

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, February 10, 2016 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, February 10, 2016. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams.

*Absent:* None

Also in attendance: Matt Wegwerth – S E H road engineer, Cyndy Martin, Marge Kelley, Judy Myers, Cari Alleman, and Mike & Jana Albers.

**1. Pledge to the flag**, followed by the reading of the township mission statement

**2. Consider approval of Minutes** from Regular Meeting on January 13, the Board of Audit on January 20, the Planning & Development Meeting on January 27, and the Budget Work Session on February 1, 2016

- One correction was noted: The spelling of Frances (not Francis) Haubrich, as shown at the top of the January 13, 2016 Regular Meeting minutes.

***Motion by Supervisor Ives, second by Supervisor Haubrich, to approve the minutes as presented, with the spelling correction as noted above. Motion passed by a unanimous vote.***

**3. Business from the floor**

- Introduction of Cari Alleman, write-in candidate for township clerk

Cari Alleman announced her write-in campaign for the uncontested position of clerk. She has lived in the township for 17 years, and has a business background; she is familiar with spreadsheets, and works regularly with various checks and balances.

Chairman Rosato thanked Cari for attending tonight's meeting, welcomed her to the race, and reminded everyone that the Town Election will be on Tuesday, March 8<sup>th</sup>, with polls open noon to 8pm.

**4. Consent Agenda**

- Consider cemetery deed approval for sites sold to Russell & Charlotte Bouchie: Sec 3, Block 26, Lot 4, Sites 5-6-7-8

***Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the item on the consent agenda as presented. Motion passed by a unanimous vote.***

**5. Roads**

- Matt Wegwerth – Township Road Engineer from S E H
  - Presentation of Lakeview Trail dedication application
    - Matt Wegwerth, from SEH, presented the original Lakeview Trail dedication application to the board, which was signed by all the land owners along Lakeview Trail.
    - Wegwerth had looked at Lakeview Trail, and commented that the road's current width and cul-de-sac size do not meet the township's road standards for accepting a new road. The road's width was estimated at only 22 feet, whereas the township's policy states the road width should be at least 24 feet. Likewise, the cul-de-sac was estimated to only be 60 feet in diameter, whereas the township's policy states it should be 90 feet in diameter. However, Wegwerth noted there was a large enough right-of-way (ROW) to allow for a 90' turn around, and that the ROW of the road itself was 66 feet.
    - As for the condition of the road, Wegwerth noted no deficiency in the gravel and commented that the road, while 2 feet narrower than policy width, was adequate for the vehicle traffic in the area. The smaller cul de sac did concern him, however, as the county plow, a school bus, or fire truck may have difficulty turning around.
    - Robert Peterson was in the audience, and he owns lots 2 and 3 off of Lakeview Trail -where the cul de sac is. He commented that currently, the cul de sac is not used for anything; there are no buses that

go down their road, and plowing is currently done by light trucks. And if the snow gets bad, Lance Shultz (who owns lot 5 – and Casper Construction) will bring in a loader.

- The board did not voice any concerns about Lakeview Trail.
- Consider adoption of Resolution #2016-003 Accepting Dedication for Town Road (Lakeview Trail)

***Motion by Supervisor Kelley, second by Supervisor Ives, to accept Resolution #2016-003 Accepting Dedication for Town Road (Lakeview Trail) as presented; clerk Smith informed the board that the resolution had been prepared by township attorney Andrew Shaw. Discussion: Haubrich asked what kind of investment the township would have to make to bring Lakeview Trail up to township standards – for width and diameter of the cul de sac. Wegwerth responded that the 22 ft width is not a concern, but for the cul de sac, they would need to dig up the outside edge for the area, do some grading, and add Class V gravel along the edges. An estimated cost would be \$5,000-\$10,000. And while increasing the size of the cul-de-sac was not urgent, Wegwerth encouraged to board to keep it in mind, for use by snow plows and fire trucks. The condition of the ditches was also questioned. Robert Peterson, who lives on Lakeview Trail, commented that the ditches are in good shape; he never sees standing water and added that Lance Schultz has taken good care of the ditches to date. With no further discussion, the motion adopt the resolution passed by a unanimous vote.***

Clerk Smith will send a certified copy of Resolution #2016—003 to attorney Andrew Shaw as he requested, and for recording with the county.

- Other road issues/concerns/comments?
  - Bonding question

Mike Albers, resident of Mishawaka Road, asked the board what the plan was for paying back the general obligation road improvement bond if bonding passes during the upcoming township election. Would the bond be paid back through increased levies, or via special assessment of land owners along the improved roads?

The board responded that while Harris Township could assess by way of their urban powers, it is not the board's desire to do special assessments; however, there may be a need to increase future levies to pay back the bond, which would result in an increase in property taxes.
  - Vroman Road

Supervisor Rosato commented that the end of Vroman Road is being reviewed as some land near the road is being sold. Rosato spoke with the Itasca County surveyor and was told there is no problem with the party who is purchasing the parcels; the quarter mile long road goes right to the proposed land for sale, so there is no land-lock issue.

## 6. Recreation

- None

## 7. Correspondence

- Board Action items:
  - Itasca County Annual Township & City Weed Report

The original weed report was given the Supervisor Kortekaas, who is the weed inspector for the township. He agreed to complete the report, and return it to the county.
- Noteworthy items:
  - Collaborative Opportunities Meeting minutes from Jan 13, 2016
  - Received *recorded* Resolution #2015-012 "Accepting Platted Roads for Maintenance by the Town" from Shaw & Shaw law office, regarding Wendigo Park Circle, Kathryn Avenue, and Nicholas Street
  - Updated Itasca County snow plowing map, to include Davis Road as requested.
  - CC: Donation decline letter sent to Support within Reach Resolution #2008-004

- Non-action items
  - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from 1/16

## 8. Old Business

- Consider cost of advertising the March 8, 2016 Town Election in the *Mines & Pines Shopper* (Supervisor Kelley)

Supervisor Kelley reported back to the board, that the cost for running an election/annual meeting promotional ad in the Mines and Pines shopper will depend on the size of the ad as follows:

- ½ page - \$400
- ¼ page - \$219
- 1/6 page - \$179
- 1/8 page - \$139
- 1/16 page - \$99

Treasurer Adams noted that the cost for the filing notice that was run four times in the Herald Review was \$310.40; she showed the board the actual block ad for size comparison.

Clerk Smith commented that the next publication notice she needs to do will be lengthier than the filing notice ad, as it will include the election date, polling times, ballot items, as well as the annual meeting date and time, the board of Canvass date and time, and a sample ballot.

***A motion was made by Supervisor Haubrich, seconded by Supervisor Ives, to proceed with placing one ad in the Mines and Pines shopper, 1/6 of page for \$179, promoting the annual election and town meeting. Discussion: Clerk Smith will provide Supervisor Kelley with a copy of what she will be publishing in the Herald Review, and Kelley will verify that the 1/6 page will be large enough in the Mines and Pines for easy readability before publishing. If there's an issue, he will bring back to the board. Motion passed by a unanimous vote.***

## 9. New Business

- There was no new business.

## 10. Treasurer's Report – dated February 10, 2016 (Jan 1- 30, 2016 financials)

Treasurer Adams recapped the treasurer report, reminding the board that the fund balances are preliminary until after the 2015 audit is completed. And that the box at the bottom left of the report shows where the money is located, in the three township accounts:

- Balance January 1, 2016: \$1,441,851.13
- Receipts: \$ 1,985.12
- Disbursements: \$ (28,319.95)
- Balance January 31, 2016: \$1,415,516.30

***Motion by Supervisor Kelley, second by Supervisor Ives, to approve the February 10<sup>th</sup>, 2016 Treasurer's report of January 2016 financials as presented. Motion passed by a unanimous vote***

- Updated 2015 bill lists and treasurer reports

Adams explained to the board that she had updated 2015 bill lists and treasurer reports, reflecting any adjustments made when she and Clerk Smith were balancing their books. New copies of the treasurer reports were available for anyone that wanted them, and any bill lists that had a change would need to be reviewed and signed by the board after tonight's meeting. This would confirm for the auditor that the board saw any adjustments to the reports, and approved them. A set of the most current reports would also be included in the 2015 minutes binder, for the record.

**11. Approve payment of bills for January 2016**

**Motion by Supervisor Kelley, second by Supervisor Ives, to pay the bills as per the attached document titled "February 2016 Bill Listing to Board" in the amount of \$61,711.775. Motion passed by a unanimous vote.**

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

- Judy Myers commented that while she was happy for the residents of Lakeview Drive, she did not approve of the town board accepting roads that were not up to the standards as outlined in the Harris Township Road Establishment Policy, as doing so sets a bad precedence.

**13. Upcoming events and meetings**

- Wed. Feb 17 Budget Work Session..... 7:00pm Harris Town Hall
- Wed. Feb 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election..... Polls open Noon to 8:00 pm at Harris Town Hall  
Board of Canvass..... 8:10pm Harris Town Hall  
Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Mon. Mar 14 Itasca Township Association Meeting..... 7:00pm County Court House
- Wed. Mar 23 Reorganization Meeting/Planning & Development Meeting.. 7:30pm Harris Town Hall

**14. Adjourn**

***With no other business to become before the board, a motion was made at 8:12pm by Supervisor Kortekaas to adjourn tonight's meeting. Upon a second by Supervisor Haubrich, the motion passed and the meeting adjourned.***

Respectfully submitted,

Michele Smith, Clerk of Harris Township

February 2016 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	702.27
Dennis Kortekaas	Mtgs, wages, labor, less withholding	558.04
Burl Ives	Mtgs, wages, labor, less withholding	401.81
Jim Kelley	Mtgs, wages, labor, less withholding	608.04
Ken Haubrich	Mtgs, wages, labor, less withholding	587.44
Michele Smith	Mtgs, wages, labor, less withholding	1,727.55
Becky Adams	Mtgs, wages, labor, less withholding	813.51
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,220.64
PERA	ONLINE pmt:: Payroll withholding	1,409.98
Advantage Systems Group	alarm systeming monitoring feb 1, 2016-jan 31, 2017	240.00
Century Link	ONLINE pmt:: Dec phone service	286.82
City of Grand Rapids	PEG and Franchise Fees - 4th QTR 2015	6,273.03
Computer Enterprises	laptop for treasurer	1,029.98
Davis Oil	January invoices	303.18
Express Employment	rink attendants 1/12, 1/19, 1/26	663.96
Fastenal	hose clamps	8.43
Ferrellgas	shop - service center, grave heater tank	270.38
Grand Rapids Public Utilities	Utilities; lights and town hall	208.20
Hawkinson Construction	retainage - underwood road	2,978.17
Herald Review	notice - public office	310.40
Itasca County Transportation	Snowplowing season - 2015-2016	23,170.00
Itasca County Association of Townships	Dues for 2016 MAT and Itasca County Association	1,609.92
L & M	service center supplies	84.92
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	860.19
MediaCom	PHONE PAY:: sept phone and internet service - town hall	101.53
Minuteman press	policy brochures, p and d copies	42.31
Northland Portables	wendigo, crystal, cemetery portables and boat landing portables	492.00
Northwest Gas	service center gas	57.76
Personnel Dynamics	caretaker and rink attendant	1,108.69
Plackner Tree Care	tree removal - 7 trees along sunny beach, pine over Wendigo rink	1,100.00
Primerica Life Ins. Co	life insurance premium for maintenance workers - 1 yr	673.00
Range Water	Feb rental cooler and 5 gal in store	27.25
Rowe Funeral Home	Overpayment for Wickmann grave opening	200.00
S E H	Engineering Services - misc. services	4,735.00

Shaw and Shaw	copies to township, email, dictate to clerk	78.50
Stokes Printing	calendars, ink, copystar	211.97
Verizon	cell phone bills - Feb 12, 2016	173.01
Waste Management	Feb invoice	25.05
Wells Fargo Credit Card	auto payment - and balance pmt	233.90
Commissioner of Revenue	Payroll withholding :: electronic payment	478.00
EFTPS	Payroll withholding :: electronic payment	2,523.30
<b>Total</b>		<b>\$ 61,711.77</b>

Approval to pay :: February 10, 2016, Checks numbered 17014 through 170

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato