May 13, the Supervisor A Interview Work Session on May 27, the P&D Meeting on May 27, and the Road Work Session on June 3, 2015.

It was noted that at the top of the May 27<sup>th</sup> P&D meeting minutes, Larry Key's name appeared as being a board member in attendance. Clerk Smith apologized for the error and will correct.

***A motion was made by Supervisor Ives to approve minutes as amended. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.***

**3. Business from the floor**

- None

**4. Consent Agenda**

- 1) Consider approval of cemetery site purchased by Kathryn Krumrei, Sec 3, Block 29, Lot 1, Site 4

***A motion to approve the consent agenda was made by Supervisor Kelley and seconded by Supervisor Haubrich. Motion carried by a unanimous vote.***

**5. Roads**

- Glen Hodgson – SEH Road Engineer (*see memorandums from SEH dated June 5, 2015*)
  - Sunny Beach Road Pavement Patching Quotes

Glen Hodgson met with the maintenance crew on Sunny Beach Road. They looked at what he considered to be the worst section of pavement on that road: between Anchor Road (private) and Kathryn Avenue (private). They marked the pavement patch and overlay work area that they thought were appropriate. Later that same day, Hodgson met with Hawkinson Construction on site, and looked at the area marked out.

**Hawkinson provided a quote of \$12,918.90** for the patch and overlay area on Sunny Beach Road (*a copy will be attached to these minutes*). Hodgson commented that he compared their quoted price to a project done in LaPrairie last year and applied the specs to the Sunny Beach Road work, and found that the quoted price came in very close last year's project. Therefore, he concluded the current price from Hawkinson to be fair.

Hodgson went on to explain that his strategy was to address the "worst of the worst" area on Sunny Beach Road, in order to get the township through this summer with the idea that reconstruction of this segment of Sunny Beach Road will occur next summer. Hodgson confirmed that there is no subgrade correction needed in this area.

***Supervisor Kelley agreed that the distressed area of Sunny Beach Road that Hodgson identified is a traffic hazard. He then made a motion, seconded by Supervisor Ives, to approve the patch and overlay proposal from Hawkinson for \$12,918.90. Discussion: Rather than cut and patch, is there a way to do a tight blade of the area instead? If so, would there be a cost saving? Hodgson responded that the savings would only be about \$4,000 and that's because a tight blade repair***

**would not have as good of compaction as the paver laid patch, and therefore would not last as long. Ridability of the patched area would also not be as good. While the board had some concerns about the need to rip up this area of Sunny Beach Road next year, they agreed that a patch was needed as soon as possible for public safety. And that it needed to last for a year. The motion to approve the Hawkinson quote passed by a unanimous vote.**

○ Birch Street Pavement Patching Quotes

Hodgson met with Hawkinson Construction on the cul-de-sac at the very end of Birch Street, regarding a small overlay patch on the worst area of the cul-de-sac.

**Hawkinson submitted a quote for \$2,650.00 for a 12' x 38' patch.**

Hodgson commented that the patch needs to be done to save the road until it can be fixed. Birch Street is in the draft 5 year road work plan for an overlay.

**Supervisor Ives made a motion to approve the Hawkinson Construction quote to patch the cul-de-sac at the end of Birch Street for \$2,650.00. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.**

Hodgson agreed to coordinate both patch projects, on Sunny Beach Road and Birch Street, with Hawkinson and express to them that the board wants the patches done as soon as possible.

○ Underwood Road-west: Updates and Next Actions

Glen Hodgson from SEH recapped that they had been working for a full year now on getting a wetland permit to perform drainage correction on Underwood Road-west, and then an overlay. There were two other entities involved in the permitting process: The Corps of Engineers and the Itasca County Soil and Water Conservation District (SWCD):

▪ *Corps of Engineers:*

The Clerk received the Corps' wetland permit for the ditch work that the township plans to do on Underwood Road, west of Wendigo Park Road. In the packet were two forms called a preliminary "jurisdictional determination" or "JD" for short, which need to be approved by the board, signed, and returned. Clerk Smith included a copy of the packet from the Corps of Engineers, including the two JDs. Hodgson recommended the board approve the JDs and authorize the Chairman to sign them; they are due back to the Corps by 6/12/15. Once returned, Hodgson said they would have the permit.

**A motion to authorize the Harris Town Board Chair to sign the Corps of Engineers JDs as presented was made by Supervisor Ives, and seconded by Supervisor Kelley. Motion passed by a unanimous vote.**

▪ *Itasca County Soil and Water Conservation District (SWCD)*

The Itasca County SWCD will hold the local government review of the wetland permit application, and consider the application for approval at their July 6, 2015 meeting. Hodgson will attend this meeting and was cautiously optimistic that the application will receive approval. There was no board action needed at this time.

▪ Next step (1 of 2): Advertise for Bids

An "Advertisement for Bids" was presented to the board for review, to bid the 2015 Bituminous Road Project of Underwood Road-west. Hodgson recommended advertising in the Sunday, June 14 and Sunday, June 21 editions of the Grand Rapids Herald Review, with bid opening on July 6<sup>th</sup>. Bids would be presented to the board for award at the Regular Meeting on July 8<sup>th</sup>.

***A motion was made by Supervisor Ives, seconded by Supervisor Haubrich, to advertise for bids on the Underwood Road-west overlay project as presented, the next two Sunday editions of the Herald Review newspaper. Motion passed by a unanimous vote.***

- Next step (2 of 2): Notify Residents

Hodgson recommended sending a notice to all the property parcel owners along Underwood-west to notify them that the project is proceeding. He agreed to add a few details about the schedule and general scope of work. He planned to send the notification out around the time of the first bid advertisement. There was no board action required.

The board agreed the letter was a great idea, and thanked Hodgson for sending the notices.

- Other road issues/concerns/comments

- Stumps on Alicia Place

Supervisor Rosato recommended getting a quote to fix the stump area(s) on Alicia Place this year, rather than waiting as previously discussed. The pavement is starting to break up and it's affecting a resident's driveway. Rosato suggested doing the repair at the same time as the Sunny Beach Road patch, to save on mobilization. Hodgson agreed to bring a quote back to the board for consideration at the June 24<sup>th</sup> P&D meeting.

- Patching hot-mix

Supervisor Ives asked if a patching hot-mix is made daily by Hawkinson, and if the maintenance crew could pick up the patching mix periodically. Hodgson suggested the crew call Hawkinson to request how much mix they want, and by when.

## 6. Recreation

- Update: Itasca Little League using Crystal Springs Park ball field only, on Mon & Wed (only) from 5:30 – 8pm

Clerk Smith commented that this was informational only – as the original request from Itasca Little League was for use of *both* Crystal and Wendigo park ball fields, and for Monday through Thursday. However, now only Crystal park field is being used, and only on Mondays and Wednesdays. The June schedule has been sent to the Maintenance crew for posting.

- Public Open house for ATV/Motorized Trail

Supervisor Ives advised the board that on Tuesday, July 7<sup>th</sup>, there will be an open house for discussion of an ATV/motorized trail. The Grand Rapids Motorized Taskforce is looking for public input and comments about a proposed Grand Rapids ATV trail connection from the city of Grand Rapids, south, to apx 9 mile corner. The open house will begin at 6:00pm at Harris Town Hall. It will be advertised in the newspaper and radio.

## 7. Correspondence

- Board Action items:

- Annual Weed Inspector Annual Training – June 30<sup>th</sup> from 8am – 12:00pm at the MN Interagency Fire Center, 402 SE 11st St, Grand Rapids - Upstairs Training Room

**Supervisor Dennis Kortekaas, the township's weed inspector, expressed to the Clerk earlier this week that he would be able to attend this meeting.** Smith also reminded the board that other supervisors can also attend this training if interested; Chairman Rosato commented he had attended in the past and found it informative.

- Noteworthy items:

- Short 2015 Summer Course by MN Association of Townships (June 24 in Walker, June 25 in Carlton)

- Non-action items

- Certificate of Liability Insurance received from Schwartz and Son, Inc.(for grading gravel roads)
- Copies if Itasca County approved land use and sewage applications
- Copy of *rejected* zoning/sanitation permit – for variance request by Fuhrman/Laux on Isleview Rd

- 2014 population and household *estimate* from MN State Demographer, since 2010 census

## 8. Old Business

- Cell phones for Maintenance Crew

Treasurer Adams was asked to compare AT&T cell phone plans with the Verizon's plans regarding the purchase of 2 new iPhones for the two full time maintenance crew members. Adams reported that the township currently uses Verizon and that the crew's phone plans have included unlimited data for a cost of \$100/month. With AT&T, they do not offer unlimited data and their most comparable plan would be \$150/month. As a result, Adams recommended staying with Verizon and getting the new phones ordered. **The board agreed.**

## 9. New Business

- Request for use of town hall on Wed. June 17<sup>th</sup> by Itasca County Department of Corrections (DOC)

Supervisor Haubrich received a call from the Town Hall Caretaker who had received a request from the Itasca County Department of Corrections for a public informational meeting regarding a level 3 predator moving into the township; the meeting time was not known. The date of the meeting was a Wednesday, which is always reserved tentatively for the board.

The board discussed that there was no work session or meetings scheduled or needed for 6/17 and agreed the DOC could use the town hall for the public informational meeting – and free of charge, as it's a benefit to the residents of the township. Haubrich agreed to relay this information to the town hall caretaker.

- Intergovernmental Collaboration Opportunities Team Meeting - Harris Town Hall

Supervisor Ives reported that the Intergovernmental Collaboration Opportunities Team would like to hold their next meeting on June 23<sup>rd</sup> at Harris Town Hall. And they'd like to have it free of charge that day. The board did not have a problem with this.

***A motion was then made by Supervisor Ives to allow use of Harris Town Hall free of charge on June 17 by the Itasca County Department of Corrections for the level 3 predator information meeting, and on June 23 for a Intergovernmental Collaboration Opportunities Team Meeting. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

## 10. Treasurer's Report – dated June 10, 2015 (of May 2015 financials)

Treasurer Adams recapped the June treasurer's report:

- Balance May 1, 2015: \$1,120,579.13
- Receipts: \$ 8,809.49
- Disbursements: \$ (33,913.40)
- Balance May 31, 2015: \$1,095,475.22

Adams commented that because the audit report was just received, an adjusting entry to the Building and Grounds fund could now be made, by transferring money out of the Capital Improvement fund for the projects as previously approved by the board. This will bring the B&G fund to a positive balance, rather than the current negative balance of (\$36,028.84).

***A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the June 10<sup>th</sup> Treasurer's Report of May 2015 financials. Motion carried by a unanimous vote.***

## 11. 2014 Annual Financial Report and Independent Auditor's Report (see bound report copies for review)

Treasurer Adams noted that the 2015 audit report was received, but that usually there is a cover letter to accompany the bound audit reports, summarizing the findings. However, a letter had not included when Clerk Smith picked up the reports. Adams tried calling both auditors, but they were out of the office. She hoped to

bring the letter to the P&D meeting. Adams also commented that the Auditors from Wipfli are open to coming and presenting at a township meeting, if the board so desires.

Overall, Adams explained that there were no “material findings”, so no major concerns by the auditors. Each year, the auditor always notes a desire to see the clerk and treasurer positions more diversified, but understands that the township cannot not hire an extra person just for this purpose.

Also, Adams noted that no adjusting entries were recommended by the auditor this year.

There was a question from the board about the letter in back of the bound audit report that commented on depreciation. Adams explained that depreciation is not shown, as the township does not have a capital asset listing of all items owned by the townships such as buildings, grounds, and roads. The auditor has requested that the township develop a capital asset list for several years. It was clarified by Adams that the township does have a capital *equipment* list, which is depreciated.

**12. Approve payment of bills for June 2015**

Noted in the bill list was the cost of audit, for \$6,300.

***Upon review of the bill list, a motion was made by Supervisor Ives, seconded by Supervisor Kelley, to pay the bills as per the attached adjusted document titled “June 2015 Bill Listing to Board” for \$39,486.67. Upon roll call, motion passed by a unanimous vote***

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

- None

**14. Upcoming events and meetings**

- Wed June 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Wed July 8 Regular Meeting..... 7:30pm Harris Town Hall
- Mon July 13 Itasca County Twp Association Meeting..... 7:00pm TBD

**15. Adjourn**

***With no other business to become before the board, a motion was made at 9:23pm by Supervisor Ives to adjourn tonight’s meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.***

Respectfully submitted,

Michele Smith – Harris Township Clerk

June 2015 Bill Listing to Board

|                               | Description   | Amount    |
|-------------------------------|---|-----------|
| Gary Rosato                   | Mtgs, wages, labor, less withholding  | 598.31    |
| Dennis Kortekaas              | Mtgs, wages, labor, less withholding  | 470.55    |
| Burl Ives                     | Mtgs, wages, labor, less withholding  | -         |
| Jim Kelley                    | Mtgs, wages, labor, less withholding  | 530.87    |
| Ken Haubrich                  | Mtgs, wages, labor, less withholding  | 110.82    |
| Michele Smith                 | Mtgs, wages, labor, less withholding  | 1,215.67  |
| Becky Adams                   | Mtgs, wages, labor, less withholding  | 514.26    |
| Bonnie Key                    | Cleaning labor, showing, less withholding                                     | 536.13    |
| Dan Key                       | Labor less withholdings   | 2153.73   |
| Derrick Marttila              | Labor less withholdings   | 2598.73   |
| PERA                          | ONLINE pmt:: Payroll withholding  | 1337.70   |
| Braun Intertec                | pavement observations and testing - Isleview, Birch                           | 953.00    |
| Century Link                  | ONLINE pmt:: June phone service   | 278.86    |
| Cole Hardware                 | plumber putty, washer   | 5.34      |
| Davis Oil                     | May invoices - fuel   | 147.55    |
| Fastenal                      | May invoices - supplies for road and bridge and service center                | 514.85    |
| Grand Rapids Public Utilities | Utilities; lights and town hall   | 191.72    |
| Herald Review                 | vacancy meeting   | 666.23    |
| Home Depot                    | concrete and plants   | 60.60     |
| Itasca Cty Auditor            | record deed: Snyder   | 46.00     |
| Itasca Utilities              | work on Lakeview Drive  | 2,550.00  |
| Janicke Bakery                | cookies for Memorial Day  | 74.40     |
| L and M                       | May and June invoice: supplies  | 615.61    |
| Lake Country Power            | ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery         | 410.36    |
| MediaCom                      | PHONE PAY:: May phone and internet service - town hall                        | 101.54    |
| Minute Man Press              | copies for meetings   | 101.52    |
| Northland Portables           | portables for wendigo, crystal, cemetery, boat landings                       | 492.00    |
| Plackner Tree Care            | tree removal and clean up: metzen hoover road                                 | 275.00    |
| Range Water                   | cooler rental June  | 10.00     |
| Schwartz and Sons             | grader work May   | 1,455.00  |
| S E H                         | Engineering Services - misc. services   | 10,462.60 |
| Stokes                        | office supplies - purchased then returned screen for credit                   | 106.26    |
| Verizon                       | cell phone bills - May  | 72.23     |
| Waste Management              | 3 yd rel on call  | 130.37    |
| Wells Fargo Credit Cards      | AUTO ONLINE PMT: floor mats, high chairs, work boots, anti-virus for computer | 50.00     |
| Wells Fargo Credit Cards      | ONLINE PMT: floor mats, high chairs, work boots, anti-virus for computer      | 1,035.96  |
| WIPFLI                        | yearly audit  | 6,300.00  |
| Commissioner of Revenue       | Payroll withholding :: electronic payment                                     | 290.00    |
| EFTPS                         | Payroll withholding :: electronic payment                                     | 2,022.89  |

**Total**     \$     **39,486.67**

Approval to pay :: June 10, 2015, Checks numbered 16775 through 168