

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, February 12, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, February 12, 2014. 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 and Treasurer Becky Adams. *Absent: None.*

Also in attendance, were residents Judy Myers and Dan Butterfield.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approval of the minutes** for the Regular Meeting on January 8, the Planning & Development Meeting on January 22, the Board of Audit and Budget Work Session on January 29, and the Budget Work Session on February 5, 2014.

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

**3. Business from the floor**

- None

**4. Treasurer's Report:**

- Review revised bill lists and treasurer reports for 2013

Treasurer Adams explained that during balancing of financials between the Clerk and Treasurer, there were 5 2013 bill lists that needed to be revised due to such things as rounding differences, number transpositions, and \$25.00 deductions on the bank statement for the maintenance crew credit cards that occurred if payment was not made by a certain date. The total dollar amount of the adjustments was less than \$25.00. The board did not have any problem with the adjustments. After the meeting, the Treasurer agreed to have the previously signed bill lists next to the revised bill for comparison – before the board signed the revised copies.

Adams went on to explain that when an adjustment is made to a bill list, it affects that month's Treasurer Report – as well as all those going forward. As a result, all treasurers' reports for Jan – Dec 2013 financials were revised and reprinted. She reminded the board they received those reports at the last budget meeting, along with updated bill lists.

- January and February 2014 Treasurer reports

- January 8<sup>th</sup> 2014 treasurer's report of December year end financials was shared with the board; it was noted that the ending fund balances as of 12/31/13 were reviewed during the board of audit, and matched the treasurer's and clerk's books:
  - Starting Dec 1 balance: \$ 943,269.24
  - Receipts: \$ 368,775.03
  - Disbursements \$ 35,175.27
  - Ending Dec 31 balance: \$1,273,869.00
- February 12<sup>th</sup> 2014 treasurer's report of January 2014 financials was also shared with the board:
  - Starting Dec 1 balance: \$1,273,869.00
  - Receipts: \$ 1,787.05
  - Disbursements \$ 60,813.07
  - Ending Dec 31 balance: \$1,214,842.98
- Regarding the bank balances box at the bottom right of each Treasurer Report, Adams noted that the dollar amount labeled "O/S" is for 'outstanding checks' – those that have not yet cleared the bank during balancing.

***A motion was made by Supervisor Rosato to approve all revised treasurers reports for 2013, as well as the January and February 2014 treasurers reports as presented. The motion was seconded by Supervisor Key, and upon roll call, motion passed by a unanimous vote.***

## 5. Roads

- Supervisor Key commented that the cold weather is going to take a toll on the township roads; they are very rough.
- Supervisor Rosato received a call recently, regarding how slippery Sunny Beach Rd was, and that several cars were in the ditch. He called the county, who got out there in short order. Rosato was pleased with their fast response.

## 6. Recreation

- Rinks at Crystal and Wendigo Parks have been open more regularly lately, due to warmer temps.

## 7. Correspondence

### Board Action items:

- None

### Noteworthy items:

- Memo and spreadsheet from City of Grand Rapids, regarding Fire Contracts, and 2014 contract amount
- Memo from Itasca County Auditor, regarding 2015 road & bridge levy; no longer a minimum.
- Itasca County Annual Township Weed Report – received and given to Supervisor Kortekaas (due April 3, 2014)
- Minutes from Collaborative Opportunities Team Meeting held January 14, 2014; next meeting is Feb 20<sup>th</sup> at 11:30am at Grand Rapids State Bank. (*Quorum notice has been posted.*)
- Notice of Public Information and Environmental Report Scoping Meeting, in the matter of application by Minnesota Power for the Great Northern Transmission Line (not in Harris Twp). Grand Rapids Mtg: Feb 20, 6pm, Sawmill
- CC: Letter of support sent to Drift Skipper Snowmobile Club, for their grant request
- Notice of Board of Appeal & Equalization: Tues. April 29<sup>th</sup> at 9:00am. The Town Hall has been reserved. (*There were no comments by the board on these items.*)

## 8. Consent Agenda

- None

## 9. Old Business

- Paul Bunyan Communications (PBC) – updated map, and expansion plan

Clerk Smith requested an updated build-out map from Paul Bunyan Communications. In the board's agenda packets was a map and email from her contact person, Brian Bissonette – Marketing Manager. Overall, PBC is coming down Hwy 169 south, and plans to extend up to the Pokegama Lake bridge. However, it was noted that South Pit Road was the only side-street included along with those directly on Hwy 169. PBC will also consider expanding down Airport Road based on the petition from the Airport Road & 7th Ave. S.E. Grand Rapids Neighborhood Association, and which was supported by the Harris Town Board. This will be reviewed by PBC in 2014.

- Lake Country Power (LCP)– billing for “old Wendigo site”

During a recent budget meeting, the board discussed the Lake Country Power bills and the various items on the statements. There was a monthly charge for the “Old Wendigo site” – but no one knew what that was. Treasurer Adams contacted LCP and found it's for all the security or street lights that they service throughout the township; there are 11 total. The cost is based on wattage of the security/street lights and the fee is apx \$133/month for all the lights. LCP agreed to change the description to something more appropriate.

- Itasca Co. Historical Society – 2 payments in 2013

Treasurer Adams contacted the Historical Society, as the township received and paid 2 invoices in 2013. Adams called to verify if we had been doubled billed in error, but the Historical Society clarified that they had forgotten to invoice the township in 2012, as they were very busy moving to a new facility. Thus, the two township payments made to the Historical Society in 2013 were actually for 2012 *and* 2013 special levies. Upon review, the Treasurer and Clerk agreed this was correct – and all was in order.

## 10. New Business

- None

### 11. Approve Payment of Bills for February 2014

Treasurer Adams pointed out that included in this month's bill list was a payment to the Itasca County Association of Townships for their dues, along with their dues to the MN Association of Township (MAT). The total bill was \$1,604.80.

***Motion by Supervisor Key, second by Rosato, to pay the bills per the attached document titled "February 2014 Bill Listing to Board" in the amount of \$33,079.94. Upon roll call, motion passed by a unanimous vote.***

### 12. Public Input session

- **Judy Myers** discussed her concern with the cost of township's fire contract with the City of Grand Rapids. She asked if the board knew whether or not a homeowner's insurance is charged when a fire call to their home is made; the board did not know. Myers agreed to check on it. Myers also questioned the cost and type of fire trucks purchased by the city. She encouraged the board to voice their opinion to the city. The board thanked Myers for her comments.
- **Dan Butterfield** updated the board on a county meeting he attended, where an ATV club in the Squaw Lake area was looking for support for expanding trails. Anyone with comments was encouraged to get a hold of their county commissioners. Butterfield understood that the county is still looking at options to expand the ATV trails in this area as well – from the city limits to the causeway, to 9 mile corner. The board thanked him for the information, and asked that he keep bringing related information to the board.

### 13. Adjourn

***With no other business to come before the board, a motion was made by Rosato, seconded by Key, to adjourn tonight's meeting at 8:04pm. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

February 2014 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,173.79
Gary Rosato	Mtgs, wages, labor, less withholding	642.90
Dennis Kortekaas	Mtgs, wages, labor, less withholding	693.34
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,140.02
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	948.41
Bonnie Key	Cleaning labor, showing, less withholding	440.62
Dan Key	Labor less withholdings	2654.6
Derrick Marttila	Labor less withholdings	2751.60
PERA	ONLINE pmt:: Payroll withholding	1565.78
Advantage Systems Group	alarm system monitoring 2/1/14- 1/31/15	240.00
Century Link	January phone service - estimated	295.00
City of Grand Rapids	PEG and Franchise Fees - 4th QTR 2013	6387.19
Creative Services	Harris Township Grounds Development - Hendricks	1600.00
Davis Oil	January invoices - fuel	412.17
Express Employment	rink attendents 12/30, 1/8, 1/15, 1/22, 1/29	2,705.44
Ferrellgas	Dec and Jan fuel charges	1,871.92
Grand Rapids Public Utilities	Utilities; lights and town hall	195.25
Herald Review	Filing Notices 12/15, 12/29	910.20
Itasca County Assoc of Township	ICA Township Dues plus MAT dues	1,604.80
Itasca County Sherrifs Office	Annual Alarm Invoice: garage, service center, cemetery	30.00
L and M	jan invoices	323.20
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	893.44
Minute Man Press	copies for meetings	331.05
Range Water	cooler rental feb	10.00
Stokes	office supplies	39.78
Verizon	cell phones through 2/12/14	161.18
Waste Management	3 yd rel on call	127.60
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,562.66
Wells Fargo Bank	checking account fee	5.00
<b>Total</b>		<b>\$ 33,079.94</b>

Approval to pay :: February 12, 2014, Checks numbered 16255 through 162

Larry Key

Gary Rosato

Dennis Kortekaas