

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, July 28, 2010 at 7:30pm**

The P&D Meeting of the Harris Town Board was held on Wednesday, July 28, 2010. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Dennis Kortekaas, Gary Rosato and Larry Key, Treasurer John Jokela and Clerk Michele Smith. Absent: None.

Also at tonight's meeting: Julie Kennedy – township road engineer from SEH

1. Pledge to the flag

2. Business from the Floor

None

3. Roads

Updates by Julie Kennedy – SEH:

• **Grading options**

Julie shared a table of grading options for the township, as was discussed as a previous town board meeting (a copy will be attached to these minutes).

- Option 1 was to lease a Nortrax grader, and have the maintenance guys grade the township roads
- Option 2 was to have Itasca County grade the roads;
- Option 3 was to hire a private contractor to grade the roads – and three different contractors' quotes were received: Hammerlund Construction, Hawkinson Construction, and Schwarz Redi-mix.

Julie commented that the amount of time needed to grade all 7 miles of township roads was estimated at 8 hours; Supervisor Key agreed that this was a reasonable estimate. In the comparison, Bear Creek and Wagon Wheel were calculated at grading 2x month – an extra 3 hours/month. Results were as follows, with all amounts being "average annual cost per mile":

- Nortrax Lease: \$1,564.72 (plus employee wages while grading)
- County: \$ 843.07
- Casper: \$ 938.83
- Hammerlund: \$1,621.27
- Hawkinson: \$1,519.20
- Schwarz: \$ 937.32

While contracting with the County is probably the least expensive option, the township was concerned about the quality of grading they and other townships have experienced. It seems that if the county gets in a hurry to get all their contracted roads done in a month, the grading quality suffers, often plowing a lot of gravel into the ditches. The two private contractors – Casper and Schwarz – would be the next lowest cost option for grading. Casper has graded some of the township roads when needed, and they did a good job and came when needed. Schwarz also grades nearby townships of BlackBerry and Trout Lake. Schwarz also offered to inspect roads before grading, in case grading is not needed. Supervisor Key agreed that there are some roads that don't need to do be graded every month, so that could save some money. He added that inspection is something that the maintenance guys could also do.

Julie suggested trying one of private contractors for a month; then, if we liked them, we could sell our grader why it's working. The Town Board agreed and liked the idea of contracting with Casper as he's in the area, and owns land in Harris Township. Casper has also been available when we've needed them in the past, and with little notice. (It was noted that Schwarz stated that they could not take on any new contracts for the rest of 2010.)

Treasurer Jokela commented that the 2010 budget could handle the expense of contracting our grading for August & September. In addition, Key added that the maintenance crew could benefit from having some of their time freed up this time of year.

A motion was made by Supervisor Key, seconded by Supervisor Rosato, to contract with Casper Construction for grading township roads for August and September 2010. Discussion clarified that the roads to be graded would be assigned by Supervisor Key. Upon roll call, motion carried by a unanimous vote.

Julie will contact Casper and will get the list from the Maintenance guys of roads to grade.

- **Apache Drive pothole: (diagram provided to the board)**

At the intersection of Islevue and Apache, the culvert has broken and is collapsing in; this is not a new culvert as it was not replaced when roads redone in 2009. The soonest this pothole and culvert can be fixed is this Friday, by Hammerlund. They would put in new culvert and grade the area (necessary, due to a new electric pedestal in the area). The estimated repair cost: \$5,000 to \$7,500.

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to proceed with the emergency pothole and culvert repair on Apace Drive, with work to be done by Hammerlund. Discussion: Julie will do a flyer to alert residents. Upon roll call, motion carried by a unanimous vote.

- **Work in progress list, from Julie:**

A list of engineering projects that Julie is currently working on, was handed out to the board. (A copy will be attached to these minutes.) These projects include:

- 2010 Commercial Asphalt Repair review and pay estimate
Crack filling on East Harris and Underwood roads has been completed by Commercial Asphalt Repair. Julie met with them on site, and the work was performed last Thursday. Julie commented that there are little humps, but that the crack fill is a great improvement to both roads. Julie noted that only 3 truckloads of material were used, rather than 4. The request for pay will be submitted for the August Regular meeting
- 2010 Gravel Road Project review and pay estimate
The pay request will be submitted for Regular meeting in August.
- Underwood Road abandonment
SEH and Attorney Shaw are still working on finalizing the paperwork for the area of Underwood Road to be abandoned. Doug Gunderson has met with Julie, and they are in agreement with all issues of ROW concern. The FAA just called Julie yesterday, and left a message regarding the entrance road to the aviation tower. Julie will get in touch with them soon.
- Underwood Road cul de sac improvement project
Julie will have the bid for the Underwood turn around project at the next P&D Meeting in August. The work will be done in September 2010.
- Salo Driveway patch
The patch to taper the entrance of Salo's driveway to the overlay on Wendigo Park Road, will be done when the Underwood Road project (turn around) is done in September 2010.
- Mishawka Shores maintenance agreement
Still working on the maintenance agreement for the ROW / turn around area on the drive into Mishawaka Shores.
- Bear Creek culvert repair
Still working on this issue.
- County subdivision ordinance update
This subdivision ordinance was just updated at the county level; Julie will share details with the board as the effect on the township becomes clearer.
- Township Road Standards Policy (including culvert update)
Still working on the development of the culvert policy, to be included in the township's roads standard policy.

- Mornes road jurisdiction
Julie is waiting on Tom Pagel & Dave Christy (of the City of Grand Rapids) to suggest a date to get together to discuss their request for jurisdiction over a portion of the Mornes Road in Harris Township. To do this, they would have to annex a small area that currently borders the city of Grand Rapids. Julie's roll during these discussions will be only to listen to what they want to do, and what the options are. She will not make any statements about what the township wants to do. She'll report back to the board, and they will then have to decide if they will grant the city's request, or deny it. Ultimately, doing so would enable the city to qualify for a significant savings.
- Badge Creek Landing (vs. Casper Landing) road sign
Still checking on the sign that the township requested to be taken down (which was put up without their knowledge or permission), and replaced again with the name "Casper Landing". The township has paid the processing fee for this to be completed; however, the sign still says Badge Creek Landing.
- Stony Point ROW
Julie will start working on this project soon, by looking at the right of way, and determining who owns what, and where the township's jurisdiction really is on this road.
- Harris Town Hall well report review
Will look at soon.

Other road issues, brought up by the board:

- Bear Creek
Supervisor Rosato is receiving a lot of complaints from residents of Bear Creek, regarding the amount of dust despite the fact that dust guard was placed on this entire roadway recently. Supervisor Key contacted Larry Hanson of Dust Be Gone to look at the road. He noticed, as did residents, that there appears to be at least one youth, tearing up the road by doing circles with a pick-up and four wheeler at high speeds; however, that is only near the entrance of the road, and other areas are also dusty.

The board wondered if the torrential rain received the evening of the application could have affected its effectiveness. Supervisor Key thought that it only took a couple hours for the chemicals to set and adhere, but Julie added that if it rains a little, that's good – but heavy rain may have an adverse affect. The front part of the road that is open, is dusty, but the back part, where it's more wooded is not – perhaps due to less rain hitting it. Overall, the reason for the dustiness of the road is unclear.

Key reported that Dust Be Gone has agreed to reapply the chemicals on Bear Creek. Key thought perhaps it was done already, but due to weather, it's possible it will be done later this week.

- Birch Hills – roadside mowing complaint
A complaint was received from the residents of 21120 Birch Hills Drive that the very small birch trees they'd planted along back slope of the road, were cut down during recent roadside mowing. Supervisor Key has talked to the residents, and found that the small trees technically were brush due to their small size, and they were in the township ROW. However, he did apologize for the mishap, and will advise the maintenance crew that if a resident mows their ditches, they should just go around that area when doing roadside mowing.

4. Recreation

- Supervisor Key met with Mike Hendricks today to do a walkthrough of both Wendigo and Crystal Parks, and determine what maintenance should be done. Mike is making a 'to do list', and will discuss with the maintenance guys upon completion.
- The emergency gate has been installed in the Wendigo tennis courts fencing.
- The Crystal Park tennis net posts have been driven down. In the future, the maintenance guys will take care of this, as they've made a post driver that will work for this.
- Mike Plackner has been contacted, and he will be cutting trees at Wendigo (and limbs) as identified.

- The striping of the recently paved parking lot of Crystal has not yet been done, but a diagram of the striping plan by Hawkinson was shared with the board. (A copy will be attached to these minutes.) Hawkinson met with Julie and the work should be done tonight or tomorrow. Handicapped parking areas will be marked with proper signage, rather than just paint on the pavement. Supervisor Key commented that the top soil has washed away, so Julie will take a look at it. This area may need an erosion control blanket.

5. Town Hall Report

The town hall report as prepared by the Town Hall Caretaker was reviewed by the board, and was included in their agenda packets. There were quite a few rentals, and no injuries or accidents reported.

6. Maintenance Report

The maintenance report as prepared by the Maintenance Crew was reviewed by the board, and was included in their agenda packets. There were no accidents or injuries reported.

7. Old Business

- 2009 Audit update (John)

Treasurer Jokela and Clerk Smith recently received an email from Eikill & Schilling. Deborah Medlin, the township's auditor, had been in touch with the State Auditor's office, and hadn't realized how large Harris Township's population was. So, because of special state statues for township of our size, we need to do an accrual basis year end, rather than the cash account method that was done for 2008 and 2009. This means that figures for bills paid in January/February that were earned in December, need to be reallocated back to December

To make things a bit more cumbersome, it was discovered by Medlin that the 2008 audit was not correctly either - by Glorvigan. So, adjustments to both years are needed, in order to be in compliance.

Auditor Medlin stated that it would take another 40-50 hours of work to recalculate, and resubmit, the corrected yearend figures. This will cost the township an additional \$2,500. It should be completed in a couple weeks.

Jokela noted that he is going forward with putting the township accounting on CTAS (City and Town Accounting System), which can report the township financials both ways – GAAP and cash basis.

8. New Business

- Flowers for Peggy

Former Treasurer, Peggy Bishop, passed away today, after a 38 year battle with cancer; she served for 28 years on the Harris Town Board as the Treasurer, retiring in March 2009.

Supervisor Rosato made a motion, seconded by Supervisor Key, to approve that the clerk send flowers for Peggy's funeral, from the Harris Town Board. Upon roll call, motion carried by a unanimous vote.

A moment of silence was held, in loving memory of Peggy and her motto that the board resonated with: "It'll be okay."

9. Adjourn

A motion was made by Supervisor Key to adjourn the meeting at 9:18pm, seconded by Supervisor Rosato. The meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk