

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, July 14, 2010 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, July 14, 2010. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Dennis Kortekaas, and Gary Rosato; Clerk Michele Smith and Treasurer John Jokela. Absent: None.

Also in attendance: Julie Kennedy – SEH Road Engineer for the township

1. **Pledge to the flag**, followed by the reading of the township mission statement.
2. **Approve the minutes** of the Regular Meeting on June 9 and the P&D Meeting on June 23, 2010.

Supervisor Key made a motion to approve the minutes as presented; Supervisor Rosato seconded the motion, and upon roll call, motion carried.

3. Roads

- Julie Kennedy – project updates (see memo)
 - 2010 Gravel road project: All the roads, with the exception of Hauser Road and Wagon Wheel, were completed by June 24. (The 8 roads included in the project were Sunset Lane, Sunset Drive, Pinecrest, Nancy Drive, Carol Street, Breezy Lane, Hauser Road, and Wagon Wheel Road.)
 - *Hauser Road* suffered severe rutting, caused by the extensive rain received during the gravel application. The contractor continued to grade and roll the road until this past week, when it finally was accepted as complete.
 - *Wagon Wheel* suffered erosion along of the edges of the roadway during the rainstorm following the application of gravel. The contractor went back last week and re-compacted the gravel.

Julie will request IC-134 documentation from the contractor, and submit a pay application at next month's meeting, to close out the project.

- Crack repair: Julie had an onsite meeting with Commercial Asphalt Repair (C.A.R.) on East Harris Road and Underwood Road, regarding the patching of the transverse cracks. Darryn provided a quote of 4 truckloads at \$235/truck or \$9,400 total to patch both roads. The work can be completed within the next two weeks, if approved tonight. The amount discussed just to patch Underwood Road was about \$12,000, so this is less expensive than that for two roads.

A motion was made by Supervisor Kortekaas to hire C.A.R. to patch the traverse cracks on East Harris Road and Underwood Road - west of Wendigo Park Road - for up to 4 truckloads worth of material. The motion was seconded by Supervisor Rosato, for discussion. Julie will meet with C.A.R., and determine the worst cracks to fill first with the allotted patch material. With what's left, the other cracks can be filled as long as the material lasts. Upon roll call, the motion passed by a unanimous vote.

Julie suggested that the board consider budgeting for crack repair, as a preventative measure, for 2012. Roads could be considered in a particular order, based on proximity. The Township Board agreed that this was a good idea, and will discuss crack filling during the budgeting process.

- Other road issues discussed:
 - Paving of Crystal Park parking lot has been completed, except for the striping. Shouldering top soil has been installed, and it can now be seeded and graded. Julie will meet with the maintenance crew to discuss this process.
 - Culvert on Birch / Terry Weber's residence– Mr. Weber has agreed to replace the culvert, but has asked for guidance on how to do it, if a permit is needed, etc. Weber also talked to Julie

about the traverse cracks on Birch Street, and the sink hole, right in front of his place. This is not an immediate concern, but will be looked at when the road is considered for crack fill.

- Culvert on Sunny Beach Road: SEH surveyed this area, and Julie will follow up its status.
- Dust guard has been applied to all desired roads: Hauser, Riverview, River Ridge, Wagon Wheel, and Bear Creek. Larry Hanson is looking at Bear Creek as it's still very dusty, even after application of the dust guard product.
- Wendigo Circle – Lease Landscaping has contacted Julie about drainage concerns.
- A request from Oak Island Estates was received by Supervisor Key, to make one pass with our ROW mower along the two Oak Island roads. The Township has done this for them in the past. The Board was fine with doing it again this summer.
- Stony Point Road – Supervisor Key suggested having Julie look at Stony Point as the road is breaking up really bad. Plus, we don't know what the township has with regards to ROW and where our portion of the road ends. It's believed that a township line splits the road between Harris and Bass Brook townships.
- Quotes for contracting out grading: Due to the difficulty of finding grader parts for the township's 1952 grader, and the cost of those parts, the Board asked Julie to get quotes from several contractors for grading our township roads. Julie said she had 3 of the 4 quotes she asked for – but that Schwartz had not yet responded. Included in the request for bid was a map showing where the gravel township roads are, and which ones are to be graded monthly vs. semi-monthly. Julie will follow up on the outstanding bid request.

The board discussed what they should do for the rest of the summer with regards to grading: Contract with the county? Contract with a private contractor? Use our grader until it breaks down again? Julie will put a table together of all option costs and pros/cons. She'll have something for the board at the July 28th P&D meeting.

4. Treasurer's Reports: June, 2010

John recapped the June financials for the board: We received our apportionments in late June/early July, totally approximately \$381,000. The fund totals were also recapped for the board. John noted that the month end balances reflected an \$8000 adjustment from the 2009 audit.

Supervisor Rosato made a motion, seconded by Supervisor Key, to approve the treasurer's report of June financials. Upon roll call, motion carried.

5. Business from the Floor

- None

6. Recreation

Supervisor Key and Mike Hendricks are meeting tomorrow, to make the rounds of both Wendigo and Crystal Parks, and identify what needs to be done at each – including trees that need to be removed.

Key commented that the pavilion at Crystal Park is being used quite a bit, and that the new parking lot looks nice.

7. Correspondence

Board Action items:

- Letter from Itasca Co. Assessor, asking if Harris Twp would like to move their local Board of Appeal and Equalization duties to the county board.

Supervisor Key made a motion to deny the request to move the local board of Appeal and Equalization from the township to the county. Supervisor Rosato seconded the motion, and upon roll call, motion carried.

Clerk Smith will let county know of the board's decision in this matter.

8. Consent Agenda

- None

9. Old Business

- Update on 2009 Audit results – by Eikill & Schilling

Deborah Medlin, from Eikill & Schilling, will be attending an August board meeting to officially present the 2009 audit findings to the board. However, Treasurer Jokela and Clerk Smith met with Ms. Medlin over lunch, to review the draft audit report page by page.

Overall, the township received a clean audit report. There are two findings noted in the report: 1.) We will need a broker agreement with American Bank, where we have investments; this is a common oversight for many townships, but does need to be done on an annual basis. 2.) Medlin did some reshuffling of state money that was put into the Capital Improvement Fund, but should have been allocated out to all funds, in the same split as the levy. As a result, the 2009 year end balances by fund were adjusted accordingly. It was also noted in the report that the clerk should start doing the bank reconciliations, to obtain better internal control. Overall it was a very good audit.

- Update on property purchase from Blaines (20958 Wendigo Park Road)

The purchase agreement for the property on Wendigo Park Road, next to the Service Center, was signed by the Blaines, and returned to Attorney Andy Shaw, who forwarded it to the township, for signature by the Chairman and the Clerk. A copy of his letter and the purchase agreement was included in the board's agenda pack for their review. A check for \$1,000 earnest money was also to be included – payable to the Blaines – and returned to Andy Shaw with the fully executed purchase agreement. He would then forward the check on to the Blaines with a cover letter.

Supervisor Kortekaas made a motion to approve the purchase agreement as presented, for \$138,000 plus \$1,000 earnest money, payable to the Blaines. Supervisor Key seconded the motion, and upon roll call, motion carried by a unanimous vote.

The purchase agreement was signed by Chairman Kortekaas, and Clerk Smith attested with her signature. Smith will mail it to Shaw, along with the \$1,000 earnest money check.

- Review resolution to disband the South Central Intergovernmental Planning Board (SCIGPB)

Supervisor Rosato explained that the SCIGPB was created back in 1999 to bring different governmental entities together to discuss a variety of issues such as: fair grounds, dog pounds, duties for the sheriff's office, fire chiefs mutual aid, sanitary sewer, comprehensive plans ,etc. The board was a great way to network, share ideas, and problem solve. However, in the past several years, members have come and gone. As a result, there are fewer members to split the dues needed to maintain the SCIGPB. Harris Township's dues are currently about \$1,200, yet the budget of SCIGPB has about run dry; they are running out of time and money that it takes to keep it running. Plus, the interest in the board has declined. With less people, and less money, the SCIGPB found they just can't do what they need to do.

There was a public meeting held on July 7th to discuss this matter, and there was no opposition to the resolution that would close the joint powers agreement to disband the SCIGPB. Rosato then read the resolution aloud, and a copy was given to each officer of the board. It was requested that each member of the SCIGPB ratify the resolution. The current members of SCIGPB are as follows: City of Grand Rapids, Arbo Township, Harris Township, Itasca County, City of LaPrairie, and ISD #318. Rosato requested support of Harris Township, by way of a motion.

Supervisor Kortekaas made a motion to support the resolution to disband the SCIGPB; Supervisor Key seconded the motion, and upon roll call, motion passed by a unanimous vote.

Clerk Smith will let the county know of the board's action/support of the resolution. The dues will be discussed at the SCIGPB next meeting, on August 4th, in accordance to the board's bi-laws.

10. New Business

- Memorial Garden

Supervisor Kortekaas discussed the idea of having a "memorial garden" somewhere on the new property that the township is purchasing. He suggested that after the buildings are torn down, that the board consider setting aside an area where people could plant a tree in memory of their loved one buried in Harris Cemetery (since they can no longer plant them in the cemetery anymore). The board liked the idea, and agreed it was definitely something they should look into. Julie made a note to share this idea with the ICC Engineering students who are working on the concept plan for the Service Center/Cemetery properties.

11. Approve payment of bills

Treasurer Jokela noted the larger dollar amount items on the July bill list, including a check to the City of Grand Rapids for \$36,605, the first of two payments for fire service, a check to Hawkinson for \$32,240 for the paving of Crystal Park parking lot and a culvert patch on Mishawaka, a check to Itasca County for \$16,192 for salt & sand from winter 2010, and a check to K&O Miller Roofing for \$7,010 for a new town hall room. The total of all bills was \$118,372.45.

Supervisor Rosato made a motion to approve payment of all bills listed on the "July 2010 Bill Listing to Board" (a copy will be attached to these minutes) in the amount of \$118,732.45. The motion was seconded by Supervisor Key, and upon roll call, the motion carried by a unanimous vote.

12. Adjourn

Supervisor Rosato made a motion to adjourn tonight's meeting at 8:19pm; upon a second, the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk