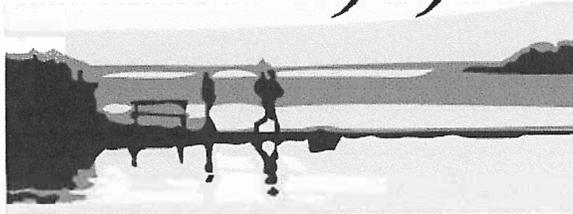


Chairman Gary Rosato  
28523 E. Harris Road  
Grand Rapids, MN 55744  
Phone #218-244-5248

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jim Kelley 327-0317  
Supervisor Burl Ives 259-1279  
Supervisor Ken Haubrich 327-1351  
Treasurer Becky Adams 259-1192  
Clerk Michele Smith 327-9930  
[michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

## Mission Statement:

The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

[www.harristownshipmn.org](http://www.harristownshipmn.org)

## REGULAR MEETING July 8, 2015 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on June 10 and the P&D Meeting on June 24 2015.
3. **Business from the floor**
4. **Consent Agenda**
  - 1) Consider approval of cemetery site purchased by Bruce Swenson, Sec 3, Block 3, Lot 4, Site 1, 2, 5, & 6
5. **Roads**
  - Glen Hodgson – SEH Road Engineer (*see related memorandums in agenda packet*)
    - Underwood Road (west) updates (on bid opening, wetlands permitting, and resident notification)
    - Additional 2015 Crack Repair Work (Norberg Drive)
  - Other road issues/concerns/comments
6. **Recreation**
7. **Correspondence**
  - Board Action items:
    - None
  - Noteworthy items:
    - Collaborative Opportunities Meeting minutes from May 28 and June 23, 2015
  - Non-action items
    - Copies of Itasca County approved land use & sewage treatment permits in Harris Twp, issued in May 2015 (*available for review, upon request to clerk*)
    - Notice from the MN Dept. of Commerce, of availability of draft environmental impact statement, state public information meeting, and federal public hearings in the matter of the route permit and permit applications my MN Power for the Great Northern Transmission Line Project (*available for review, upon request to clerk*)
8. **Old Business**
  - Paul Bunyan Communications build out update (*see email from Brian Bissonette – Marketing Supervisor for PBC*)
9. **New Business**
10. **Treasurer's Report** – dated July 8, 2015 (June 1-30, 2015 financials)
11. **Approve payment of bills** for June 2015

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

**13. Upcoming events and meetings**

- Mon July 13 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed July 22 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Mon Aug 10 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Aug 12 Regular Meeting..... 7:30pm Harris Town Hall

**14. Adjourn**

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, June 10, 2015 at 7:30pm**

**DRAFT**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 10, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Dennis Kortekaas*

Also in attendance were Glen Hodgson – SEH Road Engineer, and residents Cyndy Martin and Marge Kelley.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on May 13, the Supervisor A Interview Work Session on May 27, the P&D Meeting on May 27, and the Road Work Session on June 3, 2015.

It was noted that at the top of the May 27<sup>th</sup> P&D meeting minutes, Larry Key's name appeared as being a board member in attendance. Clerk Smith apologized for the error and will correct.

***A motion was made by Supervisor Ives to approve minutes as amended. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.***

**3. Business from the floor**

- None

**4. Consent Agenda**

- 1) Consider approval of cemetery site purchased by Kathryn Krumrei, Sec 3, Block 29, Lot 1, Site 4

***A motion to approve the consent agenda was made by Supervisor Kelley and seconded by Supervisor Haubrich. Motion carried by a unanimous vote.***

**5. Roads**

- Glen Hodgson – SEH Road Engineer (*see memorandums from SEH dated June 5, 2015*)
  - Sunny Beach Road Pavement Patching Quotes

Glen Hodgson met with the maintenance crew on Sunny Beach Road. They looked at what he considered to be the worst section of pavement on that road: between Anchor Road (private) and Kathryn Avenue (private). They marked the pavement patch and overlay work area that they thought were appropriate. Later that same day, Hodgson met with Hawkinson Construction on site, and looked at the area marked out.

**Hawkinson provided a quote of \$12,918.90** for the patch and overlay area on Sunny Beach Road (*a copy will be attached to these minutes*). Hodgson commented that he compared their quoted price to a project done in LaPrairie last year and applied the specs to the Sunny Beach Road work, and found that the quoted price came in very close last year's project. Therefore, he concluded the current price from Hawkinson to be fair.

Hodgson went on to explain that his strategy was to address the "worst of the worst" area on Sunny Beach Road, in order to get the township through this summer with the idea that reconstruction of this segment of Sunny Beach Road will occur next summer. Hodgson confirmed that there is no subgrade correction needed in this area.

***Supervisor Kelley agreed that the distressed area of Sunny Beach Road that Hodgson identified is a traffic hazard. He then made a motion, seconded by Supervisor Ives, to approve the patch and overlay proposal from Hawkinson for \$12,918.90. Discussion: Rather than cut and patch, is there a way to do a tight blade of the area instead? If so, would there be a cost saving? Hodgson responded that the savings would only be about \$4,000 and that's because a tight blade repair***

*would not have as good of compaction as the paver laid patch, and therefore would not last as long. Ridability of the patched area would also not be as good. While the board had some concerns about the need to rip up this area of Sunny Beach Road next year, they agreed that a patch was needed as soon as possible for public safety. And that it needed to last for a year. The motion to approve the Hawkinson quote passed by a unanimous vote.*

o Birch Street Pavement Patching Quotes

Hodgson met with Hawkinson Construction on the cul-de-sac at the very end of Birch Street, regarding a small overlay patch on the worst area of the cul-de-sac.

**Hawkinson submitted a quote for \$2,650.00** for a 12' x 38' patch.

Hodgson commented that the patch needs to be done to save the road until it can be fixed. Birch Street is in the draft 5 year road work plan for an overlay.

***Supervisor Ives made a motion to approve the Hawkinson Construction quote to patch the cul-de-sac at the end of Birch Street for \$2,650.00. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.***

Hodgson agreed to coordinate both patch projects, on Sunny Beach Road and Birch Street, with Hawkinson and express to them that the board wants the patches done as soon as possible.

o Underwood Road-west: Updates and Next Actions

Glen Hodgson from SEH recapped that they had been working for a full year now on getting a wetland permit to perform drainage correction on Underwood Road-west, and then an overlay. There were two other entities involved in the permitting process: The Corps of Engineers and the Itasca County Soil and Water Conservation District (SWCD):

▪ *Corps of Engineers:*

The Clerk received the Corps' wetland permit for the ditch work that the township plans to do on Underwood Road, west of Wendigo Park Road. In the packet were two forms called a preliminary "jurisdictional determination" or "JD" for short, which need to be approved by the board, signed, and returned. Clerk Smith included a copy of the packet from the Corps of Engineers, including the two JDs. Hodgson recommended the board approve the JDs and authorize the Chairman to sign them; they are due back to the Corps by 6/12/15. Once returned, Hodgson said they would have the permit.

***A motion to authorize the Harris Town Board Chair to sign the Corps of Engineers JDs as presented was made by Supervisor Ives, and seconded by Supervisor Kelley. Motion passed by a unanimous vote.***

▪ *Itasca County Soil and Water Conservation District (SWCD)*

The Itasca County SWCD will hold the local government review of the wetland permit application, and consider the application for approval at their July 6, 2015 meeting. Hodgson will attend this meeting and was cautiously optimistic that the application will receive approval. There was no board action needed at this time.

▪ Next step (1 of 2): Advertise for Bids

An "Advertisement for Bids" was presented to the board for review, to bid the 2015 Bituminous Road Project of Underwood Road-west. Hodgson recommended advertising in the Sunday, June 14 and Sunday, June 21 editions of the Grand Rapids Herald Review, with bid opening on July 6<sup>th</sup>. Bids would be presented to the board for award at the Regular Meeting on July 8<sup>th</sup>.

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***A motion was made by Supervisor Ives, seconded by Supervisor Haubrich, to advertise for bids on the Underwood Road-west overlay project as presented, the next two Sunday editions of the Herald Review newspaper. Motion passed by a unanimous vote.***

- Next step (2 of 2): Notify Residents

Hodgson recommended sending a notice to all the property parcel owners along Underwood-west to notify them that the project is proceeding. He agreed to add a few details about the schedule and general scope of work. He planned to send the notification out around the time of the first bid advertisement. There was no board action required.

The board agreed the letter was a great idea, and thanked Hodgson for sending the notices.

- Other road issues/concerns/comments

- Stumps on Alicia Place

Supervisor Rosato recommended getting a quote to fix the stump area(s) on Alicia Place this year, rather than waiting as previously discussed. The pavement is starting to break up and it's affecting a resident's driveway. Rosato suggested doing the repair at the same time as the Sunny Beach Road patch, to save on mobilization. Hodgson agreed to bring a quote back to the board for consideration at the June 24<sup>th</sup> P&D meeting.

- Patching hot- mix

Supervisor Ives asked if a patching hot-mix is made daily by Hawkinson, and if the maintenance crew could pick up the patching mix periodically. Hodgson suggested the crew call Hawkinson to request how much mix they want, and by when.

## 6. Recreation

- Update: Itasca Little League using Crystal Springs Park ball field only, on Mon & Wed (only) from 5:30 – 8pm

Clerk Smith commented that this was informational only – as the original request from Itasca Little League was for use of *both* Crystal and Wendigo park ball fields, and for Monday through Thursday. However, now only Crystal park field is being used, and only on Mondays and Wednesdays. The June schedule has been sent to the Maintenance crew for posting.

- Public Open house for ATV/Motorized Trail

Supervisor Ives advised the board that on Tuesday, July 7<sup>th</sup>, there will be an open house for discussion of an ATV/motorized trail. The Grand Rapids Motorized Taskforce is looking for public input and comments about a proposed Grand Rapids ATV trail connection from the city of Grand Rapids, south, to apx 9 mile corner. The open house will begin at 6:00pm at Harris Town Hall. It will be advertised in the newspaper and radio.

## 7. Correspondence

- Board Action items:

- Annual Weed Inspector Annual Training – June 30<sup>th</sup> from 8am – 12:00pm at the MN Interagency Fire Center, 402 SE 11st St, Grand Rapids - Upstairs Training Room

**Supervisor Dennis Kortekaas, the township's weed inspector, expressed to the Clerk earlier this week that he would be able to attend this meeting.** Smith also reminded the board that other supervisors can also attend this training if interested; Chairman Rosato commented he had attended in the past and found it informative.

- Noteworthy items:

- Short 2015 Summer Course by MN Association of Townships (June 24 in Walker, June 25 in Carlton)

- Non-action items

- Certificate of Liability Insurance received from Schwartz and Son, Inc.(for grading gravel roads)
- Copies of Itasca County approved land use and sewage applications
- Copy of *rejected* zoning/sanitation permit – for variance request by Fuhrman/Laux on Islevlew Rd

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- 2014 population and household *estimate* from MN State Demographer, since 2010 census

## 8. Old Business

- Cell phones for Maintenance Crew

Treasurer Adams was asked to compare AT&T cell phone plans with the Verizon's plans regarding the purchase of 2 new iPhones for the two full time maintenance crew members. Adams reported that the township currently uses Verizon and that the crew's phone plans have included unlimited data for a cost of \$100/month. With AT&T, they do not offer unlimited data and their most comparable plan would be \$150/month. As a result, Adams recommended staying with Verizon and getting the new phones ordered. **The board agreed.**

## 9. New Business

- Request for use of town hall on Wed. June 17<sup>th</sup> by Itasca County Department of Corrections (DOC)

Supervisor Haubrich received a call from the Town Hall Caretaker who had received a request from the Itasca County Department of Corrections for a public informational meeting regarding a level 3 predator moving into the township; the meeting time was not known. The date of the meeting was a Wednesday, which is always reserved tentatively for the board.

The board discussed that there was no work session or meetings scheduled or needed for 6/17 and agreed the DOC could use the town hall for the public informational meeting – and free of charge, as it's a benefit to the residents of the township. Haubrich agreed to relay this information to the town hall caretaker.

- Intergovernmental Collaboration Opportunities Team Meeting - Harris Town Hall

Supervisor Ives reported that the Intergovernmental Collaboration Opportunities Team would like to hold their next meeting on June 23<sup>rd</sup> at Harris Town Hall. And they'd like to have it free of charge that day. The board did not have a problem with this.

***A motion was then made by Supervisor Ives to allow use of Harris Town Hall free of charge on June 17 by the Itasca County Department of Corrections for the level 3 predator information meeting, and on June 23 for a Intergovernmental Collaboration Opportunities Team Meeting. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

## 10. Treasurer's Report – dated June 10, 2015 (of May 2015 financials)

Treasurer Adams recapped the June treasurer's report:

- Balance May 1, 2015: \$1,120,579.13
- Receipts: \$ 8,809.49
- Disbursements: \$ (33,913.40)
- Balance May 31, 2015: \$1,095,475.22

Adams commented that because the audit report was just received, an adjusting entry to the Building and Grounds fund could now be made, by transferring money out of the Capital Improvement fund for the projects as previously approved by the board. This will bring the B&G fund to a positive balance, rather than the current negative balance of (\$36,028.84).

***A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the June 10<sup>th</sup> Treasurer's Report of May 2015 financials. Motion carried by a unanimous vote.***

## 11. 2014 Annual Financial Report and Independent Auditor's Report (see bound report copies for review)

Treasurer Adams noted that the 2015 audit report was received, but that usually there is a cover letter to accompany the bound audit reports, summarizing the findings. However, a letter had not included when Clerk Smith picked up the reports. Adams tried calling both auditors, but they were out of the office. She hoped to

bring the letter to the P&D meeting. Adams also commented that the Auditors from Wipfli are open to coming and presenting at a township meeting, if the board so desires.

Overall, Adams explained that there were no "material findings", so no major concerns by the auditors. Each year, the auditor always notes a desire to see the clerk and treasurer positions more diversified, but understands that the township cannot not hire an extra person just for this purpose.

Also, Adams noted that no adjusting entries were recommended by the auditor this year.

There was a question from the board about the letter in back of the bound audit report that commented on depreciation. Adams explained that depreciation is not shown, as the township does not have a capital asset listing of all items owned by the townships such as buildings, grounds, and roads. The auditor has requested that the township develop a capital asset list for several years. It was clarified by Adams that the township does have a capital *equipment* list, which is depreciated.

**12. Approve payment of bills for June 2015**

Noted in the bill list was the cost of audit, for \$6,300.

***Upon review of the bill list, a motion was made by Supervisor Ives, seconded by Supervisor Kelley, to pay the bills as per the attached adjusted document titled "June 2015 Bill Listing to Board" for \$39,486.67. Upon roll call, motion passed by a unanimous vote***

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

- None

**14. Upcoming events and meetings**

- Wed June 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Wed July 8 Regular Meeting..... 7:30pm Harris Town Hall
- Mon July 13 Itasca County Twp Association Meeting..... 7:00pm TBD

**15. Adjourn**

***With no other business to become before the board, a motion was made at 9:23pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.***

Respectfully submitted,

Michele Smith – Harris Township Clerk

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June 2015 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	598.31
Dennis Kortekaas	Mtgs, wages, labor, less withholding	470.55
Burl Ives	Mtgs, wages, labor, less withholding	-
Jim Kelley	Mtgs, wages, labor, less withholding	530.87
Ken Haubrich	Mtgs, wages, labor, less withholding	110.82
Michele Smith	Mtgs, wages, labor, less withholding	1,215.67
Becky Adams	Mtgs, wages, labor, less withholding	514.26
Bonnie Key	Cleaning labor, showing, less withholding	536.13
Dan Key	Labor less withholdings	2153.73
Derrick Marttila	Labor less withholdings	2598.73
PERA	ONLINE pmt:: Payroll withholding	1337.70
Braun Intertec	pavement observations and testing - Isleview, Birch	953.00
Century Link	ONLINE pmt:: June phone service	278.86
Cole Hardware	plumber putty, washer	5.34
Davis Oil	May invoices - fuel	147.55
Fastenal	May invoices - supplies for road and bridge and service center	514.85
Grand Rapids Public Utilities	Utilities; lights and town hall	191.72
Herald Review	vacancy meeting	666.23
Home Depot	concrete and plants	60.60
Itasca Cty Auditor	record deed: Snyder	46.00
Itasca Utilities	work on Lakeview Drive	2,550.00
Janicke Bakery	cookies for Memorial Day	74.40
L and M	May and June invoice: supplies	615.61
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	410.36
MediaCom	PHONE PAY:: May phone and internet service - town hall	101.54
Minute Man Press	copies for meetings	101.52
Northland Portables	portables for wendigo, crystal, cemetery, boat landings	492.00
Plackner Tree Care	tree removal and clean up: metzen hoover road	275.00
Range Water	cooler rental June	10.00
Schwartz and Sons	grader work May	1,455.00
S E H	Engineering Services - misc. services	10,462.60
Stokes	office supplies - purchased then returned screen for credit	106.26
Verizon	cell phone bills - May	72.23
Waste Management	3 yd rel on call	130.37
Wells Fargo Credit Cards	AUTO ONLINE PMT: floor mats, high chairs, work boots, anti-virus for computer	50.00
Wells Fargo Credit Cards	ONLINE PMT: floor mats, high chairs, work boots, anti-virus for computer	1,035.96
WIPFLI	yearly audit	6,300.00
Commissioner of Revenue	Payroll withholding - electronic payment	290.00
EFTPS	Payroll withholding :: electronic payment	2,022.89
<b>Total</b>		<b>\$ 39,486.67</b>

Approval to pay :: June 10, 2015, Checks numbered 16774 through 168

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The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, June 24, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* none.

Also in attendance: Glen Hodgson – Road Engineer from SEH, and residents Marge Kelley and Cyndy Martin.

**1. Pledge to the flag**

**2. Business from the Floor**

- None

**3. Consent Agenda**

- None

**4. Roads**

- Glen Hodgson – SEH Road Engineer (*see related SEH memorandums in agenda packet, dated 6/19, 6/22, & 6/23*)

- Alicia Place Pavement Patching Quote

Hodgson met with Hawkinson Construction at 28606 Alicia Place, where an old stump is beginning to push through the pavement and causing damage. A work plan to remove the stump and repair the pavement was discussed.

Hawkinson submitted an estimate for \$5,230.00 (*copy attached to these minutes*). Hodgson commented that because the actual size of stump is not known, the actual cost may be more or less depending on actual size of stump once they do the work. He added that the timing of the work would be at the same time as Sunny Beach Road patching is done, week of July 13<sup>th</sup>.

The board added that if the township maintenance crew had time, they could do traffic control for a savings of \$500.00.

Chairman Rosato commented that because the township did not plan to improve Alicia Place for 5 years or more, any repairs to the cracking of the road and the adjacent driveway would be worth it.

***A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to accept the estimate from Hawkinson Construction for \$5,230.00 for the stump removal and fix on Alicia Place, with the understanding that if time allows, our crew would do the traffic control flagging (apx 4 hrs), and with the understanding that their price could go up or down depending on size of stump. The motion passed by unanimous vote.***

- Addendum to Sunny Beach Road Preliminary Engineering Report

At the special meeting held June 3, 2015, SEH presented the Preliminary Engineering Report for the Sunny Beach Road and Isleview Road areas. Based on discussions at that meeting, several items were requested of SEH by the board. A memo from SEH dated June 18, 2015 was shared with the board which summarized the requests. In brief:

1. Can the Sunny Beach Road project be split into three phases?
  - Yes – but it would cost more overall. The total of the initial estimate for the entire road was \$2,353,538. If done in 3 phases, the total cost of the 3 segments would be \$2,567,939 or apx \$214,000 more than if done all at one time.
2. Can the elevation of the road in ‘subgrade correction area 1’ be raised to reduce the possibility that the road would flood?

- After discussing with Braun Intertec, SEH agreed the road could be raised 1.5 feet to match the elevation of the highest recorded lake elevation of 1,278 feet. A cost estimate for this was included for the board's review. It was also noted that if the roadway was raised, a wetland impact would occur due to the widening of the base. Hodgson commented that a wetland permit would be needed prior to doing this work, and recommended starting the permit process in 2015 for work in 2016 based on the time that was needed for the wetland permit process on Underwood Road-west.
3. Updated maps were provided for Exhibit 1.1, Exhibit 1A.1, and estimates of probable cost for each of the three segments were provided:
- Segment 1 (Harris Town Road to Adair Road): \$1,117,214.48
  - Segment 2 (Adair Road to Wendigo Park Road): \$ 730,296.43
  - Segment 3 (Wendigo Park Road to Wendigo Road): \$ 720,428.15

Board discussion:

Rosato suggested doing segment 2 (only) for 2016 – an estimated cost of \$730,296 – as it's the worst of the 3 segments. He added that segment 1 is not that bad; it's not falling apart. And, the township had improved Sunny Beach Road in segments in the past.

Ives noted that he would like to see all 3 segments of Sunny Beach Road done at the same time, for mobilization savings, but agreed finding the money is a challenge. He'd like to have a professional come to meeting to discuss the option of bonding with the board.

The board agreed that in depth discussions on Sunny Beach Road are needed; Hodgson suggested holding a work session for this purpose.

***A motion was then made by Supervisor Kortekaas to hold a road work session on Monday, July 6<sup>th</sup> at 7:30pm to discuss Sunny Beach Road in depth. The meeting would be held at the Harris Town if available, or at the Township Service Center if not available. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

Clerk Smith will advise the board about the location of the meeting, once she connects with the town hall caretaker, and she will post the meeting accordingly.

Treasurer Adams agreed to contact Barb Baird at the City of Grand Rapids, who suggested the name of a bonding person during a work session with the township, who may be able to advise the board.

- Underwood Road (west) – Project update (Note: Copies of bidding documents and construction plans received by Clerk)
  - Glen Hodgson shared a memo he'd prepared for residents of Underwood Road (west), regarding the road improvement project for 2015. The letters had been printed but not yet delivered to those who own property in area. The board thanked Hodgson for informing the residents.
- Consider quotes for 2015 crack sealing
  - At the May 27<sup>th</sup> meeting, the board discussed a crack sealing project which included the following:
    1. LaPlant Road Boat Landing
    2. Winston-Taylor Road
    3. Wesleyan Drive
    4. Underwood Road (east of Wendigo Park Road)
    5. Mishawaka Road

Hodgson solicited quotes to accomplish this work from three contractors. Two submitted quotes as follows:

- Fahrner Asphalt: \$10,764.00
- Barga Incorporated: \$14,532.00

Although Fahrner submitted the low quote, Hodgson recommended that the board reject their quote as it was based on a work plan that did not meet the specifications he provided. Specifically, Fahrner's quote was based on routing cracks to ¾ inch by ¾ inch – not 1 inch by 1 or 1 ¼ inch dimension as specified.

Hodgson informed both companies of his recommendation, and Farmers then submitted a second quote with correct specs and a lower price. However, Hodgson still recommended that the lower quote be rejected as “non-responsive” because the quote was not based on his specifications. And while tempting to save \$3,800, Hodgson believed it would be in violation of the spirit, if not the letter, of Minnesota bidding statutes to allow a contractor to change its quote “after the fact” without allowing the other contractor to do the same. He also touched based with township attorney Andrew Shaw, to discuss the situation; Shaw expressed that he saw no legal problem with Glen’s recommendation to go with Bargaen Inc., and would back that recommendation.

Therefore, Hodgson recommend that for traditional crack sealing on LaPlant Road boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road-east, and Mishawka Road, that the board accept the quote of Bargaen Incorporated for \$14,532.00.

***A motion was then made by Supervisor Ives to approve the Bargaen Incorporated quote for \$14,532.00 for traditional crack sealing on LaPlant Road boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road-east, and Mishawka Road. The motion was seconded by Supervisor Kortekaas. Discussion: The line item budget for crack sealing in 2015 is \$35,000, so this quote is within the budget. The motion passed by a unanimous vote.***

o Wide Crack Repairs

Hodgson was asked to get quotes for “wide crack” repair on Mishawaka Shores Trail, and East Harris Road. Hodgson said that both Fahrner and Bargaen submitted quotes, but that the material quoted by Fahrner was not equal to Nuvo-Gap. Thus, he shared only the quotes from Bargaen as follows:

- Mishawaka Shores \$8,976.00
- East Harris Road \$6,120.00

The board discussed if Nuvo Gap was the product that is slippery for motorcycles; Rosato thought it was, but Hodgson wasn’t sure.

***A motion was made by Supervisor Ives to approve the quote from Bargaen to use Nuvo Gap on Mishawaka Shores and East Harris Road for a total of \$15,096.00. The motion was seconded by Supervisor Haubrich. Discussion: Why was East Harris Road on the list for wide crack sealing – and not Norberg Drive? These two roads are in the same area and both have equally bad traverse cracks. Hodgson explained he wasn’t asked to get quote for Norberg – just East Harris Road, by Supervisor Ives. Rosato commented that he gets asks for crack filling on Norberg and East Harris, so if one road is crack filled – both should be done. They are both in good shape, but need good crack filling. Rosato suggested that Hodgson ask Bargaen for a bid on Norberg Road; there was still apx \$5,500 left in the crack filling budget (after the traditional crack filling is completed), so perhaps they would do it for that amount. Hodgson agreed to get a quote from Bargaen.***

***Supervisor Ives then amended his motion to add Norberg Drive for crack fill by Bargaen Inc., for an amount not to exceed the total 2015 crackfilling budget of \$35,000 when combined with the 5 roads for normal crack filling, and Mishawaka Shores and East Harris for wide crack filling. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

Hodgson agreed to get a hold of Bargaen, Inc.

• Other road issues/concerns

- o Clerk Smith gave the board township road map copies from Itasca County as updated in 2015

- o Sunny Beach Road pot holes

The large pot holes on Sunny Beach Road, previously discussed by the board at the 6/10/15 Regular Meeting, are a safety hazard, yet Hawkinson cannot fix them until the week of July 13<sup>th</sup>. The board agreed to have the maintenance crew fill the holes with loose gravel or a cold mix, as a ‘band-aid’ for 3 weeks until a more permanent patch can be done by Hawkinson. Hazard signage was also needed, per

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the board, as people are driving around the pot holes. Rosato agreed to meet with maintenance crew the next morning.

○ Lakeview Drive – ‘Caution’ sign requested

Supervisor Ives received a phone call from resident on Lakeview Drive (Steve Bergraff), requesting a “Caution – Children at Play” sign. He’d like to see it installed by first corner of Lakeview Drive, where the township had done some ditching. Rosato agreed to bring this up to maintenance crew.

○ Woodbine Road – end not yet fixed

Supervisors Kelley and Haubrich drove all the township roads recently, and noted that the ruts at the end of Woodbine Road had not yet fixed, as had been agreed to by the board.

## 5. Recreation

○ Donation letter – for 4<sup>th</sup> of July Fireworks

A letter was received from Leo Burley and Wayne Thorson, the co-chairmen of the Fireworks Committee, requesting a donation to help fund the annual Independence Day fireworks display on July 4<sup>th</sup>. This is a request the board receives each year.

Supervisor Rosato commented that he felt this type of donation request should be voted on by the residents at the annual meeting.

***There was a motion by Supervisor Kortekaas, a second by Supervisor Kelley, to take no action on the fireworks donation request letter from Burley and Thorson. Motion carried.***

## 6. Town Hall Report dated 6-8-15

- The board reviewed the report as prepared by the Town Hall Caretaker. \$425.00 was collected; there were 11 rentals and 32 cleaning hours reported.
- An additional note was included with the town hall report, expressing the need for a water softener at town hall as the sinks and toilets are rusty. Rosato agreed to add this to the list of items he will review with the town hall care taker.

## 7. Maintenance Report for May 2015

- The board reviewed the report prepared by the Maintenance Crew. One item discussed, under the Building & Grounds section of the report, was the roof over the town hall ramp and that it felt a little unstable when standing on by the crew (to put on gutters). However, Rosato noted that upon further investigation, it was fine.

## 8. Old Business

- Consider options regarding the discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where four sites are unusable as they are in the River Road right-of-way (tabled from 4/22/15 P&D meeting and 5/24)

***A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to table this again to the July 22<sup>nd</sup> P&D meeting, as Rosato and Kortekaas had not yet been able to meet out at the cemetery with the maintenance crew to discuss options – including possibly moving the fence, which would make all sites useable. The motion to table this until 7/22 passed by a unanimous vote***

- Update from ICTV regarding issues of not being able to broadcast ‘live’ (see email)

The ICTV person filming tonight’s meeting explained briefly that the equipment needed to broadcast live on ICTV is still not working, but that meetings are still being *recorded* and broadcast on ICTV.

## 9. New Business

- Local Board of Appeal and Equalization Certification (LBAE) – Rosato

Supervisor Rosato shared that he attended the LBAE training today through the MN Association of Townships (MAT), and completed his certification training for the Local Board of Appeal and Equalization. It will not expire for 4 years, or July 2019. He is currently the only one of the supervisors with this certification.

**DRAFT**

Rosato commented that they actually went through new “on-line” training process during the MAT short course session, and he was impressed with it. MAT said they will still hold the “live” trainings at least once a year, for those who don’t have access to broadband and online access.

**10. Public Input**

- None

**11. Upcoming meetings/events**

Mon July 6 Special Work Session.....	7:30pm - location TBD
Tues July 7 Motorized Trail Open House for Harris Residents...	6:00pm Harris Town Hall
Wed July 8 Regular Meeting .....	7:30pm Harris Town Hall
Mon July 13 Itasca County Twp Association Meeting .....	7:00pm County Court House - old ICTV room
Wed July 22 Planning & Development Meeting .....	7:30pm Harris Town Hall

**12. Adjourn**

***With no other business to come before the board, a motion was made Supervisor Ives to adjourn tonight’s meeting. Upon a second by Kelley, the meeting was adjourned at 8:53pm.***

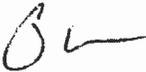
Respectfully submitted,

Michele Smith – Harris Town Clerk

**DRAFT**



## MEMORANDUM

TO: Harris Township Board  
FROM: Glen D. Hodgson, PE   
DATE: July 1, 2015  
RE: Underwood Road (west) Updates  
SEH No. HARRT 132388 14.00

### Update on Bid Opening

Bids will be received at the SEH office on Monday, July 6 at 11:00 a.m. Any Board members who might be interested in attending the bid opening are certainly welcome to do so. I will tabulate the bids and have a recommendation regarding contract award at the July 8 meeting.

### Update on Wetlands Permitting—Itasca County Soil and Water Conservation District

I will be attending the SWCD Board meeting on July 7 when they will consider our wetlands application on Underwood Road. I will report to the Board regarding any action taken by the SWCD.

### Update—Resident Notification

A notice has been mailed to all property owners along the project summarizing the project that will (pending favorable bids) be undertaken.

P:\FJ\H\HARRT\132388\1-gen\14-corr\07015 Memo to Board\_Status Update.docx



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: July 1, 2015

RE: Additional 2015 Crack Repair Work  
SEH No. HARRT 132049 14.00

At the June 24 P & D meeting the Board approved a crack sealing project which includes the following roads:

- LaPlant Road boat landing
- Winston-Taylor Road
- Wesleyan Drive
- Underwood Road (east of Wendigo Park Road)
- Mishawaka Road

Also approved was "wide-crack" repair on:

- Mishawaka Shores Trail
- East Harris Town Road

The Board requested that I obtain a quote to complete additional wide-crack repair on Norberg Drive. I met with Bargaen, Inc. on site on June 29 to review the work that I would recommend. Bargaen provided a quotation of \$4,680.00 for this work.

If this work is approved, the total crack sealing/repair cost would be \$34,308.00. The Board has budgeted \$35,000.00 for such work, so we would still be within the approved budget with the addition of Norberg Drive.

**I recommend that the Board accept the quote of Bargaen Incorporated for Norberg Drive in the amount of \$4,680.00.**

If this work is approved, Bargaen would schedule all the Harris Township repairs for the first part of August.

I should note that the wide-crack repair work (on all three roads) does not include every single crack. I have picked what I consider to be the worst cracks (for ride-ability) for repairs. There are 22 such cracks on Mishawaka Shores, 15 on East Harris, and 15 on Norberg.

P:\FJ\HARRT\132049\1-gen\14-corr\070815 Crack Sealing Recommendation.docx

## COLLABORATIVE OPPORTUNITIES TEAM MEETING - Minutes

*Collaboration to improve efficiency, maintain service levels and save money while preserving our individual community identities.*

*Please note assignments in RED*

**May 28, 2015**

**The next meeting will be June 23 at the Harris Township Hall.**

**Present:** Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Tarry Edington (Arbo), Burl Ives (Harris), Ed Zabinski (Grand Rapids), Max Peters (Cohasset), John Tourila (Calumet), Sonja Merrild (Blandin Foundation) and Mary Jo Wimmer, facilitator.

### Colaborative Wins

**Grand Rapids:** Provision of natural gas service in the city and Harris Township.

**LaPrairie:** Has an arrangement with Grand Rapids for administrative and financial services. Crack sealing with Harris, Grand Rapids, Arbo and Cohasset.

**Cohasset:** Will hold clean-up days soon, for which the County and Waste Management pay the tipping fees.

**Harris** – has a new supervisor, Ken Halbrech

**Calumet** – Wants information from Grand Rapids on dog poop bag dispensers and signs.

### Open Market

**LaPrairie:** Is in need of a building inspector for commercial buildings. Grand Rapids may hire a 3<sup>rd</sup> inspector so LaPrairie could potentially collaborate on this hiring.

**Cohasset:** Has been asked to donate 2 30A parcels to district 318 for new elementary schools.

### IT Services

Tabled to the next meeting.

### Future Vision of this Collaboration

Sonja Merrild from the Blandin Foundation was present.

Ideas for the collaboration group's future:

- Reach out more to elected officials who are not currently attending. Brainstorm who could attend and plan for individual contact and invitations.
- Move meetings around the area as we did last year.
- Consider having ICTV record our meetings
- Invite Ally McInnery from the Blandin Foundation to attend and help us with PR
- Offer a 1 day training for elected officials to help create a culture of collaboration locally. This will be built into a grant application to the Blandin Foundation.
- Apply for a 2 year grant from the Blandin Foundation to support facilitation of this group and the work it does. Each municipality will contribute a share.

**Topics of Discussion for the June meeting**

- Pending grant application for funding for this collaboration
- Pending grant application for collaborative culture training
- IT services
- Recreation program

*Mary Jo Wimmer*

*Mary Jo Wimmer Consulting*

*mjwimmer80@gmail.com*

## COLLABORATIVE OPPORTUNITIES TEAM MEETING

### Minutes from June 23, 2015

*Collaboration to improve efficiency, maintain service levels and save money while preserving our individual community identities.*

*Please note assignments in RED*

**Note: The next meeting will be July 21 at the Harris Township Hall, from 11am – 1pm.**

**Present:** Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Burl Ives (Harris), Ed Zabinski (Grand Rapids), Max Peters (Cohasset), John Tourila (Calumet), Steve Feyma (LaPrairie), Tom Pagel (Grand Rapids), Peggy Smith (Coleraine) and Mary Jo Wimmer, facilitator.

### **Collaborative Wins/Open Market**

**Grand Rapids:** Successful collaboration between the City of Grand Rapids, the YMCA, Elder Circle and Itasca County at the new expansion of the YMCA. Will cost share with the County for IT back-up services. The library may take over passport services from the county.

**LaPrairie:** Has lost a maintenance person and is using temps while they decide how to handle maintenance in the future.

**Cohasset:** IEDC is working to re-zone acreage near Ainsworth for an industrial park. Cohasset's zoning department is working with Grand Rapids to take over Cohasset's part of GIS.

**Harris** – collaborating with others on crack sealing.

**Calumet** – Did major landscaping for the new emergency services building. The cost savings to both Marble and Calumet for this building and collaborative emergency services is tremendous.

**Coleraine** – Will be hiring a maintenance worker soon. Is opening bids on July 1 for the new fire hall/safety building, which will be called the Trout Lake Fire Department. A fire board comprised of citizens of Coleraine and Bovey has been formed. The new building will be built by the Bovey RV park. The cities are also collaborating on police services.

**IT Services** – Ed will talk with Kathy Koda about IT services. Mary Jo has been unable to find any recommendations for someone to do a survey for municipalities which want to participate. We might wait until Grand Rapids paves the way for collaboration on IT services with Itasca County. We will table this issue until the fall.

### **Future Vision of this Collaboration**

- We brainstormed a list of elected officials and staff to reach out to. Assignments as follows:

Deer River – Tom Pagel

Davin Tinquist – Greg Tuttle

Bob Steen and Tara De Guiseppi from Bovey – Tom Pagel

Greenway Township/Jay Kohler – John Tourila

Taconite/Lloyd Garwell – Peggy

Wabana/Lauri Miltich – Ed Zabinski

Trout Lake Township/Liz Shoberg, Jeanne Newstrom – Peggy Smith

Warba/Leo Trunt – Greg Tuttle

Blackberry township/Fred Tanner – Steve Feyma, Mike Fall

- Meeting locations are as follows:
  - July – Harris Township
  - August – Cohasset
  - September – Coleraine
  - October – La Prairie
  - November – Grand Rapids City Hall
- We decided against having ICTV record our meetings
- Mary Jo will invite Ally McInnery from the Blandin Foundation to attend and help us with PR
- Ed will submit a proposal to the Blandin Foundation for a 1 day training for elected officials to help create a culture of collaboration locally.
- Tom will submit a grant application for a 2 year grant from the Blandin Foundation to support facilitation of this group and the work it does. Each municipality will contribute a share of \$100. Grand Rapids will manage the grant.

### **Topics of Discussion for the July meeting**

- Pending grant application for funding for this collaboration
- Pending grant application for collaborative culture training
- Health Insurance
- Public Relations

*Mary Jo Wimmer*

*Mary Jo Wimmer Consulting*

*mjwimmer80@gmail.com*

## RE: PBC Harris Township Update

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From: **Brian Bissonette** (bissonette@paulbunyan.net)  
Sent: Thu 7/02/15 8:57 AM  
To: 'MICHELE SMITH' (michelesmithclerk@msn.com)

Hi Michele,

I can confirm that our expansion in 2015 will not include any areas of Harris Township. Our expansion this year is required to complete areas tied to a broadband loan so that is taking up all of our time and investment.

The good news is that this is the final year of those projects which will open up the opportunity for us to expand to other areas next year. I anticipate we will be much more active in expanding around where we currently serve in Grand Rapids in 2016. I can't guarantee it will include Harris Township, specific areas will not be determined until next spring, but the township is on our short list to consider.

I wish I had better news but that's the outlook as it stands today. If anything changes I'll be sure to let you know.

Thanks!

Brian

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**Brian Bissonette**  
Marketing Supervisor  
1831 Anne St NW  
Bemidji, MN 56601

Email: [bissonette@paulbunyan.net](mailto:bissonette@paulbunyan.net)

P: (218) 444-1127

F: (218) 333-0193

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**From:** MICHELE SMITH [mailto:michelesmithclerk@msn.com]  
**Sent:** Tuesday, June 30, 2015 7:33 PM  
**To:** Brian Bissonette  
**Subject:** RE: PBC Harris Township Update

Hi Brian,

Just touching base to find out if your expansion plans for this year include any areas of Harris Township.

Thanks for any updates!

**Michele Smith, Clerk**

Harris Township  
30037 Harris Town Road  
Grand Rapids, MN 55744  
email: [michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)  
phone: 218-327-9930  
website: [www.harristownshipmn.org](http://www.harristownshipmn.org)

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From: michelesmithclerk@msn.com  
To: bissonette@paulbunyan.net  
Subject: RE: PBC Harris Township Update  
Date: Tue, 17 Feb 2015 10:23:46 -0600

Thanks Brian; I appreciate the updates. I look forward to touching base again in June to hopefully find out "where to next?" in Harris Township for 2015.

Warm regards,

**Michele Smith, Clerk**

Harris Township  
30037 Harris Town Road  
Grand Rapids, MN 55744  
email: [michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)