

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, August 13, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, August 13, 2014. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none.*

Also in attendance, were residents Glen Hodgson – SEH, and residents Judy Myers, Marge Kelley, and Dan Butterfield.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on July 9, the Planning & Development Meeting on July 23, and the Paved Road Project Bid Review Work Session on August 6, 2014.

***Supervisor Kortekaas made a motion, seconded by Supervisor Key, to approve the minutes as presented. Discussion: Supervisor Ives indicated that the minutes from the 7/23/14 P&D meeting did not include additional options he added during the discussion of what to do with Wendigo Picnic Park (under Recreation). Those additional options included selling the property or trading for other property that could be used for boat landings. The board did not have any objections to adding this language to the minutes. Kortekaas then amended his motion to approve the minutes as revised (adding the comments by Ives). The second by Key stood, and upon roll call, motion passed by a unanimous vote.***

**3. Business from the floor**

- Bryan Johnson, candidate for Itasca County Sheriff – had asked to be added to the agenda, but did not attend.
- Dan Butterfield, IRRB Residential Redevelopment Grant Program

Butterfield brought some documentation regarding the Residential Redevelopment program, in follow up to questions asked by the board at a previous meeting. The information outlined the demolition project eligibility, funding, application process, award process, limitations, and reimbursement process. Overall, if there's a need for a building(s) to be leveled in the township (either privately or government owned), an application needs to be completed as well as documentation supplied, in order to determine eligibility. Grouping of projects together was recommended by IRRB. The application needs Board approval and restoration of the grounds is required before reimbursement is granted - which is up to 75% of the demolition costs. *(A copy of the information provided by Butterfield will be attached to these minutes.)*

**5. Treasurer's Report for July 1 – 31, 2014 financials**

Treasurer Adams recapped the treasurer's report of July 2014 financial activity:

- Starting July 1 balance: \$ 1,138,755.94
- Receipts: \$ 484,465.08
- Disbursements \$ (53,019.85)
- Ending July 30 balance: \$ 1,570,201.17

Adams pointed out that July apportionments came in and were reflected in the receipts and account balances across all funds. As a result, there was a large balance in checking account of 1.5 million. Adams asked about road project bills for cash flow purposes, and possibly moving some funds to savings. Glen Hodgson commented that in October the board can expect a large paved road project bill – close to \$450,000. Treasurer Adams then asked for permission to move to \$450,000 from checking to savings, to earn interest for a couple months. The board did not have any issues with doing this.

***A motion was then made by Supervisor Kortekaas, seconded by Supervisor Key, to approve the Treasurer's August 13<sup>th</sup> 2014 report of July financials, and transfer of \$450,000 to savings. Upon roll call, motion passed by a unanimous vote.***

## 6. Roads

- Glen Hodgson – Township Road Engineer from SEH
  - Update on 2014 Gravel Road project (Bear Creek Road)

This gravel road project on Bear Creek has been completed per Hodgson. The road work and testing were done, and results of all tests were positive and met or exceeded specs. Hodgson performed a personal inspection of the road and had no issues with the contractor's work (Schwartz). The invoice from Schwarz for \$46,283.57 came in below the contracted estimate. The completion certificate has been filed with SEH, but an IC134 had not yet been received per Hodgson. He recommended that the board approve payment of the invoice, but hold the check until the IC134 form is received. Treasurer Adams noted that the invoice from Schwartz was on the August bill list.

***Supervisor Key made a motion to issue payment to Schwartz and Sons as recommended by SEH road engineer Hodgson, in the amount of \$46,283.57, upon receipt of the IC134. The motion was seconded by Supervisor Kortekaas and upon roll call, motion passed by a unanimous vote.***

- Update on 2014 Bituminous Road Project (Harbor Heights, Lakeview, and Underwood (east) roads)  
Hodgson met with the contractor for the bituminous project, Hawkinson Construction, this morning. They are not quite ready to begin, but plan to start construction right after Labor Day.
- Other road issues/concerns/updates
  - Road crack filling update

Supervisor Key provided a list of 19 roads in which crack-filling had been completed by Northwest Asphalt. The cost was \$40,000 as previously approved by the board, which resulted in 28,777 lbs of crack fill placed on apx 6.75 miles of road surface, and the town hall parking lot.

*The roads crack filled were:*

1. Birch Hills Drive
2. Chippewa Drive
3. East Harris Road
4. Gary Drive (first portion)
5. Key View Drive
6. Melody Lane
7. Mohawk Drive
8. Norberg Road
9. Pine Landing
10. Robinson Road
11. Ruff Shores Road
12. Southwood Road
13. Stony Point Road
14. Verde Lane
15. Wendigo Park parking lot
16. Westwood Lane
17. Westwood Road
18. Winnebago Drive
19. Woodland Park Road
20. Town Hall parking lot

Supervisor Ives asked Glen Hodgson to add the crack fill information to the road review spreadsheets used for road inspections and maintenance tracking. Hodgson agreed this would be a good idea, and he would add that information to the spreadsheets for future reference.

o Bayview Road: Dust guard placement

A resident called from Bayview Place to inquire why the dust-guard material was placed only from the first driveway to last driveway, rather than from the start of the road (where it meets Wendigo Road/Co Rd 67). The resident commented that the first two houses didn't coverage in front of their homes. Key responded that the dust guard material was really hard to get this year as there was a shortage, and so the township had to make the best use of the material they were able to get.

o Speed limit on Sunny Beach

Supervisor Key noted he is still working with MnDOT to review a portion of Sunny Beach Road in hopes of being able to post it at 30mph.

## 7. Recreation

• Wendigo picnic area – ownership

Supervisor Key, Mike Hendricks of Creative Services, and attorney Andrew Shaw have discussed the lack of ownership documentation of the Wendigo Picnic Park, and how to rectify the situation. Key should have something to present to the board by the August P&D meeting.

• Casper landing – hole in blacktop

Supervisor Rosato asked if the maintenance crew had been able to dump loads of gravel in the hole in the pavement at Casper Landing. Supervisor Key responded that it is on the list for repair, and that Class I will be used.

• Tennis Courts improvement

A call was received, thanking the board for repairing the tennis courts at Wendigo and Crystal parks.

## 8. Correspondence

• Board Action items:

- o None

• Noteworthy items:

- o Collaborative Opportunities Team agenda for next meeting: August 28 at 11am, at Grand Rapids State Bank
- o MN Revenue 2015 Town Aid Notice – Harris Township is eligible for \$1,259.00 (was \$1,508.00 in 2014)

## 9. Consent Agenda

1. Consider approval of buyback of cemetery sites from Albin and Jane Przbylski: Sec 3, Block 13, Lot 4, Sites 3 & 4 for \$500.00, the cost of the sites when purchased in 1995.
2. Consider approval of resolution #2014-007: *A RESOLUTION updating the POLICY for ANNUAL EMPLOYEE PERFORMANCE EVALUATIONS and EMPLOYEE and TOWN BOARD OFFICERS COMPENSATION REVIEW* (this is an update to #98-2)

***A motion was made by Supervisor Key to approve the consent agenda items 1 & 2 as presented; upon a second by Supervisor Kortekaas, the motion passed by a unanimous vote.***

## 10. Old Business

• Town Hall ramp project - review quotes and consider award of contract (tabled from July 23 P&D mtg)

Supervisor Kelley provided the board with the proposal information he'd received on the town hall ramp replacement project, with roof covering. The information is summarized as follows:

- Roof proposal:  
Three contractors were solicited for roof ramp proposals, but only one was received - from Stromberg Construction. The other two - Edwards/LaPlant and Gemini Construction didn't get back to him.  
**Thus, the low and only bid for the ramp roof, with rails, was \$9,630.00.**
- Electric proposal:  
**Of those solicited, only one proposal was received for electrical work on the ramp roof, from Pokegama Electric for \$790.00.**  
There was discussion by the board regarding use of LED daylight bulbs – as they are so much brighter, and about wiring into a light switch vs. a timer for lighting options. Another option was use of a motion sensor, which would work well when the clerk was at the town hall late at night during elections.  
Having a spot light on the flag was also discussed and desired – and they would like Pokegama Electric to also install one, as they did at the Harris Town Cemetery.  
Supervisor Kelley agreed to talk to Pokegama Electric about the lighting options, and about a change order for a flag spotlight. The board agreed that they did not need to review the change order – but that approval of the electric contract would include any change order amount for a flag pole spot light.
- Cement proposal  
Of those solicited, three proposals were received for the cement work of the replacement of the town hall ramp. Specs included: 12' x 27' concrete slab ramp, frost footings, and finish to parking lot as well as removal of old ramp material:
  1. **Schauer Concrete: \$6,817** (block footing, 5" slab thickness)
  2. Joshua Tree Ent. / Josh Palkki: \$6,945 (poured footing , 4" slab thickness)
  3. A-1 Concrete: \$9,650.00 (block footings, 4" slab thickness)
 Supervisor Kelley had worked with all three contractors without problems, but did prefer the 5" slab to 4" slab – with block footings

***After reviewing the details for the proposals (a copy will be attached to these minutes), a motion was made by Supervisor Kortekaas to award Stomberg Construction with the roof work contract for \$9,630.00, Pokegama Electric with the electrical contract for \$790.00, and Schauer Concrete with the concrete work contract for \$6,817 as presented in the respective proposals. A second was made by Supervisor Key, and there was no further discussion. Upon roll call, the motion passed by a unanimous vote.***

Kelley will get a timeline together, and work with the town hall caretaker regarding the rental schedule – which he will work around.

- Mediacom – internet update  
Per Supervisor Ives, a Jason from Mediacom should be contacting the clerk with price information for internet at the town hall. It used to be that a customer had to buy a package of phone, cable and internet from Mediacom, but now just internet could be purchased. Treasurer Adams noted that the cost for the wireless hotspot from Verizon currently used for internet at the town hall is \$40/month. Clerk Smith agreed to bring any information she receives to the board, for consideration.

## 11. New Business

- Review resolutions to determine if still valid, or if in need up updating or rescinding

Clerk Smith brought 5 resolutions from 1999 before the board for review:

- #99-1 *Policy on Establishing, Alteration or Vacation of Town Roads*

Clerk Smith recommended adoption the current policy adopted in 2005 via resolution – to replace 99-1. Board approved this, and asked clerk to place on consent agenda of next regular meeting.

- 99-2 *Certifying Township Election Results*  
No changes recommended by clerk; agreed to by board.
- #99-3 *Enable Purchase of Road Signs for Private Roads*  
No changes recommended by clerk; agreed to by board – who commented that they found this resolution information interesting
- #99-4 *Establish Policy on Weed Control in Harris Twp*  
No changes recommended by clerk; agreed to by board. This information is still valid, per Supervisor Kortekaas – the current township Weed Inspector.
- #99-5 *Authorizing Execution of Sub-grant Agreement – FEMA*  
No changes recommended by clerk; agreed to by board. They did wonder, however, if a resolution to accept FEMA funds for future emergencies was something that is necessary as it was not done in 2012.

## 12. Approve payment of bills for August 2014

Treasurer Adams noted some of the notable items on the bill list this month were to JD Peterick, Inc. for Northwest Asphalt crack sealing for \$40,000, to Schwartz and Sons for July grading and Bear Creek Road gravel project for \$47,484.82, Dust B Gone for dust guard of township roads for \$10,900.90, and the City of Grand Rapids for 2<sup>nd</sup> Qtr PEG fees for \$6,586.41. The other checks were for more routine items. Total of all bills was \$135,724.83

***Motion by Supervisor Ives, second by Kelley, to pay the bills per the attached document titled “August 2014 Bill Listing to Board” in the amount of \$135,724.83. Upon roll call, motion passed by a unanimous vote.***

## 13. Public Input (please limit comments to 5 minutes)

- Judy Myers had some comments about the township specs required for a new road if taken over by the township, and subdivision roads. She felt that was a waste of township money. The board commented that effect of heavy traffic on subdivision roads while homes are being built does need to be taken into consideration before the township takes over a road.

## 14. Adjourn

***With no other business to come before the board, a motion was made by Kortekaas, seconded by Key, to adjourn tonight’s meeting at 8:28pm. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

August 2014 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1129.36
Gary Rosato	Mtgs, wages, labor, less withholding	522.71
Dennis Kortekaas	Mtgs, wages, labor, less withholding	522.96
Michael (Burl) Ives	Mtgs, wages, labor, less withholding	489.71
Jim Kelley	Mtgs, wages, labor, less withholding	575.37
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1702.39
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	604.21
Bonnie Key	Cleaning labor, showing, less withholding	498.95
Dan Key	Labor less withholdings	2823.44
Derrick Marttila	Labor less withholdings	3268.44
PERA	ONLINE pmt:: Payroll withholding	1734.95
Acheson Tire	tire repair	15.00
Braun Intertec	construction materials testing	1962.50
Century Link	ONLINE pmt:: Aug phone service	327.72
City of Grand Rapids	PEG and Franchise Fees - 2nd QTR	6586.41
Davis Oil	July Invoices	1015.00
Dust B Gone	sprayed mag chloride on township roads	10900.60
Express Employment	groundkeeper 7/1, 7/9, 7/16, 7/23, 7/30	2871.00
Fastenal	sturdy station, paper rolls, liner	518.86
Grand Rapids Public Utilities	Utilities; lights and town hall	195.44
Hawkinson Construction	sand and cold mix	590.00
Herald Review	Road Project doc	119.90
Home Depot	ONLINE pmt:: trimline, concrete	25.94
Janicke Bakery	cookies for primary election	127.80
Johnson, Joan	election judge	213.96
L & M	July invoices -gravely mulch kit, town hall supplies, service ctr supplies	38.41
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	421.29
Lorenson, Charlotte	election judge	171.72
Minute Man Press	copies for meetings	28.48
Northland Portables	weekly rental portables: boat landings, crystal, wendigo, cemetery	656.00
JD Peterick, Inc.	Northwest Asphalt - 28777 lbs crack sealing	40,000.00
Pokegama Lawn and Sport	invoice 57728	56.46
PowerPlan	nortrax equipment parts	99.12
Przybylski, Albin	buy back cemetery site	500.00
Range Credit Bureau	Wage Garnishment	672.17
Range Water	cooler rental Aug 5 gal in store	33.00
Schwartz and Sons	July grading and work on Bear Creek Road	47,484.82
S E H	Engineering Services - misc. services	2,335.00
Seekman, Lola	election judge	170.60
Snowden, Byron	election judge	187.96
Verizon	cell phones and WiFi through 8/12/14	196.00
Waste Management	3 yd rel on call	127.60
Wicklund, Shirley	election judge	172.00
Commissioner of Revenue	Payroll withholding :: electronic payment	335.00
EFTPS	Payroll withholding :: electronic payment	2,691.58
Wells Fargo Bank	checking account fee	5.00
<b>Total</b>		<b>\$ 135,724.83</b>

Approval to pay :: August 13, 2014, Checks numbered 16450 through 164

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato