

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, June 11, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 11, 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, Joe Roy – Northwest Gas, Andy Skatvold - 99 Bottles, and residents Judy Myers, Marge Kelley, Cyndy Martin, John Howrey, and Barney Bignall.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on May 14, the Orientation Work Session on May 22, and the Planning & Development and Road Meeting on May 28, 2014.

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives to approve the minutes as presented. Motion carried by a unanimous vote.***

3. **Northwest Gas - Application for Utility Permit on Township Road ROWs: Lakeview Drive and Harbor Heights**

Joe Roy came back before the board, after discussions at the May 28<sup>th</sup>, 2014 P&D meeting. He requested that the right of ways of Lakeview Drive and Harbor Heights Road now be approved by the board for Northwest Gas pipeline install – in addition to Mishawaka Road, Mishawaka Shores, Woodland Park Road, and Melody Road as approved by the board on 5/28. Road engineer Glen Hodgson confirmed that he checked and there would be no conflict between what the township is doing for road improvements on Harbor Heights and Lakeview Drive and what NW Gas wants to do. Andy from Itasca Utilities has agreed to work around the road improvement contractors, and Roy will keep Hodgson apprised of their progress. Hodgson did report that while much of the ROWs of these roads are prescriptive easements only, the install is still doable.

***A motion was made by Supervisor Ives to accept the updated Application for Utility Permit on Township Road Right of Ways from Northwest Gas to include Lake View and Harbor Heights, in addition to Mishawaka Road, Mishawaka Shores Trail, Woodland Park Road, and Melody Road. The motion was seconded by Supervisor Key and upon roll call, motion passed by a unanimous vote.***

4. **Business from the floor**

- **Off-sale liquor store application – old Harbor (Andy Skatvold)**

Andy Skatvold was in attendance at tonight's meeting, and came to request the Harris Town Board's support for an off-sale liquor license for the old Harbor restaurant building, which he is purchasing. He is also considering purchasing the land around the buildings as an option.

Skatvold explained to the board that he planned to use the main floor of existing building, but do a complete remodel inside and out. The basement of the old Harbor would also be gutted and used for storage – as he does not need the living quarters currently in the lower level.

The immediate plan is to open an upscale off-sale liquor store specializing in craft beer and wine, as they found there is nothing like that currently in the community. Skatvold also hopes to compliment the liquor store with a food concept – with catering and on-sale liquor sales - but that he is still trying to finalize the details. He is having the building inspected to determine if the entire main floor of 4,800 square feet can be split, so that the food concept would take up apx 1,500 square feet of that space, with the liquor store in the other section (with a separate entrance) . If not feasible, he will consider building a new structure for food of apx 2000 sq ft.

The board asked how long until Skatvold had a master plan. He replied that it depends on if the current building can be split for food / off-sale, or if they need to build a separate building.

***After hearing Skatvold's plans for the old Harbor building, and recognizing that this property has had liquor licenses there in the past, Supervisor Key made a motion to recommend approval of the off-sale liquor license that Skatvold is applying for. Supervisor Kelley seconded the motion. Upon roll call, the motion passed by a unanimous vote.***

Clerk Smith agreed to forward a copy of minutes from this action to the county, to accompany the off-sale liquor license request.

- Judy Myers asked the board if the Clerk could email the agenda packet to the public prior to meeting.

Clerk Smith commented that this would need to be a board decision, as the current administrative policy via Resolution #2013-004 states that copies of the agendas and supporting materials will be available for the public *at* each meeting (not before). However, Smith noted she does have to scan all agendas and backup to create a single PDF file to send to Minuteman for printing anyway, so it would be possible to email the file as well. However, rather than trying to remember who to email, the option of posting this file to the township's website, rather than emailing out, was suggested. The board and clerk preferred this option.

***Supervisor Ives made a motion to post the agenda packet PDF files on the township's website at least 24 hours prior to meetings. The motion was seconded by Supervisor Kelley and upon roll call, motion passed by a unanimous vote.***

## 5. Treasurer's Report for May 1 – 31, 2014

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

- Starting Apr 1 balance: \$ 1,191,874.77
- Receipts: \$ 8,897.40
- Disbursements \$ (40,453.38)
- Ending Apr 3 balance: \$ 1,160,318.79

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the June Treasurer's report of May's 2014 financials as presented. Motion passed by a unanimous vote.***

## 6. Roads

- Glen Hodgson – Township Road Engineer from SEH (see memorandum)

- 2014 Gravel Road Project, award consideration

Hodgson solicited quotes from 5 contractors for the 2014 Gravel Road Project on Bear Creek Road, and 3 quotations were received. A memo dated 6/11/14 was given to the board for review showing that the lowest quote was for \$46,414.52 from Schwartz & Sons. Hammerlund Construction's quote was \$52,315.00 and Casper Construction's quote was \$74,799.00. The engineer's estimate was \$57,410.

Hodgson confirmed that the quotes included replacing the culvert on Bear Creek and recommended approval of the low quote from Schwartz, as they have done excellent work for the Township including the 'preparing improvements' in 2013. He also suggested the board authorize the Chairman and Clerk to sign the contract documents after they have been assembled.

***Supervisor Key made a motion, seconded by Supervisor Kortekaas, to award the 2014 gravel road project on Bear Creek Road to Schwartz & Sons for their low quote amount of \$46,414.52. Upon roll call, motion passed by a unanimous vote. Also, authorizing the Chairman and Clerk to sign the contract documents when ready was also agreed to by the board.***

- Underwood Road – West, update (see memo)

Hodgson met onsite with the Itasca Soil and Water Conservation District, who confirmed that wetland issues *will* exist if the township does anything to improve the drainage on Underwood Road–west. Hodgson recommend getting the wetland specialists out of St. Paul involved, and to get survey crew from the Grand Rapids office out there.

Supervisor Key commented that he did view the road with Hodgson and agreed with his recommendations for drainage to improve the road.

- 2014 Bituminous Paving Project, update (see memo)

Braun Intertec performed the pavement cores as previously approved on Underwood Road - east, Lakeview Drive and Harbor Heights. The core testing was performed in order to tell if reclamation was feasible. Hodgson said the results for Underwood Road east and Lakeview looked good for reclaim. However, the

results from Harbor Heights are in question, due to lack of adequate pavement depth. Braun and SEH are reviewing in more detail.

Overall, SEH is still on track to have bid openings in August. Drainage issues discussions are ongoing.

- 2014 Road Evaluation update, from road inspections

Hodgson compiled and tabulated all the data from the supervisors' 2014 road evaluations of gravel and paved roads. He entered all the data into an Excel spreadsheet, and gave copies to the board. There were two pages – one of paved roads, and one of gravel roads. Hodgson called the board's attention to the "Priority Index" column, as it was a good summary of the data. Low numbers mean bad roads. Board members commented that they all really liked the spreadsheets; all information is there and it will be a great tool to have going forward.

Hodgson recommended that the board review the spreadsheets and then discuss at the roads at the P&D meeting for consideration of road improvements in 2015.

- MasTec Application of Utility Permit, for buried telephone wire on Wagonwheel Court Road (Century Link job #14121805)

The board reviewed the sketch and information included with the application for the buried phone line on Wagonwheel. Supervisor Key had also been contacted about it previously.

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the application for buried telephone wire via "CenturyLink Job #14121805 auto" and allow buried cable as specified in the letter and sketch. Discussion: The board clarified where the township jurisdiction was on the sketch/map. The motion carried by a unanimous vote.***

- Other road issues/concerns/updates

- Sunny Beach Road:

Supervisor Key shared that there are currently no speed limit signs on a section of Sunny Beach Road, from 67 to Wendigo Park Road intersection. Per Glen Hodgson, MN statues seem to indicate that the speed limit can be reduced to 35 mph by board action, but Key said he and the residents felt that was still too fast due to the intersections, high traffic, nearby parks and public access, and a lot of kids in the area. They would like the speed limit posted at 30mph, as once it's posted, it can be enforced. The board discussed that the other end of Sunny Beach is posted at 30mph. Key would like to get a hold of Andy Shaw to see if posting the speed limit at 30 mph was an option. If so, 3 signs would be needed.

Another option discussed was having MnDOT review the road, and authorize the speed limit.

***A motion was made by Supervisor Kelley to authorize Supervisor Key to talk to attorney Andy Shaw about putting up 30mph speed limit signs along the end of Sunny Beach Road between Co Rd 67 and Wendigo Park Road, and to order and put up the signs if authorized by Shaw. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.***

- Pot holes filled in

It was reported that the pot hole in Sunny Beach Road near Jess's was filled in by the maintenance crew; they got a good cold mix from Hawkinson. Birch and Islevew were also done per Supervisor Key.

- Curve sign on Sunny Beach Road

Supervisor Ives followed up on his request for "curve" signs along the west side of Sunny Beach Road, after the first "S" turn – near Casey's house. At least 5 cars went in the ditch in this area this past winter; there are pine trees in the area, which prevent the ice from melting.

- Radar cart on Sunny Beach Road

Ives asked if the radar cart was relocated, as he no longer saw it on Sunny Beach Road. Key noted there were problems with it, so it had to be brought in to be fixed. He hoped to have it back soon.

- Dust Guard:

The board discussed that dust guard has been difficult to get in the past, but they've been told it will be even harder to get this year. In fact, Key commented that he's not sure if anyone will get this year as the County is having the same issues. Larry Hanson of Dust Be Gone said he would keep the board posted.

- Driveway application

Key commented that he had the first referral from a driveway application at the zoning office of Itasca County. As a result, a culvert was installed on Keyview Drive. The new process of notification seemed to work well.

## 7. Recreation

- Docks – are in

Clerk Smith commented that she'd received several phone calls asking when docks would be installed. Supervisor Key commented that the water had been too high, but that they were put in 24 hours ago. However, Key noted the water level was going to be raised again.

- Tennis Courts – repair update

Key reported that the rebuild of the tennis courts at Wendigo and Crystal parks is going slow due to the wet weather. The contractor hoped to be done by the end of the week, but that it not looking good due to the rain forecast.

- Motorized Trail committee

Supervisor Ives informed the board that he had been invited to sit on the Grand Rapids Park & recreation committee to look at the future of motorized trails in the city – from east and west. The DNR, Itasca County, Grand Rapids, LaPrairie, Cohasset are involved – and may include Blackberry Township and Harris Township. The snowmobile club and ATV clubs are also involved, and possibly Army Corps of Engineers. Ives clarified that he was asked to join as a private person from the tourism industry – and not as a representative of Harris Township. However, Ives agreed to bring back updates from the committee meetings.

## 8. Correspondence

- Board Action items:

- *MN Assn of TWPs "Officer List" – need signatures by all officers*

Clerk Smith agreed to gather the signatures and return the form to MAT. By signing, everyone will get the newspaper published by MAT.

- *Notice of Itasca County Local Weed Inspector Annual Training: Wed, Jun 25, 8am-noon, Gunn Park*

Supervisor Kortekaas said he will be able to attend the training, as the township's weed inspector.

- *Request for donation for Independence Day fireworks on 4<sup>th</sup> of July*

A request was received from Leo Burley, to make a donation for the 4<sup>th</sup> of July fireworks, which are shot off of Drumbeater Island of Pokegama Lake. Supervisor Rosato brought this to the board a year ago, and had intended to bring it up to the residents at the last annual meeting.

***A motion was made by Supervisor Key to follow the township's policy and not donate to the fireworks at this time. The motion was seconded by Supervisor Kelley. Discussion: Rosato would still like to bring up at the next annual meeting in 2015 to see how the residents feel, as he believes it needs to be passed by the people before it could be considered by the board. Upon roll call, motion passed by unanimous vote.***

- Noteworthy items:

- *Email from resident with concern of RV/Camping project at 33226 Crystal Springs Road, and zoning of lot*

The board reviewed the email and noted that all necessary parties have been contacted by the resident, including Itasca County Environmental Services. Supervisor Kelley commented that he talked to contractor, and only dead trees were removed. And, parking areas next to cabin were created to stop people from parking on the septic; there was no knowledge of any RV park. The board determined

there was no action required of them at this time and that nothing had come before them from the county to review.

## 9. Consent Agenda

- a. Consider approval of cemetery sites purchased by Steven & Donna LaMont: Section 3, Block 17, Lot 1, Sites 5&6
- b. Consider approval of cemetery site purchased by Albert & Ruth Erickson: Section 3, Block 3, Lot 4, Sites 5-6-7 and Lot 1, Site 8

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve both items on the consent agenda. Motion carried.***

## 10. Old Business

- 2013 Audit Annual Financial Report from WIPFLI, LLP

Treasurer Adams shared bound results of the 2013 audit with the board, from WIPFLI, LLP. She commented that in the accompanying letter, there are statements indicating how we did. Overall there were no *material* deficiencies – which would be a big deal if there were any. And, that the smaller deficiencies included:

- *Condition: Lack of segregation of accounting functions.* Adams commented that this is always listed as there are only 2 people handling all of the accounting functions of the township: the treasurer and the clerk. This is something that is always noted, but was not of concern to our auditor.
- *Condition: GAAP done* (pg 13 was referenced, where notes to financial statement are shown)

Overall, the audit went very well, and there were no financial audit adjustments this year. However, the auditor said that if the board reviews the report and has questions, she would be happy to conference call the board, come to a meeting, or talk to any member 1:1.

- Summer Interns – Maintenance Crew

Supervisor Key reported that one summer maintenance intern had been hired through Express Professionals, and that he is working out well. However, they are in need of another one – right away.

***A motion was then made by Supervisor Key to hire a second summer intern; Kortekaas seconded the motion. Discussion: To clarify, Key explained that the interns work with the maintenance guys. They do whatever is needed, such as installing culverts, patching roads, flagging cars during road project etc. as well as mowing. They work 8 hours/day, 40hrs/week. Ives noted he would like to have a job description for the township interns. The board agreed to create one during the work session coming up on June 18<sup>th</sup> when the employee handbook is reviewed. Upon roll call, the motion to hire a second summer intern passed by a unanimous vote.***

## 11. New Business

- Consider approving the Clerks RBA of election judges for the 2014 primary and general election

***After reviewing the RBA, a motion was made by Supervisor Ives to approve the list of election judges as recommend by the Town Clerk, to serve during the Primary Election on August 12, 2014 and the General Election on November 4, 2014 at the rates specified. Training hours would be paid at the same rates, and mileage would be paid at a rate of \$0.56/mile for training and Election Day related travel. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.***

- Consider approval for 3 pair (6 total) belt stanchions and 1 sign frame, for use during elections (see page from [dispalys2go.com](http://dispalys2go.com))

The Clerk requested that the board consider her request to pursue comparable quotes for 3 pair of retractable belt stanchions and a sign holder to be used to guide voters through the election process. The belts would create 2 distinct lines for roster sign in, upon entering the polling place. This should help remove the chaos that happens during heavy voter turnout.

The board agreed the stanchions would be a good idea, and agreed to review quotes whenever ready.

**12. Approve payment of bills for June 2014**

Treasurer Adams informed the board that the bill payment to Century Link for the May phone bill at all buildings is now an *online* payment.

***Motion by Supervisor Key, second by Supervisor Kelley, to pay the bills per the attached document titled "June 2014 Bill Listing to Board" in the amount of \$23,765.705. Upon roll call, motion passed by a unanimous vote***

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

- None

**14. 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 9:00pm. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

June 2014 Bill Listing to Board

|                               | Description                                                               | Amount              |
|-------------------------------|---------------------------------------------------------------------------|---------------------|
| Larry Key                     | Mtgs, wages, labor, less withholding plus expenses                        | 840.56              |
| Gary Rosato                   | Mtgs, wages, labor, less withholding                                      | 480.30              |
| Dennis Kortekaas              | Mtgs, wages, labor, less withholding                                      | 506.63              |
| Michael (Burl) Ives           | Mtgs, wages, labor, less withholding                                      | 432.54              |
| Jim Kelley                    | Mtgs, wages, labor, less withholding                                      | 608.04              |
| Michele Smith                 | Mtgs, wages, labor, less withholding plus expenses                        | 1225.82             |
| Becky Adams                   | Mtgs, wages, labor, less withholding plus expenses                        | 658.11              |
| Bonnie Key                    | Cleaning labor, showing, less withholding                                 | 408.54              |
| Dan Key                       | Labor less withholdings                                                   | 2215.64             |
| Derrick Marttila              | Labor less withholdings                                                   | 2178.22             |
| PERA                          | ONLINE pmt:: Payroll withholding                                          | 1460.48             |
| Blue Cross Blue Shield        | 3rd Qtr Insurance payments: Health, Life, Short Term Disability           | 3003.09             |
| Burggrafs Ace Hardware        | invoice 230566 4/30, phone and glue                                       | 20.79               |
| CarQuest                      | 5/16 invoice 323079, 5/29 invoice 325265                                  | 171.99              |
| Century Link                  | May phone service                                                         | 294.85              |
| Cole Hardware                 | d ring tie down                                                           | 8.95                |
| Davis Oil                     | May invoices - fuel for trucks                                            | 682.62              |
| Ferrellgas                    | May fuel charges                                                          | 515.65              |
| Grand Rapids Public Utilities | Utilities; lights and town hall                                           | 172.48              |
| Herald Review                 | Road Review meeting                                                       | 80.10               |
| Home Depot                    | ONLINE pmt:: timber, pipe, wire rings                                     | 477.72              |
| Itasca Cty Recorder           | Record deeds: Wohlsdorf, Stenach                                          | 92.00               |
| Janicke Bakery                | memorial day celebration                                                  | 64.80               |
| L & M                         | May invoices -gravely mulch kit, town hall supplies, service ctr supplies | 452.72              |
| Lake Country Power            | ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery     | 414.49              |
| MN Asociation of Townships    | insurance premiums balance for new equipment                              | 73.00               |
| Minute Man Press              | copies for meetings                                                       | 217.92              |
| Northland Portables           | invoice 7742 for May restroom rentals - 3 units                           | 207.00              |
| ODC                           | renewal fees for truck                                                    | 16.00               |
| Pokegama Lawn and Sport       | invoice 52938: grass mulching attachment                                  | 238.00              |
| Range Water                   | cooler rental June                                                        | 10.00               |
| S E H                         | Engineering Services - misc. services                                     | 506.50              |
| Shaw and Shaw                 | Garnishment paperwork and phone, email work, research Stauffer easement   | 280.00              |
| Treasure Bay                  | Name Plates - supervisors Ives, Kelley                                    | 57.70               |
| Verizon                       | cell phones and WiFi through 6/12/14                                      | 225.52              |
| WIPFLI                        | Audit for 2013 financial statements <i>(last of 2 payments)</i>           | 1,500.00            |
| Waste Management              | 3 yd rel on call                                                          | 128.01              |
| Wells Fargo Bank              | Norton Anti Virus Protection                                              | 60.49               |
| Wells Fargo Bank              | AUTO WITHDRAWAL: Norton Anti Virus Protection                             | 25.00               |
| Commissioner of Revenue       | Payroll withholding :: electronic payment                                 | 345.00              |
| EFTPS                         | Payroll withholding :: electronic payment                                 | 2,403.43            |
| Wells Fargo Bank              | checking account fee                                                      | 5.00                |
| <b>Total</b>                  |                                                                           | <b>\$ 23,765.70</b> |

Approval to pay :: June 11, 2014, Checks numbered 16383 through 163

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato