

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, January 11, 2012 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, January 11, 2012. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key and Dennis Kortekaas, Clerk Michele Smith, and Treasurer Becky Adams. Absent: None.

Also in attendance: Julie Kennedy – Twp Road Engineer from SEH, Dan Butterfield and “Chick” Erickson and his wife – township residents.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on December 14 and the Work Session for the updating the township’s comprehensive plan on December 21, 2011. (There was no December 2011 P&D meeting).

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve all minutes as presented and listed above. Upon roll call, the motion passed.

3. Business from the floor

- **Dan Butterfield – Verde Lane**

Mr. Butterfield informed the board that he had been at the meeting of the County Board, regarding the proposed Variance wording changes which had been tabled for 2 months. The wording changes at the state level were going to affect the county’s wording in a negative way, but the group came up with an amendment that Butterfield felt was good. It will now go to the County Commissioners for review, and hopefully acceptance.

- **Mrs. Erickson - Concerns of gravel road near LaPlant Road and Co. Rd 67**

Mrs. Erickson and her husband “Chick” Erickson commented to the board that the road they’ve lived on for 32 years is extremely rough. She asked who was in charge of this road, and if there were any plans to pave it.

The board was familiar with the road that Mrs. Erickson was referring to – a gravel road near LaPlant Road and Co. Rd 67, where Murray Ward currently lives. Supervisor Key had gotten calls on it as well. However, this road – as well as Co. Rd 67 and LaPlant Road - are all county roads. It was recommended that Mrs. Erickson contact the county with her concerns, but that the Town Board would bring the road condition concerns up during future planning meetings with the county.

4. Treasurer’s Reports:

There was no Treasurer’s report for Dec 1 – 31, 2011, as the yearend balancing is still in progress.

Treasurer Adams noted that W-2s will be ready for officers and employees by the January P&D meeting.

5. Roads

- Julie Kennedy / SEH – project updates
 - Underwood Road turn around: The final pay request for the turnaround project on Underwood Road was submitted for board review. Casper Construction has completed all of the work, and it was Julie’s recommendation that the board approve payment in the amount of \$1,883.92 for their construction services and to close out the project. Also included were an IC-134, and the contract completion certificate. It was noted that the pay request to Casper is included on the January bill list, which will be considered for approval a little further down tonight’s agenda (see #11).
 - Bear Creek cul de sac: The pay application from Hammerlund Construction for completing the work on Bear Creek was presented to the board for review. The work consisted of hauling in Class 5 and placing/compacting it in the washed-out area of the cul de sac, near Tom Johnson’s mailbox. Julie recommended payment to Hammerlund in the amount of \$576.00. This item also appears on the January bill list, and will be considered for approval under #11 of the agenda.

A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to close out both road projects: Underwood Road turnaround and Bear Creek cul de sac gravel repair. Upon roll call, motion passed.

- January 18th Comp Meeting – This will be a public input session on the proposed Community Complex idea. Post cards were mailed to all township residents (households), and should arrive in the next day or so. An press release was also published in the newspaper.

- **Rustic Roads: What are they?**

Supervisor Key inquired if other members of the board or Julie were familiar with the term “rustic roads”. Julie said she was, and the statue around it, as she and John Powers had discussed it as an option for dead end township roads that only have 1 resident on it (i.e. the road acts like a long driveway, yet the township maintains it). Julie will check into the definition of Rustic Roads, as well as the related statues, and bring information back to the board.

6. Recreation

- Rinks:

Supervisor Key reported that both skating rinks are open, at Crystal Park and Wendigo Park, but that the ice is not good due to the recent warm weather; they have also been unable to flood the rinks due to the heat. However both rinks are being well used this year.

7. Correspondence

Board Action items:

- None

Noteworthy items:

- Notice for the local Board of Appeal and Equalization received for May 9th, 2012 – 9:00am. (Town hall has been reserved.)
- Itasca Co. Annual Weed Report received (due Feb. 29th); given to Supervisor Kortekaas – the township’s weed inspector.
- Response from Ryan Zubke, regarding reserving Wendigo Ball Field. He will have a schedule of the days needed by late March. All “conditions” that the board placed for reserving the ball field were accepted. (see email)

8. Consent Agenda

- None

9. Old Business

- December 2010 Town Hall Report (as there was no December 2010 P&D Meeting)
The board reviewed the Town Hall report as submitted by the Caretaker. There were 15 rentals and \$375 collected. There were no comments or concerns by the board.
- Consider approval of the redesigned Township Logo from White Ivy (3 options)
The board reviewed the three logo options as prepared by White Ivy Design. Upon request by the board, Clerk Smith asked White Ivy to modify the logo they’d previously designed for the township’s centennial celebration. The first two options were in the same periwinkle shade of blue as used on the centennial coffee cup and history book, but the Clerk also requested a third option in a darker shade of navy blue. The darker option was preferred by the board and other officers.

Supervisor Key made a motion to approve the navy blue Harris Township logo option as designed by White Ivy, for use on decals for township owned vehicles and equipment as well as for use on the website, letterhead, comprehensive plan, etc. The motion was seconded by Supervisor Kortekaas and upon roll, motion carried by a unanimous vote.

Clerk Smith will return the approved and signed “customer proof” to White Ivy Design, for the navy logo.

- Review truck door decal information, with township logo (see email from Todd's Signs)
A quote was received from Todd Signs for decals for the township vehicle doors. For 1 set of decals (2 doors), the price for the logo printed on a single vinyl labels – one piece, with a box around the whole thing – was \$175.

Supervisor Key commented that there are 2 trucks that would need decals as well as the skid steer and all other large township equipment. The other board members did not realize there was a need for so many decals, and so asked the Clerk to get at least one other quote from a local vendor.

Supervisor Kortekaas made a motion to table making a decision on who to contract with for township logo decals until the February Regular meeting on February 8th. The motion was seconded by Supervisor Key and passed upon roll call.

- Website statistics for 1 month (December 2011)
As an FYI, Clerk Smith brought a 1 month snapshot of statistical information from the township's website, www.harristownshipmn.org, showing how many times the website was used, and what people were looking at most often. The website's home page was 'hit' 177 times. From there, people were most likely to go to the contact information, the town hall, cemetery, and recreation pages, and review the minutes. The board was impressed that people were indeed using the website, and the statistics validated its importance.
- Consider adoption of a Road Sign Policy via Resolution #2012-001 (and accompanying white binder)
In response to the federally mandated road sign reflectivity requirements, Supervisor Key and the maintenance crew created a road sign policy to comply with applicable regulations. It includes an inventory of all the signs (by location), an assigned ID number, and an inspection log with the date inspected, conditions – including reflectivity – and any action taken.

Supervisor Rosato commended Key and the crew for doing an outstanding job; the inventory is incredible.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to adopt resolution #2012-001: Harris Township Road Sign Policy for Inventory, Retro-Reflectivity Compliance Evaluation, and Replacement as presented. Upon roll call, the motion carried by a unanimous vote.

10. New Business

- Set budget meeting

Dates for budget work sessions were set as follows:

- Wednesday, February 1st (will include a discussion on roads; Julie will plan to attend).
- Wednesday, February 15th
- Wednesday, March 7th - likely

11. Approve payment of bills for January 2012

- Treasurer Adams talked about the social security tax; the current rate is a 4.2% payroll deduction and that will be continued until end of February 2012.

A motion was made by Supervisor Key, second by Supervisor Kortekaas, to approve attached pay list titled "Jan 2012 Bill listing to Board", in the amount of \$21,308.98. Upon roll call, the motion passed by unanimous vote.

12. Adjourn

A motion was made by Supervisor Kortekaas to adjourn the meeting at 8:27pm; the motion was seconded by Supervisor key, and the meeting adjourned.

Respectfully submitted,

Michele Smith – Clerk of Harris Twp

JAN 2012 Bill Listing to Board

Description

		Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	934.23
Gary Rosato	Mtgs, wages, labor, less withholding	504.67
Dennis Kortekaas	Mtgs, wages, labor, less withholding	464.62
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	965.74
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	693.67
Bonnie Key	Cleaning labor, showing, less withholding	337.42
Derrick Marttila	Labor less withholdings	1,897.92
Dan Key	Labor less withholdings	1,910.37
PERA	Payroll withholding	1,176.57
Bentz Oil	12/7 - 38, 12/27 - 16, 12/28 - 18	313.41
Casper Construction	Underwood Road Turnaround Improvement project	1,883.92
Century Link	Phone bills :: hall, garage, service center, parks	559.29
Clifton Skates	hockey nets for Crystal and Wendigo	213.75
Earl F. Andersen	W 8-5 Slippery when wet	145.47
Ferrellgas	Shop service center, garage, hall	1,548.15
Grand Rapids Public Utilities	Street lights, town hall lights	175.51
Hammerlund Construction	Bear Creek Gravel and Grading Work	576.00
Herald Review	The Source-1, Filing Notice-3, Meetings-2	723.60
Home Depot	online pmt:: 5 gallons kilz, edge lock	91.82
Itasca Cty Assoc. of Townships	Itasca Cty Association dues, MN Association of Townships dues: 3253	1,275.66
Itasca County Treasurer	Fourth Quarter 2011 Demolition Fees incurred at Itasca Cty Transfer Station	23.00
Jeffrey Walker, Itasca Cty Auditor	Mail Tax Notices - 2486	515.32
L and M	invoice 12/27: CO and Gas detector	50.22
Lake Country Power	online pmt:: energy bill - service center, wendigo, crystal, cemetery	464.86
Shaw and Shaw	research special assessments, E-mail to Powers	70.00
Security Life Insurance Co	Dental premiums 1/1/2012 to 6/30/2012	1,129.68
Stokes Printing	2 ink cartridges: HP 94	105.97
Verizon	cell phones through 12/12/11	123.79
Waste Management	01/2012 container service fee	16.24
Commissioner of Revenue	Payroll withholding :: electronic payment	358.00
Wells Fargo Bank	Payroll withholding :: electronic payment	2,055.11
Wells Fargo Bank	checking account fee	5.00

Total \$ 21,308.98

Approval to pay :: January 11, 2011, Checks numbered 15493 through 155

Larry Key

Gary Rosato

Dennis Kortekaas