

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, September 10, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, September 10, 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 Glen Hodgson – SEH, Itasca County Sheriff candidate Brian Johnson & his wife, and residents Dan Butterfield, Judy Myers, Marge Kelley, and Bonnie Key.

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

2. Approve the minutes of the Regular Meeting on August 13, the Planning & Development Meeting on August 27, 2014

A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve the minutes as presented for August 13 and August 27, 2014 meetings. Motion carried by a unanimous vote.

3. Business from the floor

- Bryan Johnson – Sheriff Candidate for Itasca County

Officer Johnson commented that he is going to townships and city meetings around the county to introduce himself and share his thoughts on some things he'd like to see added to the Itasca County Sheriff's department. One such item was a law activity report by location such as for *just* Harris Township, Balsam Township, etc. He spoke of his background and current position with the sheriff's department, and thanked the board for allowing him to speak at tonight's meeting.

4. Treasurer's Report for August 1 – 31, 2014 financials

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

- Starting Aug 1 balance: \$ 1,570,201.17
- Receipts: \$ 8,079.77
- Disbursements \$ (135,724.83)
- Ending Aug 30 balance: \$ 1,442,556.11

Adams advised the board that she forgot to move \$450,000 from checking to savings as approved by the board at the August 27th meeting, in order to earn interest for a couple months. As a result, the August 30th balance was still high. She does still plan to transfer the \$450,000 to savings by the end of the week.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to approve the Treasurer's September 10th 2014 report of August financials. Upon roll call, motion passed by a unanimous vote.

5. Roads

- Glen Hodgson – Township Road Engineer from SEH

- Sunny Beach Road: Quote from Braun Intertec for pavement cores

Hodgson shared the proposal from Braun Intertec for coring samples on Sunny Beach Road, as requested by the board. *(A copy will be attached to these minutes.)* The corings would determine the pavement thickness as well as the amount of class V underneath, which is essential before doing a pavement project. Supervisor Key agreed that coring is an important part of servicing a road, and will be needed whenever Sunny Beach is done. The quote total was \$6,472.50 for testing all 5 miles of the road with 28 cores, which worked out to \$231/core. The results would be good for at least 10 years.

Supervisor Key made a motion to accept the Braun proposal for \$6,472.50 to perform core samples of Sunny Beach Road. The motion was seconded by Supervisor Ives. Discussion: Q: Where will cores be taken from? A: Some from the middle of the road, some along edge – to get a good representation of various parts of road. Completion would be sometime this fall. Upon roll call, motion passes by unanimous vote.

- Fieldcrest Road: Quote to patch washout area

Per the board's request, Hodgson met with Hawkinson Construction to get a quote to repair a large washout area on Fieldcrest Road. The work would include saw cutting the damaged bituminous area, and replacing with an apx 4 ½' by 150' long patch. Also, there would be shoulder work with recycled asphalt material as it binds up better than regular shoulder material.

The quote from Hawkinson to repair Fieldcrest was \$7,286.00. Hodgson recommended approval of quote.

The board asked about the rest of the road, and if an overlay was needed. Hodgson commented that the road is in tough shape as there is a lot of alligator cracking; he agreed an overlay would be needed at some point. The board asked for an estimated cost for this. Hodgson gave a very rough estimate of \$150-200,000 and added that some road work would be needed first.

The board asked about any alternate repair options. Hodgson explained that they could fill the washout area with recycled asphalt, but that it wouldn't last for more than a year or two. And *not* doing the patch as proposed would only reduce the cost of the overlay by apx \$2,000.

Supervisor Rosato commented that the township's maintenance crew could clean out ditches and make sure they are clear for good drainage next spring. He asked about the culvert condition and Supervisor Key responded that it works, but that it does have a hole. Key clarified that the damaged to the road from the washout was not due to poor ditching or a bad culvert, but rather it was caused due to snow not being able to being plowed off the road. The plow couldn't keep up with snow – the ditches were full - and so snow piles were on the side of the road. And when it melted, the runoff caused the damage.

A motion was made by Supervisor Kortekaas to accept the quote from Hawkinson Construction for \$7,286.00 to repair the washout on Fieldcrest with a bituminous patch as presented. The motion was seconded by Supervisor Key who added that it was going to be a safety hazard if it did not get repaired. Without any other comments, a roll call vote was taken. Motion passed by a unanimous vote.

The board asked about a completion date for the patch on Fieldcrest. Hodgson commented that the work will be timed with the 2014 paved road project – so he estimated it would be completed by the end of Sept 2014.

- Update on 2014 paved road project

The 2014 pavement project has started per Hodgson, but progress is slower than desired. The pipe work is done on Harbor Heights Road, but there was a rain delay for work on Lakeview. The ditching on the north side will be done next. The reclaim machine scheduled for Sept 19th, and will be a 2-3 day operation for that work. Paving will also take 2-3 days.

Supervisor Rosato asked about the culvert at end of Harbor Heights, as he received a call from a concerned resident. Hodgson said the old one culvert will be abandoned as it won't be needed once the tilt of the road is done, as water will drain to the west.

- Neighborhood Meeting – Sunny Beach Road

Hodgson told the board that he had the invitation mailing list compiled for the Sunny Beach Road neighborhood meeting that will be held on Oct 1st at 7pm at the Harris Town Hall, to get citizen input on the road condition and possible repairs in coming years. A sample invite was reviewed by the board and will go out next week. The board asked Hodgson to please add his contact information to the letter prior to mailing.

- *Other road issues/concerns/updates*

- Mishawaka Road: MasTec Application for Utility Permit for buried telephone wire – job #14196787 BSW

The application and sketch were reviewed by board regarding a bore of 25' that is planned to supply phone cable to the residence of 21740 Mishawaka

A motion was made by Supervisor Key, seconded by Supervisor Kelley, to approve the MasTec application as presented for job #14196787 BSW, and buried telephone wire on Mishawaka Road. Motion passed by a unanimous vote.

- Mishawaka Shores Trail Road – concern over cracking (see email)

Supervisor Ives advised the board that he talked with this resident and drove the Mishawaka Shores Trail Road as well. He noted that does have cracks, but the extent in comparison to other roads in the township was not

known. Supervisor Rosato added that he did the road inspection of this road this past spring 2014, and did not notice grass in the cracks, but recognizes that this does happen.

Hodgson helped evaluate the road by using the road spreadsheet and ratings; Mishawaka Shores Trail Road had a “priority rating” of 10.7, which is in the middle of the road conditions across the township. In other words, there are roads that are a lot worse, and several that are in better shape. Rosato agreed that there was nothing on the rating sheet that would bring Mishawaka Shores Trail Road it to the top of the priority list. However, it may be a good candidate got crack sealing as it would stop the erosion issue, but would likely still be a little rough.

Supervisor Key advised the board that he had Northwest Asphalt look at the road with him, as he also had received a call from a resident about the road’s condition. However, Northwest Asphalt said it was too far gone for crack filling – as the cracks were too wide. However, he wasn’t able to get the other crack fill company to look at it this year.

In conclusion, the board agreed that Mishawaka Shores Trail Road would be a good candidate to have reviewed for crack filling in 2015. Supervisor Ives agreed to call the resident back to let him know of the board’s discussion.

6. Recreation

- None

7. Correspondence

- Board Action items:
 - Consider approval of *Resolution #2014-008, A Resolution Adopting the Levy Collectable in 2015* for submission to the County Auditor’s office in response to their memo dated August 19, 2014
A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve Resolution #2014-008, Adopting the Levy Collectable in 2015. Discussion: Q: If more money is needed in one fund, can money be moved over from another fund? A: Yes per Treasurer Adams. Upon roll call, motion passed by a unanimous vote.
- Noteworthy items:
 - Proposed 2015 fire contract amount from City of Grand Rapids: \$75,249 (Note: 2014 contract was \$72,271)

8. Consent Agenda

1. Consider approval of cemetery site purchased by Lisa Krumrei: Section 3, Block 29, Lot 4, Site 1
2. Consider approval of cemetery site purchased by Linda and Everett Watson: Section 3, Block 1, Lot 1, Site 1
3. Consider approval of Resolution #2014-009 to adopt “Harris Township Policy for Establishing Roads” (Note: this policy was formally adopted in July 2005 – but not via resolution – and should be, and replace the former policy via Resolution 99-1)

A motion was made by Supervisor Kortekaas, and seconded by Supervisor Ives, to approve all items on the consent agenda as shown above. Motion passed by a unanimous vote.

9. Old Business

- Mediacom – Site survey requested

Clerk Smith received a call from Brian Nelson requesting a site visit of the town hall to determine where internet and phone lines will go at the town hall, and determine installation details. Smith commented that the town hall reservation schedule should be considered as well as the current ramp construction project that is in progress when setting up the meeting with the technician.

Supervisor Ives volunteered to contact Brian Nelson from Mediacom to set up a meeting and discuss the details for phone and internet installation at the town hall, and ask about wireless options.

Treasurer Adams asked if the other township phone lines could be bundled so that there is just one provider. Currently, there is a land line at Crystal Park, Wendigo Park, Harris Cemetery, and the Service Center – plus internet. Clerk Smith commented that Paul Dulong was checking to see if Mediacom was available in these other locations – but even if it was, each location one would be set up via a separate contract.

- Mediacom – Letter of Agency received

Clerk Smith also informed the board that she received a Letter of Agency from Mediacom to complete and sign. It basically was to provide Mediacom with the name of the current phone service provider, the current phone number (that will stay the same), and contact information for billing. The board did not have a problem with the clerk completing and signing this letter.

- Easement for town hall driveway

Part of the town hall driveway is on a neighboring landowner's property. Key previously talked to attorney Andy Shaw about possible solutions, who recommended getting an easement from the landowner (Lotti) for the area of land that the driveway is on. Supervisor Key asked for the board's approval to continue with the easement process, as he'd like to make it all township property and be able to maintain and trim the trees along the north side of the drive. **The board agreed to have Key continue with the easement process.**

- Request for ICTV to record Planning and Development Meetings

Supervisor Key commented that while the Planning and Development (P&D) meetings started out years ago as planning sessions where issues were discussed and brought to the Regular Meeting for action, the P&D meetings have become full-fledged meetings, with motions made and money spent. As a result, he felt they should be broadcast on ICTV just as the Regular meetings are, so information from those meetings is viewable by the public.

Supervisor Key then made a motion to contact ICTV to request they record and televise the Harris Township Planning & Development Meetings, in addition to the Regular Meetings. The motion was seconded by Supervisor Ives. Discussion: Treasurer Adams, who serves on the cable commission, agreed to invite ICTV to record and broadcast the P&D meetings and find out if there are any related costs. Also, DVDs of meetings were requested. Upon roll call, the motion passed by unanimous vote.

10. New Business

- Review resolutions to determine if still valid, or if in need up updating or rescinding:
 - Resolution #99-6: Resolution to Enter into a Joint Powers Agreement to Establish a Joint Planning Board as Allowed by the Community-Based Planning Act as Set out in State Statues
This is still valid, per the board; no action needed.
 - Resolution #99-7 to Adopt Levy Collectible in 2000;
No action needed on this one.
 - Resolution #99-8 Township of Harris Approving Transfer of the Cable Television Franchise
Because this resolution notes the current franchise in place will expire on August 29, 2006, Clerk Smith was asked to look into a renewal being on record.

12. Approve payment of bills for August 2014

Treasurer Adams noted one of the larger bills this month was to the City of Grand Rapids for one half of the Fire Contract, due in July for \$35,956.50. The other bills were for more routine items. Total of all bills was \$72,961.21

Motion by Supervisor Kortekaas, second by Key, to pay the bills as per the attached document titled "September 2014 Bill Listing to Board" in the amount of \$72,961.21. Upon roll call, motion passed by a unanimous vote.

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

- **Dan Butterfield** found out that Paul Bunyan Communication is not coming down Airport Road any time soon as hoped, despite the petition submitted by the Airport Road & 7th Ave. S.E. Grand Rapids Neighborhood Association. Also, Butterfield commented that when there's a power outage, telephone service that is bundled with internet and TV will not work without electricity; however, a phone line from Century Link will continue to work even when the power goes out.
- **Judy Myers** asked if the road levy can be increased for next year, at the next annual meeting. The board responded that the 2015 road levy has already been approved but that money can be taken out of the capital improvement fund if needed. And that the board could then consider a levy increase to the road fund for 2016 at the March 2015 annual meeting.

Myers also commented about the fire contract, and wondered if the rate could be changed based on the value of a person's home rather than the value of the property. She also commented that she liked the idea of having ICTV at the P&D meetings, and that she would like to see a continuation of township newsletters.

14. Adjourn

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

Respectfully submitted,

Michele Smith, Harris Township Clerk

September 2014 Bill Listing to Board

| | Description | Amount |
|-------------------------------|--|-----------|
| Larry Key | Mtgs, wages, labor, less withholding plus expenses | 885.13 |
| Gary Rosato | Mtgs, wages, labor, less withholding | 510.30 |
| Dennis Kortekaas | Mtgs, wages, labor, less withholding | 506.63 |
| Michael (Burl) Ives | Mtgs, wages, labor, less withholding | 363.80 |
| Jim Kelley | Mtgs, wages, labor, less withholding | 506.63 |
| Michele Smith | Mtgs, wages, labor, less withholding plus expenses | 1093.98 |
| Becky Adams | Mtgs, wages, labor, less withholding plus expenses | 608.18 |
| Bonnie Key | Cleaning labor, showing, less withholding | 510.14 |
| Dan Key | Labor less withholdings | 2131.12 |
| Derrick Marttila | Labor less withholdings | 2560.02 |
| PERA | ONLINE pmt:: Payroll withholding | 1403.21 |
| CarQuest | oil and filters | 108.54 |
| Century Link | ONLINE pmt:: Aug phone service | 326.49 |
| City of Grand Rapids | 2014 Fire Contract | 35956.50 |
| Davis Oil | August Invoices | 867.09 |
| Express Employment | groundkeeper 8/6, 8/13, 8/20, 8/27 | 2296.80 |
| Grand Rapids Public Utilities | Utilities; lights and town hall | 251.75 |
| Herald Review | yearly subscription | 65.00 |
| Home Depot | ONLINE pmt:: concrete, brushes, primer | 211.27 |
| L & M | July invoices -gravely mulch kit, town hall supplies, service ctr supplies | 456.48 |
| Lake Country Power | ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery | 420.93 |
| Minute Man Press | copies for meetings | 137.86 |
| Northland Portables | portables for wendigo, crystal, cemetery, landings | 581.00 |
| Pokegama Lawn and Sport | invoice 59110 | 28.40 |
| Range Water | cooler rental Aug 5 gal in store | 33.00 |
| S E H | Engineering Services - misc. services | 15,282.75 |
| Schwartz and Sons | Grader work on various roads - August | 1,020.00 |
| Shaw and Shaw | review paperwork and title research, calls to Larry, call to Ives, emails | 796.65 |
| Verizon | cell phones and WiFi through 9/12/14 | 196.17 |
| Waste Management | 3 yd rel on call | 127.38 |
| Wells Fargo Bank | Advanced Sport Vehicles-5.2 inch Fan/Pull | 57.28 |
| Wells Fargo Bank | automatic payment :: Advanced Sport Vehicles-5.2 inch Fan/Pull | 25.00 |
| Commissioner of Revenue | Payroll withholding :: electronic payment | 345.00 |
| EFTPS | Payroll withholding :: electronic payment | 2,285.73 |
| Wells Fargo Bank | checking account fee | 5.00 |

Total \$ **72,961.21**

Approval to pay :: September 10, 2014, Checks numbered 16489 through 164

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato