

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, October 14, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, October 14, 2015. The meeting was called to order at 7:30pm, 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. *Absent*, but called in via speaker phone for the meeting: Treasurer Becky Adams.

Also in attendance were Glen Hodgson – SEH Road Engineer, Marge Kelley, Cyndy Martin, Dan Butterfield, Judy Myers, Rick Blake, and Dwight Moody.

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

**2. Consider approval of Minutes** from Regular Meeting on Sept. 9, and P&D Meeting on Sept. 23, 2015.

***A motion to approve the minutes from September 9<sup>th</sup> and September 23<sup>rd</sup>, 2015 as presented was made by Supervisor Ives and seconded by Supervisor Kelley. Motion passed by a unanimous vote.***

**3. Business from the floor**

- Range Water Conditioning - town hall water report presented by Dwight Moody

Supervisor Rosato called Range Water Conditioning to request a water analysis at the Harris Town Hall, and present his findings to the board. Dwight Moody summarized his findings as follows:

- Hardness test (not purity): 12 grains per gallon of hardness. The Better Business Bureau's (BBB) chart of hardness provides the following ranges for comparison: 1 grain or less of hardness is soft water. 1-3 grains is slightly soft; 4-7 grains is average hardness; 8-10 grains is hard water, and anything over 10 grains is very hard water. The town hall, with 12 grains, has 'very hard water'. Hardness can affect the water heater and appliances as it builds up a residue on the fixtures.
- Iron: 1.5 parts per million (ppm) for iron. The BBB chart states that 0.3 ppm or greater is enough iron to stain.

Moody commented that hardness doesn't affect the smell of the water, but iron does have a particular smell and can affect the taste of the water. The smell and taste may or may not be offensive. Well water that sits in pipes or a water heater is more likely to have an odor. Supervisor Rosato said that when he ran hot water at the town hall, it smelled. Moody noted that this likely may be coming from the water heater as there's very little water used when rented – even with the bathrooms used. The removal of the anode rod in the water heater may help with the smell, but would void a warranty; adding chlorine to water heater after the rod is removed may also help.

The suggested fix for the hardness was a installing a water softener at the town hall. A proposal was shared with board.

Culligan had also provided Supervisor Rosato with a proposal but a representative was not able to be at tonight's meeting.

***A motion to table consideration of the two water softener proposals until the Oct 28<sup>th</sup> P&D meeting was made by Supervisor Ives and seconded by Supervisor Haubrich. Motion passed by a unanimous vote.***

Clerk Smith will include copies of both proposals in the agenda packet for the P&D meeting so the board has a chance to review them in advance.

- Dan Butterfield: Traffic in and out of town hall parking lot

Butterfield had spoken with a neighbor who lives near the town hall, and he had concerns regarding the amount of late night traffic that was observed going in and out of the town hall parking lot. The neighbor had

reported the activity to the sheriff's department but wondered if better lighting or cameras in the parking lot could help keep the suspicious traffic out of the lot.

Supervisor Rosato commented that the other township properties also suffer from traffic – such as the Service Center fields, the parks, the cemetery, and the landings - but agreed to take it under consideration. The board appreciated the neighbor monitoring the activity and reporting it to the sheriff's office.

- Rick Blake: Town Hall rental fee for DFL Caucus

Rick Blake came to the board on behalf of township residents who may be attending the upcoming precinct caucus for the Democratic Party on March 1, 2016. He commented that the Republican Party meets only at the Robert J. Elkington Middle School – and at no charge. The Democratic Party, however, spreads their caucuses throughout the county. They have met at the Harris Town Hall in the past, and were only charged the deposit fee – which was returned. However, in recent years, a charge was required so they met elsewhere. Blake came to request that the Town Board waive the town hall rental fee for the DFL party caucus; the caucus is for citizens of a Harris Township and would be held Tuesday, March 1<sup>st</sup> 2016.

***A motion to approve waiving the town hall rental fee for the DFL caucus was made by Supervisor Ives, if hall is currently available on that date. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.***

Mr. Blake was instructed to contact the town hall caretaker to reserve the hall, if available.

#### 4. Consent Agenda

- 1) Consider approval of cemetery site sold to William & Kim Shannon: Section 2, Block 43, Lot 2, Site 6

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the consent agenda item. Motion passed by a unanimous vote***

#### 5. Roads *(Treasurer Adams called in and was on speaker phone, so she could participate in this part of the meeting)*

- Review Engagement Letter from Robert W. Baird and Co. – as underwriter of bonding process, being considered to fund a large road project

Adams explained that the engagement letter basically said that the town board wanted Baird & Co. to proceed with looking into bonding. Adams already signed the letter with Baird, based on direction from the board at a previous meeting. This letter did *not* obligate the board to issue bonds.

Supervisor Haubrich had several questions about the details of the letter, regarding securities rating, who had fiduciary responsibility if Baird did not, would there really be fees & expenses of 1% annum of par amount, etc. Adams did not know the answers to Haubrich's questions but suggested the board forward her these and any other questions, and she would get the answers from Paul Donna of Baird & Co.

- Review finance plan from Baird, and consider setting public hearing date to review the 5 year road plan

The time table as prepared by Baird was reviewed, noting that the proposed public hearing to review the township's five year plan was suggested for Wednesday, October 28<sup>th</sup> – the same day as the P&D meeting. This would secure the town hall is available.

- Consider approval of Resolution #2015-010, Resolution calling for Public Hearing on Street Reconstruction Plan and Issuance and Sale of Not to Exceed \$3,000,000 General Obligation Street Reconstruction Bonds Thereunder.

In order to continue the process of considering bonding, the board was encouraged to approve the resolution that would set the public meeting date and time, and specify a "not to exceed" amount of up to 3 million dollars. It could be set lower at the public hearing, but couldn't go any higher. Adams again emphasized that having the public hearing to review the 5 year road plan did *not* obligate the board to bonding. That would be considered with a different resolution, after the public hearing.

***A motion was made by Supervisor Kortekaas to adopt Resolution 2015-010 as per attached document, setting the public hearing date for Wednesday, October 28<sup>th</sup>, 2015 at 6pm at Harris Town Hall, and for***

***up to 3 million dollars as was written in the draft. The motion was seconded by Supervisor Ives and passed by a unanimous vote.***

Clerk Smith will submit the public hearing notice to the Herald Review, for publication in the legal section on October 15, 2015 as outlined in the Baird timetable, and provide documentation to Stefanie Galey as requested.

- Glen Hodgson, SEH Road Engineer – updates as needed
  - 2015 road construction projects have been substantially completed and will be reviewed in the spring.
  - The 5 year road reconstruction plan will need to be presented at the Public Hearing on October 28<sup>th</sup>, and Hodgson agreed to bring those for the public’s review.
  - Crack filling option: Hodgson shared three photos of a road in LaPrairie that had a bad crack, and was repaired using a method the board had not yet tried. The first photo was a before photo, the second photo showed how the crack area had been routed out (apx 30” by 1.5” deep), and the third photo was what the crack area looked like after the asphalt patch was laid. This method can be used prior to overlaying a road, or without an overlay. Hawkinson Construction did the work. Hodgson commented that the road in the photos had more severe than any cracks that were filled with Nuvo Gap this summer on township roads; this new method is made for really bad cracks.
- Other road issues/concerns/comments
  - Harbor Heights Road  
Glen Hodgson and the maintenance crew repaired the area that had been washing out on Harbor Height’s Road, by taking out the gravel and putting in recycled asphalt. Hodgson checked it after the recent rain, and it seemed better.
  - Fieldcrest Road:  
Supervisor Rosato contacted the gas company regarding the culvert damaged on Fieldcrest Road during installation; there are stakes out there now.
  - Metzenhuber Road:  
Supervisor Rosato commented that there is potential for washout along Metzenhuber Road; however, the maintenance crew is going to clean out culvert in the area, and open it up.

## 6. Recreation

- Landings – docks  
In follow up to a question by the board on when docks are taken out, Supervisor Rosato reported that the docks have *not* yet been taken out at the township landings; the maintenance crew likes to leaves them out as long as possible, and watches Zorbaz for when they take out their docks.

## 7. Correspondence

- Board Action items:
  - *Consider approval of the Engagement Letter from Wipfli LLP to conduct the 2015 township audit*  
Treasurer Adams (*still on speaker phone*), explained that every year the township gets a letter from Wipfli as they would like to again conduct the township’s annual audit. If we chose them, the letter lays out exactly what they would do during the audit. The Engagement Letter was a request to approve that Wipfli perform the township’s 2015 audit. Treasurer Adams and Clerk Smith both recommended the board approve and sign the letter.

***A motion was made by Supervisor Haubrich to approve the Engagement Letter as submitted by Wipfli LLP, to conduct the 2015 township audit. The motion was seconded by Supervisor Ives and passed by a unanimous vote.***

- Noteworthy items:

- *Proposed Fire Contract for 2016 with City of Grand Rapids (can call to meet with the city, if desired)*

After reviewing the 2016 fire contract reports and comparing to the last year's 2015 reports, the board agreed they'd like to discuss the fire contract calculations at the upcoming round table meeting with the city staff on October 21. The cost of Harris Township's 2016 fire contract was \$79,649 – up \$4,400 from 2015's contract amount of \$75,249 (an increase of apx 5.8%). Yet the number of calls went down, from 18 calls in 2015 and to only 15 calls in 2016. The board had a lot of questions regarding how the rates were determined.
- *Collaborative Opportunities Meeting minutes from September 22, 2015 & Agenda for 10/26/15 meeting*

Future funding of the Collaborative Opportunities Team was discussed; the board wondered when the team would be asking townships to pay a membership fee. Supervisor Ives explained that the team is still waiting on the Blandin Foundation's grant money.
- *Thank you email, regarding use of Crystal Park pavilion*
- *MN Assoc of Township notice: No Cost New Officer Training*

- Non-action items

- Copy of Itasca County approved land use and sewage treatment system permits

## 8. Old Business

- Review information regarding email accounts using the township's website server, Gov Office (see email/handout)

At the request of the board, Clerk Smith contacted the host of the township website (GovOffice) to ask about email accounts for officers, so that user name would be similar and identify their connection with Harris Township, such as msmith@harristownshipmn.org. Smith summarized that GovOffice does have a mail server to host email accounts for clients. The township can receive up to 2 free email accounts – but with only 200 mb of storage, and each additional account would cost the township \$50/year. Smith felt that 200 mb of storage was extremely minimal, and nowhere near adequate for township officers. In addition, the cost did not seem justifiable.

At the upcoming Collaborative Opportunities Team meeting on October 26, 2015, Supervisor Ives shared that the agenda included a follow-up "Informational Technology" discussion. He will ask about options for email with higher storage limits than GovOffice offered.

It was also suggested that someone could contact the MN Association of Townships to ask what they would recommend, as they recently had an article in their newsletter about use of private emails or servers for township business. The article stated that..."town officers may use private email accounts for town business, but there is a very good reason to have a separate private email account for township business. That reason is personal privacy." If a town is sued, the plaintiff may demand to see communication held by town officers. Or a judge could order the township officer to provide *complete* access to their private email accounts, and everything in it.

- Consider setting a date for the Annual Road Meeting, with published notice

In the past, the town board always held an "annual road meeting" in the late spring after road inspections were done, whereby notice was published and posted and residents were encouraged to attend to tell the board about any road concerns they had. This meeting provided good input for the board when they discussed which roads to repair that season. However, road inspections were not done by the board this past spring of 2015, and so the annual road meeting was not held. Supervisor Rosato wondered if the board was mandated by statute to hold this type of meeting for their residents, or if because the township now had a 5 road plan in effect, they were not obligated to hold that type of meeting. Glen Hodgson, engineer from SEH,

encouraged the board to continue performing annual road inspections as the 5 year plan is just a plan – and can often change – but he suggested starting them again in the spring of 2016.

***Supervisor Kelley made a motion to table a decision on whether or not to hold an Annual Road Meeting until the clerk could determine if such a meeting was necessary or optional. Smith agreed to have that information by the October 28, 2015 P&D meeting. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.***

- Consider setting a date for a work session, to review a variety of items (Rosato)

Supervisor Rosato suggested that the board have a work session to review a variety of things, including town hall concerns, board procedures, policy questions, employee reports to the board, and the continuation of orientation.

***A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to table this until the October 28<sup>th</sup>, 2015 P&D meeting when November town hall available dates could be reviewed. Clerk Smith agreed to bring a schedule to the P&D meeting. The motion passed by a unanimous vote.***

- Signed IRRRB contract; copy given to clerk

With regards to the IRRRB Residential Rehabilitation Grant Program, Supervisor Rosato informed the board that he did sign the contract as authorized by the board at a previous meeting and gave a copy to the clerk for the town records.

Dan Butterfield, township representative for the IRRRB program, reported that the house is down, and they are in the process of hauling away debris, and the asbestos abatement inspection had been done. He added there is more paper work on the way. With regards to the garage that was going to be torn down, it was not as bad as they originally thought and so it may stay.

- Speed limit on Sunny Beach Road

Burl reported that he did not yet have any additional information on option to lower the speed limit in certain areas of Sunny Beach Road to 30 mph, from the currently posted 35mph.

## 9. New Business

- Town Hall Floor - Refinishing

Supervisor Rosato met with three companies regarding a proposal to refinish the town hall floors. He showed them everything he wanted done but only received a proposal from one company: Busy Bees. They would refinish – i.e. strip, clean, and wax – all the floors in the town hall except the flooring in the township office. The cost proposed was \$700.00, and only one day would be needed for the work. Rosato said he recognized that the timing would need to coordinate with the rental schedule.

***A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to approve the proposal from Busy Bees for \$700 to refinish the floors at the town hall as presented. The motion passed by a unanimous vote.***

- Resignation letter – town hall care taker

A letter of resignation was received dated October 3<sup>rd</sup> from the town hall caretaker. She agreed to stay until December 9<sup>th</sup> if needed but if a new person is found before that, she'd be willing to work with them to learn the job. She thanked the board, residents and non residents, for allowing her to work for them. Supervisor Rosato expressed the board's appreciation for her many years of service.

***A motion was made by Supervisor Haubrich, seconded by Supervisor Kelley, to accept the resignation letter dated October 3<sup>rd</sup>, 2015 from Bonnie Key, Harris Town Hall Caretaker, as submitted – to resign effective no later than December 9, 2015. Upon a vote, Kelley, Haubrich, Ives, and Rosato voted to accept the resignation; Supervisor Kortekaas was opposed. Motion passed.***

Next step: Supervisor Rosato stated that he has a Town Hall Caretaker job description, and suggested he could work with Treasurer Adams, the other human resources representative, and the clerk if needed, to develop a plan for hiring a new caretaker. He will report back to the board at P&D meeting.

- Steep driveway - Sunny Beach Road

A resident from Sunny Beach Road contacted Supervisor Ives, asking about the time table for construction on Sunny Beach Road in 2016. The resident has a very steep driveway, and wanted to talk to someone about how to adjust the grade so that his driveway better meets the road. He thought doing this type of project during the road improvement project may be a good time. Ives gave the resident Glen Hodgson's phone number and suggested the township's road engineer would be the best person to ask about a cost estimate and "how to" plan for his driveway. Hodgson commented that he had talked to the resident, but that plans are still very preliminary.

#### 10. Treasurer's Report – dated October 14, 2015 (September 1-30, 2015 financials)

Treasurer Adams reported via speaker phone that there was nothing out of the ordinary on this month's report. She recapped the October report as follows:

- Balance Sept 1, 2015: \$1,372,087.41
- Receipts: \$ 1,895.86
- Disbursements: \$ (197,940.93)
- Balance Sept 31, 2015: \$1,176,042.34

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the October 14, 2015 Treasurer's Report of September 2015 financials. Motion carried by a unanimous vote***

#### 11. Approve payment of bills for October 2015

After reviewing the bill list, Supervisor Ives asked for clarification on the bill payable to "Powerplan" for John Deer Parts in the amount of \$1,505.94. Treasurer Adams (*via speaker phone*) commented that Powerplan is just the name of the company where payments go. Clerk Smith pulled the invoice for the board's review.

***A motion was then made by Supervisor Ives, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled "October 2015 Bill Listing to Board" in the amount of \$55,182.26. Motion passed by a unanimous vote.***

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

- Judy Myers suggested that when a new town hall caretaker is hired, that the board require that the rental schedule be kept up to date online, so the board knows when they can schedule a work session. It would also be nice for anyone wishing to rent the hall.

#### 13. Upcoming events and meetings

- Mon Oct 19 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Oct 21 Round table with City of Grand Rapids Staff..... 5:30pm GR Public Utilities
- Added: 10/28: Public Hearing on the Five Year Road Plan and Bonding. 6:00pm Harris Town Hall
- Wed Oct 28 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Tues Nov 3 ISD#318 Special Election.....polls open 7am – 8pm Harris Town Hall
- Mon Nov 9 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- **Tues Nov 10** Regular Meeting (*a day early, due to Veterans Day on Wed.11/11/15*).. 7:30pm Harris Town Hall
- **Wed. Nov 18** Planning & Development Mtg (*a week early, due to Thanksgiving*)... 7:30pm Harris Town Hall

#### 14. Adjourn

*With no other business to become before the board, a motion was made at 9:01pm by Supervisor Kortekaas to adjourn tonight's meeting; upon a second by Supervisor Ives, the motion passed and the meeting adjourned.*

Respectfully submitted,

Michele Smith, Clerk of Harris Township

October 2015 Bill Listing to Board

Description

Amount

October 2015 Bill Listing to Board	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	713.16
Dennis Kortekaas	Mtgs, wages, labor, less withholding	401.81
Burl Ives	Mtgs, wages, labor, less withholding	1,059.29
Jim Kelley	Mtgs, wages, labor, less withholding	506.63
Ken Haubrich	Mtgs, wages, labor, less withholding	480.22
Michele Smith	Mtgs, wages, labor, less withholding	973.38
Becky Adams	Mtgs, wages, labor, less withholding	497.92
Bonnie Key	Cleaning labor, showing, less withholding	470.89
Dan Key	Labor less withholdings	2,765.79
Derrick Marttila	Labor less withholdings	2,854.77
PERA	ONLINE pmt:: Payroll withholding	1,614.64
Century Link	ONLINE pmt:: August phone service	285.41
Davis Oil	Sept invoices	297.67
Grand Rapids Public Utilities	Utilities; lights and town hall	215.23
Hawkinson Construction	Birch Street Cul-De-Sac and Sunny Beach Road	15,568.90
Hawkinson Sand and Gravel	class five and gravel	1,709.49
Home Depot	ONLINE pmt::	476.62
Itasca County Recorder	record deeds:: Krumrei, Hill	92.00
Itasca County Transportation	Salt and Sand Dec 2014 - March 2015	4,332.25
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	414.22
L and M	invoices for Sept	96.08
MATIT	commercial package insurance premium - yearly	6,765.00
MediaCom	PHONE PAY:: sept phone and internet service - town hall	108.94
Minnesota Benefit Assoc	dental premiums	378.20
Minute Man Press	copies for meetings	51.58
Northland Portables	Sept, portables: wendigo park, crystal park, cemetery, boat landings	492.00
Plackner Tree Service	treem removal: birch street, southwood	500.00
Pokegama Lawn and Sport	blade and wheel	78.88
Powerplan	John Deer parts	1,505.94
Range Water	water cooler Oct	10.00
Schwartz and Sons Excavating	Sept grading	1,260.00
S E H	Engineering Services - misc. services	4,875.36
Verizon	cell phone bills - oct 12	115.60
Waste Management	October- 3 yd rel on call	127.26
Commissioner of Revenue	Payroll withholding :: electronic payment	443.00
EFTPS	Payroll withholding :: electronic payment	2,644.13
<b>Total</b>		<b>\$ 55,182.26</b>

Approval to pay :: October 14 2015, Checks numbered 16896 through 16924

ubrich                      Burl Ives                      Jim Kelley                      Dennis Kortekaas                      Gary Rosato