

**MINUTES from the REGULAR Meeting**  
**Harris Township Board**  
**Wednesday, April 9, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, April 9, 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, and Dennis Kortekaas, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: None.*

Also in attendance, were residents Burl Ives, Judy Myers, Marge Kelley, Jim Kelley, Amy Beier, Cyndy Martin, Dan Butterfield, Monte Jensen, Karla Trast, Wade Trast, Brad Smith, and Kenny Haubrich.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Annual Town Meeting on March 11, 2014 (*DRAFT only, as the minutes will not be officially approved until the 2015 Annual Meeting*), the Board of Canvass on March 11, the Regular Meeting on March 12, and the P&D and Reorganization Meeting on March 26, 2014.

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

**3. Business from the floor**

- None

**4. Treasurer's Report for March 1 – 30, 2014**

Treasurer Adams recapped the treasurer's report:

- Starting Mar 1 balance: \$ 1,236,682.06
- Receipts: \$ 28,524.04
- Disbursements \$ (51,643.94)
- Ending Mar 31 balance: \$ 1,213,562.16

Adams noted that the state gas and road taxes were received, and is reflected in the Road and Bridge receipts amount.

***A motion was made by Supervisor Kortekaas to approve April Treasurer's report of March 2014 financials as presented. The motion was seconded by Supervisor Key, and upon roll call, motion passed by a unanimous vote.***

**5. Roads**

- Northwest Asphalt for road crack-filling

Supervisor Key has been working with Northwest Asphalt out of Thief River Falls, to have them do the rubberized crack-fill of several township roads; they are also crack-filling for the City of Grand Rapids as well as some other entities in the area.

Key recommended purchasing crack-fill material by the pound, rather than by the foot (or per road), as he learned it is the most cost effective. However, knowing how much to buy is hard to know. The cost to patch part of Mishawaka Road last year was \$7,000 – and that was done by the foot. He did not know how much material was used.

Key recommended that the township purchase material from Northwest Asphalt in the amount budgeted for 2014 crack-fill and patching, and do as many roads as they can with what they get. Treasurer Adams noted that the township has \$10,000 budgeted 2014 for crack fill and \$40,000 budgeted for road patching, for a total of \$50,000.

Key offered to prioritize the list of roads to be crack-filled, as there are a lot of them. He commented that road repairs and crack-fill are the best thing to do with newly resurfaced roads; it's worth the investment. Wendigo Park Road is at the top of the list, and that road is 2.5 miles long

Rosato asked when Northwest Asphalt would be available for patching, and Key replied almost any time. However, if we need additional material after our first “order”, we may fall to bottom of their priority list.

***A motion was made by Supervisor Kortekaas to order \$40,000 worth of rubberized crack fill from Northwest Asphalt for the 2014 year. The motion was seconded by Supervisor Key and upon roll call, motion passed by a unanimous vote.***

- **2014 Road Projects**

Supervisor Key noted he’d like to get started with the road projects for 2014 including if/when neighborhood meetings should be held. The paved roads being considered for repair are the Underwood Road, both east and west ends (with the west end possibly reverting back to gravel), Lakeview Drive and Harbor Heights. Key requested that Glen Hodgson, the township’s engineer from SEH, be invited to the April P&D meeting on April 23<sup>rd</sup> to discuss next steps, and also to request the gravel bids be considered as well for Bear Creek.

Clerk Smith agreed to contact Hodgson and request his attendance at the 4/23 meeting. She also asked if the board wanted him to start attending township meetings on a regular basis again during the spring/summer, as he attended only when requested during the winter season. The Board agreed to discuss this with Hodgson during the April P&D meeting.

## **6. Recreation**

- Nothing reported

## **7. Correspondence**

### Board Action items:

- None

### Noteworthy items:

- Minutes from March 18, 2014 Collaborative Opportunities Team Meeting; next meeting is April 22 at 11:30 am at LaPrairie City Hall
- Notice from GovOffice.com regarding website hosting/maintenance/support modest rate increase eff 7/1/14
- Century Link letter regarding 2014 Construction Season
- Letters of thanks

## **8. Consent Agenda**

None

## **9. Old Business**

- Verbal report-outs from MN Association of Townships spring short course training, if attended
  - *Treasurer Adams:* Great sessions this year. One takeaway was that for the automatic payments that the township makes via EFT every month, a resolution be reviewed annually documenting what vendors we pay via EFT, what those payments are for, and for approximately how much. Also, Adams was able to confirm via a report shared at the short course, that Harris will be receiving town aid in 2014. It will come in July – and will be apx \$1,500. Another item she heard about was that there may be some township aid available from the state due to the harsh winter, and resulting damage to roads. And, Adams reiterated that the MATIT insurance representative stressed the importance of getting a certificate of insurance from all contractors *before* they do any work.
  - *Clerk Smith:* Attended the clerks/treasurers session with Adams, and agreed there was a lot of great information shared. One of her takeaways was that she should be keeping a road repair spreadsheet, where all township roads are listed, and whenever a repair or improvement is made, it is noted in the spreadsheet next to the road name, using one column per year. This way, it would be easier to review what’s been done to each road over the years. She agreed to set this up, and start tracking as of 2014 – going forward. The board commented that we do have all this information, but in various places; so, having a report as Smith described could prove useful.
  - *Supervisor Key:* Key attended the Supervisor sessions, and too agreed it was very interesting this year. One topic he learned a lot from was about using chloride on roads; a salesman was there who had tested various

products on the roads in North Dakota, including crude oil, vegetable oil, etc. – and found that chloride was the best, with magnesium chloride coming in second. They also went over how to shape roads, and presented great information on road right of ways. Another topic the supervisors learned about was called “What clerk & treasurers are up to.” Key said it was impressive to learn all the responsibilities of those positions.

- *Supervisor Kortekaas*: He too attended the Supervisor sessions, and echoed Key’s comments. In addition, he enjoyed hearing about the legislative updates.
- *Supervisor Rosato* did not attend the MAT short course

- Quotes for Portable Bathrooms

At the request of the board, Supervisor Kortekaas requested proposals for portable bathrooms at the two parks, the cemetery, and 3 public landings (Mishawaka, Casper/Troop Town and LaPlant). The bathrooms at the parks and cemetery would be ADA (handicapped accessible) and in place year round. The bathrooms at the public landings would be of regular size, and in place for apx 6 months (May – November).

1. Northland Portables:

- Standard restroom with hand sanitizer - \$69.00/mo, plus tax of \$1.38 on rental, = \$70.38
- ADA handicapped restroom with sanitizer - \$95.00/mo, plus tax of \$1.38 on rental, = \$96.38
- Prices included weekly winterization fee (Nov – Apr), delivery, set up, and pick up.
- Restrooms are inspected and cleaned weekly, pressured washed, sprayed for insects, and treated with mulberry deodorizer. Rubber mats are included for the parks during the winter months (to prevent skaters from slipping)

2. Portable John (the township’s current contractor)

- Regular unit restroom with hand sanitizer - \$70.00/mo (no additional tax)
- HDCP/ADA handicapped restroom with sanitizer - \$95.00/mo (no additional tax)
- Prices included weekly winterization fee (Nov – Apr), delivery, and pick up.
- Restrooms are inspected and cleaned once a week

Amy Jo Beier from Northland Portables was in attendance at tonight’s meeting, and asked that the board clarify if the Portable John proposed rates included sales tax before comparing to the total rates in her proposal.

Treasurer Adams noted that the township is totally tax exempt. As a result, Beier said that the *sub-total* rates shown on her proposal of \$69/\$95 per month be used for comparison to the Portable John rates, as then both are without tax.

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to award the contract to the low bid from Northland Portables for regular portable bathroom units at \$69/month and ADA units at \$95/month as follows (6 units total):***

- ***3 Seasonal, standard units: Mishawaka, Troop Town, and LaPlant landings***
- ***3 Year round, handicapped accessible units: Cemetery, Wendigo Park & Crystal Park***

***It was noted that there is no longer a unit at Wendigo Picnic Park, due to lack of park use. Upon roll call, the motion passed by a unanimous vote.***

Supervisor Kortekaas will get a hold of Portable John to advise of the award and to request that they remove their units by May 1<sup>st</sup>. Rentals from Northland Portable will be from May 1 to September 30 for the boat landings, and year round at the parks and cemetery.

- T&M Marine site visit

Supervisor Key reported he attended the site viewing of Bischoff’s property at 25997 W Ingebo Road, Grand Rapids, MN regarding the rezone application from Rural Residential to Light Industrial Commercial, to establish possible new business location of T&M Marine. Key commented that he and the county walked area – but no one else showed up. Back at the court house today, the Planning Commission/Board of Adjustment recommended approval to county; the County Board hearing will be held April 22<sup>nd</sup>.

- John Deere lawn mower – replacement

Supervisor Key brought information from Pokegama Lawn & Sport, regarding replacement of the current John Deere 2011 tractor type mower, X300 JD, with 40" deck and bagger mower. Key recommended an upgrade to a commercial, zero turn John Deere mower #920M, with 48" mulch deck (no bagger needed), as it takes two people two days to mow the cemetery, plus a day to trim. The zero turn, Key noted, works better around head stones at the cemetery.

Selling price, through the government discount program, is \$7,100. A trade in of \$2,200 would be received on the 2011 JD mower, with a difference due of \$4,900.

Key reminded the board that the John Deere 300 is scheduled for replacement in 2014, as it's in the 3 year rotation schedule of Capital Improvement/Equipment fund. He recommended maintaining a 3 year rotation cycle for the riding mowers, due to their heavy use.

***A motion by was made by Supervisor Key to purchase the 920M John Deer mower for \$4,900 after trade in of 2011 mower JD300, from Pokegama Lawn and Sport. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion carried by a unanimous vote.***

## 10. New Business

- Consider setting a date for a special meeting, to serve as an orientation for new supervisors.

Clerk Smith, in discussion with Supervisor Rosato and Treasurer Adams, recommended a work session with all officers – current and the 2 new supervisors who take their oath of office on May 14<sup>th</sup> – in order to review the following items: Township Government DVD, Resolution #2013-004–Establishing an Administrative Policy, position responsibilities, review of open meeting law basics, board's meeting schedule, Itasca County Township Association and meeting schedule, pay claim form submission, PERA information, exchange of contact information, what the MN Assoc. of Townships (MAT) is about, when their next short course is, review of Manual on Town Government 2014 (from MAT), possible group photo for the website, Q&A, etc.

***After checking dates, a motion was made by Supervisor Kortekaas, seconded by Supervisor Rosato, to hold an orientation type work session on Wednesday, May 21<sup>st</sup> at 7:30pm at the town hall, which is a week after the swearing in of the two new supervisors. Upon roll call, motion carried by a unanimous vote.***

- Additional Microphones

Clerk Smith informed the board that she was checking into the cost and availability of 2 additional microphones for use by the new supervisors, during the ICTV recorded Regular meetings.

- 2014 Town Government Manuals

Clerk Smith advised the board that she purchased 3 new "Manual on Town Government 2014" for \$10/each from the MN Association of Townships, during the April spring short course – 1 for each of new supervisors. She felt this was important since the new supervisors won't be able to attend MAT's "new officers training" until next year. The other manual copy is for the current board to share – so everyone is on the same page. However, if additional manual copies are wanted, so everyone can have their own, she'd be happy to order them.

- Consider setting a date for the annual road review meeting

The board discussed when to hold the annual road meeting, when each township road is discussed after road inspections, and the public is encouraged to attend with any questions/concerns they have.

Clerk Smith reminded the board that the past few years, this meeting was held during the May P&D meeting, at a specified time. Therefore, she suggested May 28<sup>th</sup> for this year's meeting, beginning at 8:00pm.

***A motion was made by Supervisor Key to designate the Annual Road Review meeting for May 28<sup>th</sup> at 8pm, at the Harris Town Hall. Upon a second by Supervisor Kortekaas, the motion carried.***

Clerk Smith agreed to post and publish this meeting.

## 11. Approve payment of bills for April 2014

Treasurer Adams clarified the bill list description of the payment to Wells Fargo. This is for the maintenance crew's credit card charges and the company automatically deducts \$25/month electronically. So, the amount in the bill

list reflects this deduction. Adams also pointed out that the item towards the bottom of the bill list for “EFTPS” is an automatic withdrawal (an EFT payment) for payroll federal withholdings

Supervisor Key asked for clarification of the payment to the Itasca County Auditor, for real estate taxes of \$45/each. Adams explained this is paid each year, on the 4 parcels owned by the township. Adams did verify with the county two years ago that this was a correct assessment, given they are government owned. The auditor’s office said the \$45 was a countywide solid waste assessment fee, as is due, even on government properties.

***Motion by Supervisor Kortekaas, second by Key, to pay the bills per the attached document titled “April 2014 Bill Listing to Board” in the amount of \$22,105.05. Upon roll call, motion passed by a unanimous vote.***

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

### • Dan Butterfield:

- A year ago, he brought to board’s attention the land exchange for the Loucks/Danyluk Veterans Memorial Forest in Third River Township for a larger piece of forest land in Bearville Township. Though the exchange was approved by the County, which disappointed Butterfield and many others – especially veterans, the state DNR had the final say so and declined the approval. Now there is a proposed change in the law, in the house right now, that recommends removing the DNR from having any say in such matters and leave such decisions up to the county board only. Butterfield encouraged the board to contact their local representatives and veterans, and get the work out on what’s happening.

### • Burl Ives:

- Ives mentioned recent OSHA compliance issues to the board, regarding subcontractors. He recommended they make sure to check out any subcontractors used by the Township for compliance – as they do their insurance.
- He asked the board’s position or policy on attending meetings via video conferencing (aka Skype). Treasurer Adams stated she thought there is something currently in the legislature about this – and that she’d need to look into current laws around it. Smith added that she knows there are statutes addressing this topic, but too would need to review the MAT website to find more information.
- In the minutes from the Collaborative Opportunities meeting, it mentions that Bovey is in need of economic development. Does Harris Township have anything about that? Rosato commented that the township’s comprehensive plan touches on economic development.
- Regarding the discussion on crack filling, Ives was confused that it started with requesting so many pounds, but ended with \$40,000 (so dollars not pounds). The board clarified that they did approve to purchase \$40,000 worth of crack fill – with the understanding that they’d take as many pounds as could for that amount.
- A proposed road project is to revert the Underwood Road west end to gravel. He wondered if the board had considered leaving the pavement in place, and place gravel over tar as been done on other roads that he knew of in the area. The board agreed to ask the road engineer his thoughts on that option.

### • Judy Myers:

- Regarding crack filling the roads, Myers recognized that if the township doesn’t fill the cracked roads, they will get worse. So, since the township does appear to have money, why not fix them all?

### • Monte Jensen:

- Jensen also had questions on crack filling; was the company being used in 2014 the same that did crack filling on Norberg Road, as they didn’t last very long. The board agreed.
- On the bill list in the February Regular Meeting minutes, there is a payout to PA Jones for spray applications of township properties. Was this payment in advance? Treasurer Adams clarified that the lawn care bill was received late, as it went to several wrong addresses before finally getting to her in February.

## **13. Adjourn**

***With no other business to come before the board, a motion was made by Key, seconded by Kortekaas to adjourn tonight’s meeting at 8:39pm. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

April 2014 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	958.87
Gary Rosato	Mtgs, wages, labor, less withholding	401.81
Dennis Kortekaas	Mtgs, wages, labor, less withholding	564.28
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,422.83
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	836.01
Bonnie Key	Cleaning labor, showing, less withholding	439.32
Dan Key	Labor less withholdings	2034.68
Derrick Marttila	Labor less withholdings	2131.68
PERA	ONLINE pmt:: Payroll withholding	1306.29
Burggrafs Ace Hardware	invoice 3/10	73.99
Carrot-Top Industries	Purchase regular 1/10/14 #664587	269.00
City of Grand Rapids	contribution to facilitator - collaboration opportunities	100.00
Century Link	March phone service - estimated	295.00
Davis Oil	March invoices - fuel	264.14
Express Employment	rink attendents 3/5	532.80
Ferrellgas	March fuel charges	872.09
Grand Rapids Public Utilities	Utilities; lights and town hall	195.06
Herald Review	Township Elections and Sample Ballot	1,043.00
Itasca County Auditor	Real Estate Taxes - 4 properties @ \$45 each	180.00
Itasca County Township Assoc	annual meeting registration	68.00
L & M	March invoices -gravelly lawn mower minus trade, filter, oil, fan	3,338.41
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	529.48
Minute Man Press	copies for meetings	304.43
Range Water	cooler rental april plus 3 water in store	27.25
S E H	Engineering Services - misc. services	577.50
Stokes	office supplies	80.97
Terex	filter, oil, engine	6.36
Victor Lundeen Co	new check order	280.82
Verizon	cell phones through 4/12/14	157.85
Waste Management	3 yd rel on call	16.75
Wells Fargo Bank	credit card pmt - tundra specialties -\$25 auto pmt	135.53
Commissioner of Revenue	Payroll withholding :: electronic payment	388.00
EFTPS	Payroll withholding :: electronic payment	2,267.85
Wells Fargo Bank	checking account fee	5.00
<b>Total</b>		<b>\$ 22,105.05</b>

Approval to pay :: April 9, 2014, Checks numbered 16321 through 163

Larry Key

Gary Rosato

Dennis Kortekaas