

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, November 13, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, November 13, 2013. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato and Dennis Kortekaas, as well as Clerk Michele Smith. *Absent: Treasurer Becky Adams.*

Also in attendance: Glen Hodgson - SEH, and residents Judy Myers, Dan Butterfield, Cyndy Martin, Craig Nelson, and Julie Kennedy (resident, and City Engineer for Grand Rapids).

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

**2. Approve the minutes** of the Regular Meeting on October 9, and the Planning & Development on October 23, 2013.

*Motion by Key, second by Rosato, to approve the minutes as presented. Upon roll call, motion passed.*

**3. Business from the floor**

- None

**4. Treasurer's Report** for October 1– 31, 2013

Treasurer Adams was absent tonight, but provided reports for the boards review. A recap:

- Oct 1, 2013 beginning balance: \$1,022,167.63
- Receipts: \$ 2,136.32
- Disbursements: \$ (32,571.78)
- Oct 31, 2013 ending balance: \$ 991,732.17

*Motion by Rosato, second by Key, to approve the November 13<sup>th</sup> Treasurer's report of October 2013 financials. Upon roll call, motion carried.*

**5. Roads**

- Glen Hodgson / SEH

- Overlay project – should repair work

After the overlay project was completed this summer, there was storm damage to the shoulders of newly reconstructed Stony Point Road, Robinson Road, and Westwood Road. Hawkinson submitted a proposal for the repair and the board accepted. The proposal was for a lump sum payment of \$10,700, which Hodgson recommended be approved for payment by the board.

*Motion by Key, second by Rosato, to approve payment to Hawkinson Construction in the amount of \$10,700 for shoulder repair work on Stony Point Road, Robinson Road, and Westwood Road. Upon roll call, motion passed by a unanimous vote.*

- Ruff Shores overlay

In September, the Board accepted a proposal from Hawkinson Construction to construct a bituminous overlay on Ruff Shores Road, which was missed on the original project contract. The proposal was for \$16,627.36 and was included on the September bill list, and approved for payment by the board. However, upon receipt of the final billing, the actual amount due was only \$16,503.86. This was \$123.50 less than paid in September. It was recommended by Hodgson that this credit be applied to the billing for the overlay shoulder work above.

*Motion by Rosato, second by Key, to approve the revised construction bill for the Ruff Shores overlay by Hawkinson, in the amount of \$16,503.86. The board further approved the credit of (\$123.50) resulting from payment of the higher original estimate vs. the actual cost of the overlay, to be applied to the shoulder repair bill above. Upon roll call, motion passed by a unanimous vote.*

- SEH attendance at Board meetings during winter months

Being Hodgson's first winter with Harris Township, he asked if the board wanted him to attend one, both or no township meetings during the winter months, as 2013 projects had all been completed.

Supervisor Key recommended that the board would need Hodgson at budget time – to discuss road projects and recommendations for 2014 and 2015, but that otherwise, the board could just call him when needed. Board agreed this was a good idea, as did Hodgson.

- Other road issues / concerns / updates

- Discuss County/MnDOT highway 169 project design; feedback due by November 15<sup>th</sup>

The board reviewed emails from Jeff Tillman of MnDOT, where he explained the area scheduled to be constructed in the 2015 season. MnDOT is in the preliminary phase of design, and requested input from the township on the project as it would run from Woodland Park Road, north on Hwy 169, to 13<sup>th</sup> St. (McDonalds).

Hodgson had talked to Tillman about the mill and overlay project, who said nothing related to the alignment of the road would be changed. However, a discussion of restriping with a center turn lane may be considered. The board expressed a safety concern given the speed limit in the area of the "S" curve, and thought a center turn lane might help. A restripe and center turn lane were also mentioned in the revised comprehensive plan.

Julie Kennedy – Grand Rapids City Engineer – commented that the city has requested MnDOT look at adding a center turn lane in their area of the project, which runs from 13<sup>th</sup> Street (intersection by McDonalds) to 29<sup>th</sup> Street (intersection by Wal-Mart). She said extending the center lane south, into the township section, would make sense.

Another area the board felt would benefit from a center turn lane was near Mishawaka Road.

Also, the current striping where the transition occurs to change from 2 lanes down to 1 lane (near where there's also a left turn lane for Harris Town Road) was of concern by the board.

Rosato asked if a trail system from the causeway into the city limits might be included during the reconstruction project; the board agreed it wouldn't hurt to mention this since its just preliminary input.

The board stated they would like to be kept informed by MnDOT as options are considered, and be able to have input on decisions that affect the township.

Rosato agreed to respond to Tillman's email to advise of the boards input, as discussed above.

- Neighborhood Meeting – Underwood Road

Before budgeting for 2014 road projects, Supervisor Rosato felt there should be a neighborhood meeting to discuss both ends of the Underwood Road. He'd like input from the neighbors in the area, and to talk to the people that live on the road, especially if the west end is turned back to gravel for a while.

Key was in favor of doing the dirt work on the west end of Underwood Road, and then let it settle for a while. Once any settling was done, he'd be fine with paving. Rosato agreed, but wants to make sure residents are aware of what the township is recommending and actually doing – especially if one end is overlaid, but not the other end. This would also be an opportunity for the board to share their ideas, and for the board to hear the residents and road users ideas.

Rosato suggested that the neighborhood meeting be at the same time as the as the road budget meeting.

## 6. Recreation

- Supervisor Key commented that they tried to flood the rinks, but it's still too early as the temps climbed again to *above* freezing, by ten degrees.

- Clerk Smith commented that she will get in touch with Express Professionals about rink attendants and request a rate agreement for the board to review at the December Regular Meeting, for the 2013-2014 season.

## 7. Correspondence

### Board Action items:

- None

### Noteworthy items:

- Collaborative Opportunities Meeting notice for November 18, 2013 11:30am and minutes from August 12<sup>th</sup> meeting

### Non-action items

- Copies of Itasca County approved sewer, land use, or building/property permits
- Copy of Certificate of Liability Insurance – from Schwartz Excavating

## 8. Consent Agenda

- Consider approval of cemetery site sold to Larry Karnes: Section 3, Block 15, Lot 2 – Sites 1 & 2 and Lot 1 Sites 5&6
- Consider approval of cemetery site sold to Kenn Fidely: Section 2, Block 30, Lot 3, Site 5

***Motion by Key, second by Rosato, to approve both items on the consent agenda. Upon roll call, motion carried.***

## 9. Old Business

### • Township Culvert Policy

The board commented that the county's culvert policy was discussed at the Itasca County Township Association Meeting and so they had a lot of their questions answered; Trish Klein from the County followed up with their Environmental Services department, and requested that a township name and number be given out whenever a building permit is given out for a township. Larry Key agreed to be the contact person for Harris Township.

The town board still plans to review the township's culvert policy at the next meeting P&D meeting.

## 10. New Business

- Local Board of Appeal and Equalization Training – proof of compliance now required by Itasca County Assessor  
No action was needed, per Clerk Smith, but she wanted the board to be aware of the county's new compliance requirements. She agreed to respond to the letter request from the County Assessor, and will include copies of Supervisor Key and Supervisor Rosato's Local Board of Appeal training certificates.

## 11. Approve payment of bills for November 2013

- In reviewing the bill list as submitted by Treasurer Adams (absent), Supervisor Key requested that payment to Dan Martin Snowplow for a plow purchased for the township truck be added to the list. The bill was given to the clerk, in the amount of \$5,750.00 and the plow had been delivered and installed on the truck. The board agreed to have it added it add the November bill list.

In further reviewing the bill list, Key requested that the bill for Century Manufacturing be removed, as it was for a product he had returned. The product was a diesel fuel additive, and a sample was received and paid for. However, Key and the maintenance crew did not like the sample project. However, another shipment was sent to them – though not requested. Key returned the product, yet more again was sent. Overall, Key does not feel the township owes the company any money. He agreed to follow up with the company about the billing. Clerk Smith agreed to remove it from the bill list, and advise the treasurer.

- New amount 63,256.18

***Motion by Rosato, second by Kortekaas, to pay the bills per the attached document titled "November 2013 Bill Listing to Board", minus the bill to Century Manufacturing for \$ 535.46, plus the additional \$5,750 for Dan Martin Snowplow bill, for a revised bill total of \$63,256.18. Upon roll call, motion passed by a unanimous vote.***

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

- **Dan Butterfield**

Butterfield shared that the most popular option to having a road go through the Itasca County Fairgrounds was a round-about. It would be located in the south, gravel parking lot of the fairgrounds. A diagram was shared by Butterfield, as was discussed a public input meeting held in late October. Dan encourages people to be ready to share their input when requested by the city and/or county board.

**13. Adjourn**

***Motion by Key, second by Rosato, to adjourn tonight's meeting at 8:13pm. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

November 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	895.16
Gary Rosato	Mtgs, wages, labor, less withholding	409.22
Dennis Kortekaas	Mtgs, wages, labor, less withholding	497.89
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	910.84
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	506.51
Bonnie Key	Cleaning labor, showing, less withholding	677.61
Dan Key	Labor less withholdings	2,735.96
Derrick Marttila	Labor less withholdings	2,755.47
PERA	ONLINE pmt:: Payroll withholding	1469.42
Acheson Tire	tire purchase 235/80/16	155.00
Andersen, Earl F.	6" name plate	62.79
Borg, Alan	reimbursement for hall rental (paid 75.00 - give deposit of 25 back)	25.00
Carrot-top industries	3x5' POW/MIA flags	155.75
<i>Do Not Pay</i> / Century Manufacturing	diesel fuel additive : <i>sent a sample; returned shipments... shouldn't owe</i>	535.46
CenturyLink	phone bills for service ctr, rinks, town hall	300.00
City of Grand Rapids	3rd QTR PEG and Franchise Fees - Mediacom and Paul Bunyan	6,670.58
Cole Hardware	key, sealant, batteries, bulbs, ice melt, key cabinet	61.74
Davis Oil	October invoices	436.08
Ferrellgas	gas for hall and garage	440.82
Grand Rapids Public Utilities	Utilities; lights and town hall	190.80
Hawkinson Construction	edge mill, mobilization, shouldering minus overpay on ruff shores 123.50	10,576.50
Home Depot	ONLINE:: concrete	49.54
Itasca Cty Recorder	cemetery deed-mornes	46.00
L and M	October invoices	238.28
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	433.25
Martin, Dan	mini lite	265.00
Minute Man Press	copies for meetings	46.67
Northern Air Plumbing	thermocouple and labor	198.95
Plackner Tree Care	tree removal Robinson Rd	600.00
Range Water	cooler rental oct plus cooler in store 5 gal	27.25
Schwartz and Sons	grader work oct and nov	2,692.50
S E H	Engineering services, Pavement Rehab	2,625.00
S E H	2/12 ce serv., 5/13 gravel rd project, 4/10, 6/10 pavement projects, 3/11, 4/10, 5/13 proj.	16,081.00
Shaw and Shaw	discussing road issue	100.00
Siem, Catherine	reimbursement for hall rental (paid 75.00 - give deposit of 25 back)	25.00

*Not approved*

Verizon	cell phones through 11/12/13	167.67
Waste Management	3 yd rel on call	121.26
Wells Fargo Bank	L and L rental	1,027.46
Commissioner of Revenue	Payroll withholding :: electronic payment	403.00
EFTPS	Payroll withholding :: electronic payment	2,420.21
Wells Fargo Bank	checking account fee	5.00

Total \$ 58,041.64 + 5,750.00

Approval to pay :: November 13, 2013, Checks numbered 16169 through 16203

Larry Key

Gary Rosato

Dennis Kortekaas

*Add: Dan Martin*

*Total: 63,791.64  
- 535.46  
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63,256.18*

*Revised: Century Mfg  
Approved amt*