

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, February 11, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, February 11, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Burl Ives, and Jim Kelley as well as Clerk Michele Smith. *Absent: Supervisor Dennis Kortekaas, and Treasurer Becky Adams (who did phone into the meeting from the road).*

Also in attendance were residents Marge Kelley, Dan Butterfield, Judy Myers, and Cyndy Martin.

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

2. Approve the minutes of the Regular Meeting on January 14, the Budget and Board of Audit Work Session on January 21, the Planning and Development Meeting on January 28, and the Budget Work Session on February 4, 2015

A motion was made by Supervisor Ives to approve the minutes as submitted for 1/14/15, 1/21/15, 1/28/15 and 2/4/15. Supervisor Key seconded the motion, which passed by a unanimous vote.

3. Business from the floor

- Judy Myers – Township newsletter draft

Myers shared a draft newsletter with the board, which she and Cyndy Martin had volunteered to do one on a quarterly basis. They are hoping to get this first issue out before the annual township election on March 10th.

Clerk Smith shared that she has requested an updated address list file from SEH, who gets it from the county. However, the large file has to be edited in order to be used for bulk mailing – as the zip code is not in its own field. This is a lot of work, but SEH has agreed to do their best to get the address list file ready as soon as possible.

Smith also noted that Treasure Bay had been used to produce all previous newsletters, but did request about 2 weeks lead time to allow enough time for creating a draft newsletter, having it proofed/approved, and then printed, folded, sealed, and mail merged with addresses and bulk mailing information. However, this amount of time may not be required now, given the advances in technology since the Clerk last produced the newsletter. Myers said they would like to compare prices and services with the *other* printers in town, such as Minuteman Press and Presto Print before deciding where to have the newsletter printed.

Myers explained to the board that the format for the newsletter is different than before, and includes a “meet your neighbor” page and a “get to know a township business” section. And for this first issue, she’s including articles from each of the 3 supervisors who are on the March township ballot. Responses were still needed from Supervisors Kelley and Ives, who commented that they would have their articles to her by the end of the week.

Myers and Martin will work with Supervisor Rosato and (cc Clerk Smith) for final review and edit of the newsletter prior to printing. And the clerk will continue to work with SEH on the address list file.

The board thanked Myers and Martin for taking on the newsletter.

4. Treasurer’s Report for February 11, 2015 (of January 1-31, 2015 financials)

Treasurer Adams phoned into the meeting, as she was out of town. She was put on speaker phone, while watching the meeting live via the internet from her computer.

Adams verbally recapped the treasurer’s report of January 1-30, 2015 financials for the board:

- Starting Jan. 1 balance: \$1,204,837.63 (same as the 2014 yearend balance)
- Receipts: \$ 1,394.99
- Disbursements \$ (35,807.17)
- Ending Dec.31 balance: \$1,170,425.45

With regards to fund balances, Adams reminded the board that the Building and Grounds fund was still in a deficit of (\$23,133.67) due to cost of the town hall entrance ramp and awning project, the new well at Wendigo, and the new furnace at the Service Center. She commented that the board may want to consider transferring money from the capital improvement-non dedicated fund to bring the Buildings and Grounds fund back into the black.

A motion was then made by Supervisor Kelley, seconded by Supervisor Key, to approve the Treasurer's February 11, 2015 Report containing January 1-30, 2015 financials. Upon roll call, motion passed by a unanimous vote.

5. Roads – Township road issues/concerns/updates

- Bayview lot – and road

Supervisor Key met with land purchaser who is interested in purchasing the lot at the end of Bayview Place; the person had a concern about the road that Troumbly had put in (a neighboring land owner). Key explained that it was not built to township standards so would not become a township road. The potential land purchaser agreed that he could connect into the cul-de-sac – which would resolve his question.

- LTAP Road Seminar on Feb 10, 2015 report outs (Supervisor Ives and Supervisor Kelley attended)

Supervisors Kelley and Ives attended the Minnesota LTAP (Local Technical Assistance Program) training on Feb 10, 2015 in Detroit Lakes that is put on by the University of MN regarding different types of road repair – primarily for paved roads, but grading of gravel roads was also discussed.. The training was well attended by township, city and county employees and representatives. Glen Hodgson, the township's road engineer from SEH, was also there.

Kelley and Ives commented that they came away feeling that Harris Township is on track for doing what they should be doing with regard to road repairs. Both supervisors liked the networking opportunity and hearing how others have similar road issues to Harris Township.

The LTAP trainers discussed what works in northern vs. southern Minnesota, and what products and processes are best. The trainers also stressed the importance of using engineering for road repairs, to find what's underneath a road. One topic not covered was crack sealing. The LTAP training is now split into 2 different classes – one regarding road repair and one regarding crack filling; they are offered every other year. Next year the training will be on crack sealing but this year it was just on road repair. Overall, both supervisors found the training interesting and informative.

6. Recreation

- Consider new pumps at parks for 2016 budget

The pump at Wendigo had to be replaced in 2014, which cost apx \$8,000. It was seven years old. A main reason the pump had to be replaced was due to the pressure being extremely high, as it also serves as a hydrant to refill fire trucks. As a result, a pressure reducer valve has to be used in order to make it usable for lawn sprinkling or flooding the rink. However, without a multiple speed valve, this puts a lot of pressure on the pump head. Supervisor Rosato asked about changing to a variable speed drive pump, and adding it to the budget. Supervisor Key noted that they would need a heated building to house variable speed drive as its above ground.

- Rinks are still open

Supervisor Key commented that Wendigo and Crystal Parks rinks are still open - though closed tonight due to the temperature being -10 or colder. The rinks will remain open until the ice melts.

7. Correspondence

- ***Board Action items:***

- Letter from the MN Dept of Revenue, regarding the development of Board of Appeal and Equalization online training. If interested in helping test the new system, deadline to sign up is Feb 13, 2015.

Supervisor Rosato explained that online training for the Local Board of Appeal (BOA) would be something new, as the BOA training had always been done in a classroom setting. Ives and Kelley had not yet been through the training, but Rosato, Key, and Kortekaas had all been certified.

Rosato suggested this topic should be brought up at the Itasca Township Association Meeting, in case the plan is for *all* training to be online. This could be an issue as many rural townships do not have broadband access, and would lose the chance to talk with other townships officials about their experiences with valuations and review meetings. Rosato will email Reno Wells, our representative, to request more info.

- Noteworthy items:

- Letter and email from the law office of Shaw & Shaw regarding Harris Township / Lotti easement
The letter was informational only, stating that the township and Lotti's attorneys are working with Ms. Lotti. She is trying to get a driveway location off the airport road for the field.
- Minutes from Collaborative Opportunities Team Meeting on January 21, 2015. Note: Next meeting will be Feb 26, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.
- Itasca County Historical Society donation request letter, with support letter from Itasca County Administrator
- Itasca County Agricultural Association (aka 'Fair board') donation request letter
Note: Both donation request letters will be reviewed and considered during the Annual Town Meeting on March 10, 2015

- Non-action items

- None

8. Consent Agenda

- a.) Consider approval of updated 2014 bill lists and Treasurer Reports as explained during the board of audit
- b.) Consider approval of the purchase by Pam Kelledy of 1 cemetery site, Sec 2, Block 26, Lot 1, Site 2

A motion to approve both items on the consent agenda was made by Supervisor Key, with a second by Supervisor Kelley. The motion passed by a unanimous vote.

9. Old Business

- Update on the order of the additional microphones and mixer

Clerk Smith updated that board that she had ordered the 2 additional microphones and the mixer for the town hall, and was able to submit an invoice to PayPal for the cost rather than put on cost her personal credit card. She was notified that all items shipped on Monday from New York, so she expected they would arrive prior to the next meeting.

With regards to set up, Smith requested board approval to have PC Refresh set everything up; they were the company who prepared the proposal of what items to order. They felt a couple hours would be enough for set up and tie into the current sound system.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to approve that PC Refresh be hired to meet the Clerk at the Town Hall to set up the new mixer and microphones with the existing units. The motion passed by unanimous vote.

- Review of old resolutions:

- #2008-006: Revised Culvert Policy (replacing #2006-006)
The board reviewed and determined that the current culvert policy via Resolution #2008-006 should be updated to include the driveway application process through Itasca County Environmental Services. There was also discussion about the type of culvert material to be used - metal or plastic, or just metal? And if should professional installation be required if plastic is used? Requiring the purchase of culverts through the township vs. elsewhere was also mentioned. *The clerk was asked to put "Revise Culvert Policy" on the agenda for next P&D meeting.*

Other old resolutions reviewed, with no need to revise or nullify:

- #2008-007: *Land Easement Dedication for Root Road Turnaround*
- #2008-008: *Land Easement Dedication for Norway Road Turnaround*
- #2008-009: *Vacating a Town Road (portion of Sunny Beach Road – aka Barbara Avenue)*
- #2009-001: *Itasca County to assume limited jurisdiction over Harris Township public landings*
- #2009-002: *Accepting Dedication of Land for a Town Road (strip along Sunny Beach Road)*

10. New Business

- None

11. Approve payment of bills for February 2015

After reviewing the bill list for February, there were no questions by the board.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to pay the bills as per the attached document titled “February 2015 Bill Listing to Board” in the amount of \$66,814.36. Upon roll call, motion passed by a unanimous vote.

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

- **Dan Butterfield** is now on the Itasca County Planning Commission Board of Adjustment, and Chairman Rosato asked him to share a little bit about what he does in this position. Butterfield explained that he represents District 4, which Harris Township is a part of. Butterfield replaced Dan Grunewald – who retired after 6 years on the Board of Adjustment. He commented that this is the board which reviews the all conditional use permits and variances. As a part of that, they conduct site visits for anyone who’s interested– including the public, a township representative, etc.

Butterfield added that he also recently joined the Itasca County Water Plan Implementation Committee (WPIC), which is responsible for overseeing the implementation of the Itasca County Local Water Management Plan. WPIC is primarily responsible for overseeing the Itasca County Water Plan regarding water clarity, septic systems, lakes and runoff, and aquatic invasive species concerns.

Rosato thanked Butterfield for his community involvement, and asked that he please update the board on a regular basis, with things he’s learned or that are going on in the township.

13. Adjourn

With no other business to come before the board, a motion was made by Supervisor Ives, seconded by Kelley, to adjourn tonight’s meeting at 8:35 p.m. Motion carried.

Respectfully submitted,

Michele Smith, Harris Township Clerk

February 2015

Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,078.64
Gary Rosato	Mtgs, wages, labor, less withholding	651.71
Dennis Kortekaas	Mtgs, wages, labor, less withholding	447.66
Burl Ives	Mtgs, wages, labor, less withholding	-
Jim Kelley	Mtgs, wages, labor, less withholding	1,013.69
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,540.08
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	1,080.29
Bonnie Key	Cleaning labor, showing, less withholding	548.15
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,220.64
PERA	ONLINE pmt:: Payroll withholding	1512.77
Advantage Systems	alarm system monitoring feb 1, 15 to jan 31, 16	240.00
Blue Cross Blue Shield	health care renewal Feb 1-May 1	3316.86
Braun Intertec	2015 sunny beach road drilling - geotechnical evaluation	5240.00
Century Link	ONLINE pmt:: December phone service	278.58
City of Grand Rapids	4th QTR Franchise and PEG fees - Paul Bunyan and Mediacom	6254.17
Cole Hardware	furnace nozzle	11.98
Davis Oil	Jan invoices - fuel	463.29
Express Employment	rink attendants 1/7, 1/14, 1/21, 1/28	2,649.20
Ferrellgas	propane for shop-service center	509.87
Grand Rapids Public Utilities	Utilities; lights and town hall	243.05
Home Depot	ONLINE pmt:: service center supplies	112.62
Itasca County Auditor	2014-15 snow plowing contract	21,417.00
L and M	Jan invoices	278.18
Lake Country Power	ONLINE pmt:: energy bill - service center, Wendigo, crystal, cemetery	920.70
MediaCom	Township hall phone and internet- JAN	94.09
Minute Man Press	copies for meetings -24830, 25466, 26002	70.24
Minute Man Press	copies for meetings - 26077	52.22
Northland Portables	Dec and Jan invoice - 8524, 8610, 8611	343.00
PayPal Credit	Audio equipment for board meetings	468.46
Primerica Life Insurance	Life insurance for maintenance worker Marttila - Jan 15-Jan 16	208.00
Primerica Life Insurance	Life insurance for maintenance worker Key - Jan 15-Jan 16	465.00
Plackner Tree Care	tree removal and clean up - sunny beach road	500.00
Range Water	cooler rental feb plus cooler in store 5 gal	27.25
S E H	Engineering services: misc. services	7,182.50
Shaw and Shaw	Lotti attorney - O'toole dictate and email	90.00
Stokes	office supplies	64.07
Verizon	cell phones through 2/12/15	151.60
Waste Management	3 yd rel on call	17.26
Wells Fargo Credit Card	automatic pmt:: new printer	25.00
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,539.90

Total \$ **66,814.36**

Approval to pay :: February 11, 2015, Checks numbered 16649 through 166

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato