

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, August 22, 2012 at 7:30pm**

The regularly scheduled P&D Meeting of the Harris Town Board was held on Wednesday, August 22, 2012. The meeting was called to order at 7:30pm by Chairman Key, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Larry Key, Clerk Michele Smith, and Treasurer Becky Adams. *Absent:* None.

Also in attendance were Julie Kennedy – Township Road Engineer from SEH, Dan Butterfield, Peter Lotti, and Jerry Stejskal– all residents of the township.

1. Pledge to the flag

2. Business from the Floor

- N/A

3. Roads

Julie Kennedy – SEH Road Engineer / Project updates

- Mishawaka 2012 road project

The gravel shoulders on the east/west section of Mishawaka Road have eroded and rutted; this is the section of the road that was recently improved and paved in 2012. The problem resulted from bringing the crown of the road up to spec, and as a result, it created a 6” additional lift in some areas. With a 1:1 slope at a 45 degree angle, the drainage from recent heavy rains washed off the gravel on the shoulders. In essence, the road is currently wider than the road bed in places. It’s not safe - or even possible - to pull off onto the shoulder in these areas of Mishawaka.

Julie is working with Hawkinson Construction on shouldering solution options. The following options were discussed by Julie and the Board:

1. Redo the ditches

Per Julie, the ditches are working fine so she would not recommend building them up; it would be quite costly as well.

2. Slough off the class 5 that’s there, and then add “millings” (heavy reclaim material)

Julie estimated that the cost for this option would be approximately \$2,500 to do this in the really bad area, where slope is bad with a very steep grade.

3. Pave the shoulders

Julie did not recommend this option.

Overall, the only option Julie said she’d recommend was the second one. Supervisor Key agreed. However, Key asked if repair of the shoulders would be considered ‘warranty’ work by the contractor. However, Julie explained that it would *not* be, as the Hawkinson laid the pavement and gravel as instructed - and did it properly. What happened after that – including acts of God – are not their responsibility.

A motion was made by Supervisor Kortekaas to go with option 2 (slough off class 5 on the damaged shoulders of Mishawaka Road, and add bituminous millings), contingent upon the total road project cost remaining within the original budgeted amount of \$320,000. Upon roll call, the motion carried by a unanimous vote.

- Wendigo Park Road – 2012

A temporary patch was placed on Wendigo Park Road near Kelly's farm, where a soft spot was evident. This area cracked right after the pavement overlay project was done in 2012. The reason for the soft spot was not known. The road was not reclaimed – just black top was placed over the existing road - and the old layer did not have the cracks or soft spot. Julie was not convinced that the patch was a final solution, and will work with the contractor to determine other options.

- Mishawaka Road 2011 pavement project:

Julie is still waiting on Anderson Brothers for the final paperwork to come in, which is needed to close out the pavement project on Mishawaka Road (north/south area) from 2011.

All paper work has been completed for the FEMA grant request of funds to the repair of the edge on Mishawaka Road that was damaged during the June 2012 flooding. This is along the north/south portion of Mishawaka Road that was repaved in 2011. The amount of money that the township should be receiving is \$3,300; FEMA pays 75% of that and the state should pay the other 25%.

In order to get the FEMA grant funds, a "Duns Number" was required. The federal government's Office of Management & Budget adopted the use of DUNS numbers as a way to keep track of how federal grant money is awarded and dispersed. Clerk Smith explained that she and Julie determined that the correct DUNS number for Harris Township is 051874691. However, the *address* associated with this number is incorrect (1301 Southwood Road). In addition, the number was deactivated in 1997. Smith is in the process of trying to get the number reactivated, and the address corrected to 20876 Wendigo Park Road (Service Center address).

- Bear Creek:

Julie is still waiting on quotes for the end of the road project on Bear Creek; she and Supervisor Key met with property owner, who requested that the township slope the road away from his driveway. It's estimated that this will be a one day work project, should the board approve it.

- Mishawaka Road - pipe found in culvert

Supervisor Key told the board that the maintenance crew found a pipe in the cross-street culvert by Mishawaka landing. The pipe is *in* the culvert, and appears to be pumping something into Pokegama Lake. Supervisor Rosato recommended that the County's Environmental Services department be contacted.

- Key View Road

SEH will pay Hawkinson Construction for part of the road improvement project on Key View that was not supposed to be paved, as it had been repaved recently; the area was from Norberg Road to East Harris.

- Hughes Road:
Supervisor Rosato heard from a resident of Hughes road, stating that he'd like to see the road vacated. There are currently 3 land owners on this road, 2 with buildings/homes. Clerk Smith read aloud the township's road vacation process. Since a petition is needed to start the process, no action was taken by the board.
- Contractor for crack filling roads
Supervisor Key explained that Commercial Asphalt is not available to do our township road crack filling as hoped, so the board will need to find someone else.

4. Recreation

Clerk Smith commented that Pavilion at Crystal Park is being reserved a lot this year – more than ever before.

5. Town Hall Report

Clerk Smith explained that she could not locate the town hall report, but found documentation that there had been 18 rentals from July 4 to August 8, 2012. \$300 was collected but \$200 was still outstanding (4 rentals).

6. Maintenance Report for July 2012

After reviewing the maintenance report, an audience member asked if the tractor tire mentioned in the report was under warranty by the person who installed it – or who sold it to them. Supervisor Key said he'd check to find out.

7. Old Business

- Consider setting date for a township/city staff round table meeting for either Sept 5 or Sept 19

The board agreed to meet on **Wednesday, September 19th at 7:00pm at the Blandin Foundation**, in the conference room. Clerk Smith will let Tom Pagel know, and post the meeting in accordance with the open meeting laws.

- Information on selling township equipment through advertisement (see email)

At the request of the board, Clerk Smith contacted an attorney from the MN Assoc. of Townships to ask if a township could sell personal property outright, or if sealed bids were required. Kent Sulem responded, and explained that:

- If the value of item to be sold is reasonably estimated to be less than \$25,000 you can sell it by any means the board chooses except as discussed later.
- If the value of the item is over \$25,000 the practical way is to seek bids or auction off the item - although technically all you need are quotes - it's just that quotes are not practical on a sales vs. a purchase
- If the value of the item to be sold is over \$100,000, you must either sell by auction or seek bids.
- If a supervisor wants to purchase the item, bids or an auction *must* be used, regardless of value.
- E-bay type auction sites are okay to use. Craig's list type sites would only be okay for items valued under \$25,000 and not being sold to a supervisor.

Supervisor Key then proposed that the township sell their 2002 Big Tex Trailer outright, after confirming that none of the supervisors were interested in purchasing it. Key explained that the trailer is 83" wide, 18' long, with a tandem axle, and single break. It's 'rusty but trusty'

he said. In doing some research, Key found the trailer to be valued around \$800-\$900 and recommended selling it for "\$900 firm"; the board agreed. It was also agreed that selling online via Craig's list would be used first, with paper want ads if needed.

- Revised August Treasurer's Report, for period July 1 – 30, 2012

Treasurer Adams shared an updated treasurer's report with the board for July, which had been updated with total receipts received in July. Since she was on vacation during the Regular meeting, she did not have the bank statements and related interest amounts at the time the report was prepared for the meeting.

Adams also noted that the revised treasurer's report had the bank account balances noted at the bottom.

- Updated/revised bill list for August 2012

Because some of the monthly bills were not received in time to be considered at the August Regular, before Treasurer Adams went on vacation, she requested that a handful of bills be approved at tonight's meeting for payment. An additional bill list was submitted for the board's review, with 8 payment requests, totaling \$2,132.98.

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to approve payment of the bills as per the attached titled "August 2012 Bill Listing to Board" in the amount of \$2,132.98. Upon roll call, motion carried by a unanimous vote.

- Update on cell phones for maintenance crew

Treasurer Adams told the board that she will order the iPhones this week for the maintenance crew, as previously approved.

- Update on credit cards for maintenance crew

Treasurer Adams explained that the credit card requested for the maintenance crew was processed, but that the bank put the entire \$2,500 limit on one card - instead being split between two cards, as requested. Wells Fargo will cancel the card, and reorder - one for each of the guys, with a \$1,250 limit each.

- Primary Election - report out

Clerk Smith reported that 361 voters came out to the polls on August 14th for the primary election. That was 18% of the total registered voters (2016), which was a little higher than the predicted 15% for Minnesota. There were few problems that day, though she will be revising the town hall floor plan before the General Election due to the requirement of a 6' radius needed around the ballot counter; Smith will share the new plan with the maintenance crew.

8. New Business

- Kickoff Meeting for updating the Itasca County Comprehensive Plan

Supervisors Key and Rosato attended the Itasca County kickoff meeting for updating their comprehensive plan. Also attending were Julie Kennedy – SEH road engineer, and Dan Butterfield & Peter Lotti – Harris Township residents. Overall, the meeting was well attended with between 80 and 100 people coming, with lots of good comments and conversation. Harris Township's desire and intent to have the county adopt Harris Township's updated

Comprehensive Plan was discussed. It was noted that the County's plan includes language about having "regular intergovernmental meetings" (i.e. between the county, city, and townships). The Harris Town Board liked this idea, and Julie suggested that Harris start meeting with the county 2-3x year, while Don Dewy is still working for the county. The next Itasca County Comprehensive Plan meeting is scheduled for Tuesday, September 11, 2012 .

Supervisor Key made a motion to appoint Supervisor Rosato to attend the upcoming county comprehensive plan meetings on behalf of the Harris Township Board and report back. Rosato agreed. Kortekaas seconded the motion and upon roll call, motion carried.

- Supervisor Key let the board know that there were some trees in front of Jobs in our ROW that were leaning over Wendigo Park Road, and a township liability. Plackner tree removal service has been contacted to take them down.

9. Adjourn

A motion to adjourn tonight's meeting was made by Supervisor Kortekaas at 8:52pm. Upon a second by Supervisor Rosato, the motion passed and the meeting was adjourned.

Respectfully submitted,

Michele Smith – Clerk of Harris Township