

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, May 13, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, May 13, 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 and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent*: None. (Supervisor A seat still vacant)

Also in attendance were Glen Hodgson – SEH Road Engineer, Mike Gorham and Joe Roy - Northwest Gas, and residents Cyndy Martin and Ken Haubrich.

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

2. Consider approval of Minutes from the Regular Meeting on April 8, the Work Session on April 14, the P&D Meeting on April 22, and the Local Board of Appeal and Equalization on April 23, 2015.

Several corrections were requested and noted by the clerk, including:

- 4/14 minutes: Correcting that a motion was made by Supervisor Kelley, not Supervisor Key
- 4/14 minutes: Omit the duplicate temporary employee rate information
- 4/22 minutes: Clarify that Supervisor Rosato suggested the contract paragraph presented by Ives be sent to Mike Hendricks – and not that Rosato specifically asked Ives to send the contract paragraph information to Hendricks.
- 4/22 minutes: Correct the nonresident cemetery site price referenced in the motion to change to a single tier rate structure, where Ives objected as he would have preferred a single rate that was between the resident rate of \$125 and nonresident rate of \$250 (not \$150 as erroneously typed in draft minutes.)

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to approve the minutes for 4/8, 4/14, 4/22, and 4/23/15 as amended above. The motion passed by a unanimous vote.

3. Northwest Gas representatives: Discuss upcoming expansion for 2015 - Mike Gorham and Joe Roy

- **Mike Gorham** handed out a “*Harris Township - Application for Utility Permit on Township Road Right of Way*” for the board’s review, as well as a large map showing the expansion areas.

Gorham explained that Northwest Gas is now in phase 4. Gas is currently across Hwy 169 at Mishawaka Road and starting down Harris Town Road. They want to tap into the Great Lakes transmission lines that feed the area – and interconnect on Dove Lane in Blackberry. This would allow another source of gas and the ability to serve all areas along the path. In addition, they plan to include a part of Sunny Beach Road, Wendigo Park Road, and River Road. Phase 4 is a larger and longer area that they’ve done in prior years/phases, but they need the gas.

Gorham requested that the board approve the application that would grant Northwest Gas permission to place, construct, and maintain a new system of natural gas distribution mains along and across: Alicia Place, Alicia Spur, Aspen Drive, Birch Hills Drive, Cemetery, East Harris Road, Field Crest Road, Key View Drive, Norberg Road, Sunny Beach Road, Sunny Lane, Underwood Road, Verde Lane, Wendigo Park Picnic Area, Wendigo Park Road, Wesleyan Road, Westwood lane, Westwood Road, Winston-Taylor Road, Adair Road*, Carol Street, Hauser Road, Pennela Road, Pine Crest Road, River View Drive, Root Road, Forest View trail, Sunset Lane and Sunset Drive. No tree clearing was anticipated and work would star on or after May 18, 2015 and be substantially complete on or before Nov 1, 2015. *The board noted that Adair Road is *not* a township road; it’s private.

The board discussed they’ve all received residential letters from Northwest Gas and asked Gorham about the procedure to hook up to natural gas. Gorham explained the process includes a neighborhood ‘sign-up’ meetings and application completion, and went on to clarify how the gas gets to a person’s home.

The board asked Gorham if there were future plans to extend natural gas service south of th Pokegama Lake Bridge. Gorham responded that yes, there are plans to extend south of the causeway – though not this year

or next, but that they will be do at some point. The plan is to go down Wendigo Road to LaPlant Road, then to Southwood Road and across to the Crystal Springs Road area.

Joe Roy commented that they are encouraging Sunny Beach Road residents who are interested to hook up to contact Northwest Gas as soon as possible, as their conversion contractors will be very busy this summer.

A motion was made by Supervisor Kelley to approve the Harris Township “Application for Utility Permit on Township Road Right of Way” as requested by Northwest Gas. The motion was seconded by Ives noting that because Adair Road is a private road, that it be scratched from the application. Discussion: Glen Hodgson was asked if there were any concerns from road engineer standpoint. Hodgson commented that he will be in communication with Gorham when they are working on township roads. Upon roll call, the motion carried by a by unanimous vote.

4. Business from the floor

- None

5. Consent Agenda

- Consider approval of the RBA regarding compensation for the two full-time maintenance workers and the part time Town Hall Caretaker, as recommended by the board at the April 22, 2015 P&D meeting.
- Consider approval of Resolution 2015-006 A *Resolution Designating the Compensation for Officer of the Harris Town Board*, as discussed at the April 14, 2015 work session.
- Consider approval of the amended “Employee Compensation Policy”, page as recommended at the April 14, 2015 Work Session
- Consider approval of the amended cemetery policy, as approved by the board at the April 22, 2015 P&D Meeting (“Fees per Grave” section, and “Contact persons” section)
- Consider approval of Resolution #2015-005 A Resolution to *Update* the Administrative Policy regarding Board Meeting and Access to Public Information (note updated agendas of section #6.*Order of Business*)

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

6. Roads

- Glen Hodgson – SEH Road Engineer (*see SEH memorandums for the following, in the agenda packet*)
 - Recommendation regarding a 2015 gravel road project, after reviewing roads

Hodgson recapped that the current five-year rotation plan calls for new gravel on Carol Street, Hauser, Pine Crest, Sunset Drive, Sunset Lane, and Root Road which were done in 2010. However, after examination of each of these roads by Hodgson and Dan Shannon on 4/29/15, it was found that there is adequate gravel (at least 7”) on all six roads. Based on the inspection results, Hodgson recommended NOT having a gravel road project in 2015, but that they look at these roads again in 2016 along with the other four roads scheduled for gravel in 2016.

Motion made by Supervisor Ives to not place the 2015 scheduled gravel on the six roads noted above. The motion was seconded by Supervisor Kelley. Discussion: Clarification was given that the board will relook at these six roads again in 2016, and reconsider the gravel rotation plan overall. Motion was passed by a unanimous vote.

- Follow-up regarding Alicia Place stumps

As directed by the board, Hodgson looked at Alicia Place near 28606 where a stump was reported to be coming up through pavement. Hodgson confirmed there is indeed a stump pushing up through the pavement and he anticipated the frost will continue to push the stump up during the coming winters. However, Hodgson did not see this situation as a current safety hazard. He did state that it should be excavated and removed before a bituminous overlay is done on Alicia Place – which is currently on the draft 5-year road improvement plan.

Hodgson also reviewed a similar pavement distress about 150 yards west of the stump (near 28662 Alicia Place). This area hadn't yet erupted through the pavement but there was definitely something pushing up – such as a stump or a large rock. Again, before an overlay, Hodgson suggested it be excavated and patched but that this was nothing that needed to be corrected right away.

The board asked if either issue was a snowplow hazard. Hodgson said no – and that the plow had probably been shaving off the stump a bit over the past few years.

Overall, Hodgson recommended that the stump at 28606 Alicia Place be removed within the next summer or two; the smaller push up area could be removed at the same time or wait until the overlay project on Alicia is done.

The board suggested that perhaps work could be done when Underwood Road west is done this year, to save on mobilization, or done next year when Sunny Beach Road work is done.

A motion was made by Supervisor Kelley to fix the stump push up area(s) on Alicia Place next year (2016), in conjunction with Sunny Beach Road improvements to save on mobilization costs. Upon a second by Supervisor Ives, motion passed by a unanimous vote.

○ Follow-up regarding signage at Wendigo Park Circle/Wendigo Park Road/Alicia Place

As requested by the board in response to a resident's concern, Hodgson looked at the traffic control on Wendigo Park Circle/Wendigo Park Road/Alicia Place, specifically where they all come together at an offset four-way intersection. Wendigo Park Circle is not a township road – it's still private – so the township is not legally required to install signage on that road. However, Hodgson recommend stop sign as indicated in the drawing included with his memo to the board.

Advisory signs on Wendigo Park Road were also recommended by Hodgson, and he commented that he found value in a stop sign on Wendigo Park Circle to protect traffic on a township road.

The board agreed that the current situation is a safety hazard and they liked the idea of 2 new stop signs (one at each end of Wendigo Park Circle) with advisory signs underneath as noted by Hodgson.

A motion was made by Supervisor Ives to install road safety signs as discussed for the Wendigo Park Circle/Wendigo Park Road/Alicia Place area, including 2 stop signs – on the north and south ends Wendigo Park Circle where they join Wendigo Park Road - and the advisory signs of 'traffic does not stop' as proposed by Glen Hodgson; the maintenance crew would install the signs. Upon a second by Supervisor Kelley, motion passed by a unanimous vote.

● Other road issues/concerns/comments:

○ Grading contract from Schwartz & Sons

A grading road contract was received from Schwartz, and Supervisor Rosato noted that it contained the same rates as in Schwartz's proposal, previously reviewed and approved by the board: \$145.00 per hour for grading and \$150/hour for mobilization.

A motion to approve and sign the road grading contract from Schwartz was made by Supervisor Ives, confirming the rates of \$145/hour for grading and \$150/hour for mobilization. Upon a second by Supervisor Kelley, motion carried by a unanimous vote.

Clerk Smith agreed to request a certificate of insurance from Schwartz when the contract was mailed back to them.

○ Sunny Beach Road complaint of water in ditch

A resident of Sunny Beach Road asked Supervisor Ives if there was anything he could do about standing water in a ditch near his residence; he was a new home owner. The board felt that the purpose of a ditch was to collect water, but Hodgson agreed to take a look at it.

- Sunny Beach Road – pot holes

Complaints were received regarding two pot holes on Sunny Beach Road near Oak Island Estates. Hodgson agreed they are really bad and something needed to be done. Rosato agreed to check with the maintenance crew to ask what ideas they had on what *they* could do. If needed, a patch may be needed and then Hodgson would work with the crew.

- Contract from Dust B Gone

A contract was received from Larry D. Hansen dba Dust “B” Gone, to place magnesium chloride dust guard on Wagon Wheel, Hauser, Carol Street, Bay View, River Ridge, River View, and Bear Creek roads, all of which had all been dust-guarded the past several years. The total miles would be apx 3.39 miles at \$3,381/mile. Total estimate by Rosato for 2015 dust guarding was apx \$11,461, which is \$1,500 over budget. However, Hansen had explained to Rosato that the cost of material had went up as well as transportation costs.

A motion by Supervisor Kortekaas was made to approve the contract with Dust “B” Gone as proposed for a cost of \$3,381/mile for roads as noted above. Motion was seconded by Supervisor Kelley and passed by a unanimous vote.

- Woodbine Road - turn around

The maintenance crew submitted pictures Woodbine’s turn around area at the end of the road, and the ruts left by a delivery truck when it got stuck. However, this area is outside of the township’s maintenance jurisdiction, yet the residents have requested that the township fix the damage.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to have the township maintenance crew fix up the ruts of the turnaround area of Woodbine Road. Discussion: To technically improve the turnaround, an easement would be needed. Motion was passed by a unanimous vote.

- Culvert on Southwood Road

The maintenance crew found that there was a culvert on Southwood Road that is across a driveway and worn out on top – with jagged edges. The noted it was a safety hazard. The crew suggested that they could remove the culvert and fill in the area with class 1, as this ditch in this area didn’t need a culvert.

The name and address for the resident was found, but a phone number could not be located. Supervisor Rosato would like to stop by and talk to the residents to explain that the township would remove the culvert and fill in the area at no cost to them. He’d then follow up with a letter from the board, if needed.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to allow the maintenance crew to do the work once the residents have been notified. Motion carried by a unanimous vote.

- Crack sealing – summer 2015

Hodgson talked with the crack sealing contractor who is working with cities of Grand Rapids and LaPrairie. He would like to coordinate the crack sealing project on Harris Township roads and talk about the project at the May 27th P&D meeting. Hodgson will get prices and make a recommendation to the board of which roads to crack fill. The board agreed to have Hodgson do this.

- Sunny Beach Road – preconstruction study results by SEH

The town board hired SEH to do a preliminary work study on Sunny Beach Road and Isleview/Birch Street, and the results, per Hodgson, should be final soon. He would like to bring the SEH staff to a board meeting or work session, to present the results of that study including costs, drainage issues, and recommendations on the swampy area near Sutherlands and Wood Tick landing (on Sunny Beach Road) as well as which areas they recommended should be reclaimed vs. overlaid.

A presentation at a work session was preferred per by the board. And, while a neighborhood meeting will be held at some point, this particular session would just be a presentation to the board by SEH – yet open to the public.

A date/time was discussed to hear the results of the SEH preliminary work study on Sunny Beach Road and Isleview/Birch Street. It was decided that this work session would be held: Wednesday, June 3rd at 7:00pm at the Harris Town Hall. The clerk will post accordingly.

7. Recreation

- Request by Itasca Little League to reserve both park's ball fields (see email from Connie Sutherland)

Itasca Little League sent Clerk Smith an email, asking to reserve both Crystal and Wendigo parks ball fields Monday – Thursday, from 5pm to 8pm for practices. Last year, they'd requested just Crystal Park field, which was approved by the board.

A motion was made by Supervisor Ives to allow Itasca Little League to reserve Crystal and Wendigo ball fields Monday-Thursdays from 5pm-8pm, from May – mid July. The motion was seconded by Supervisor Kortekaas. Discussion: Ball fields generally are open to public, so should they be allowed to be reserved? Board felt by allowing them to reserve the fields, it was the township's way of supporting Itasca Little League in lieu of a monetary donation. The maintenance crew plans to drag the fields once a week. Upon a vote, the motion passed by a unanimous vote.

- Mishawaka landing

There was some damage to a truck at Mishawaka landing, which resulted when a truck was partially underwater on the *north* side of the dock. The board discussed if the dock at Mishawaka public access was a one-sided or two-sided dock landing. The ramp is only on one side per Rosato. However, the board wondered if it could become a double-sided dock to load. Supervisor Ives agreed to check with the DNR to ask about planking both sides of the dock. The maintenance Crew will review the area as well.

8. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - MN Power invite for open house for Great Northern Transmission Line (Tues 5/12 – Timberlake Lodge)
 - Email of thanks from Kelly Whitted, Assessor for Harris Township regarding LBAE held 4/23/15
 - Collaborative Opportunities meeting minutes from April 15, 2015
 - MN Dept of Health report of results of water testing at Harris Town Hall: samples were in compliance with safe drinking water rules

9. Old Business

- Discuss potential dates for an ATV Trail Open House in June 2015 (see email from Megan Christianson)

The Grand Rapids Motorized Trails Taskforce had met with Harris and Wildwood townships and received good feedback. Now they'd like to host an open house at Harris Town Hall in June for the public. Supervisor Ives clarified that the group would like to use the town hall, but did not need the board to attend the open house. As a result, the board agreed that Megan Christianson should contact the town hall caretaker to set up a meeting date and time that works best for their group. And if any of the board members were available, they could attend if desired.

The board also approved that the rental fee be waived for this ATV trail open house, as it benefits the township. Clerk Smith will relay this agreement to the town hall caretaker.

- Aquatic invasive species

In follow up to a question asked by the board, Supervisor Rosato talked with University of MN Extension and found that our maintenance crew does *not* need to be certified with regards to aquatic invasive species to install the township's docks. The information they saw from a presentation at an Itasca County Township

Association meeting applied to business owners – and so does not apply to our maintenance crew. In addition, Itasca County has not yet listed Pokegama Lake as a concern lake.

- Tax forfeit property

Supervisor Ives spoke with the Itasca County Land Department in follow up to a letter received by the board regarding tax forfeited property in the township that would be sold if not taken over by the township. There were two properties that Ives thought may be of interest to the township. One was a property that abuts Wendigo Park, on Old Hidden Point Trail. The other was off Gary Drive. As a result of his inquiry, the properties came off the sale list for a year, and allows the board to look into more. Ives gave a packet of information to the clerk and asked that she copy and disseminate to the board. No prices were known yet per Ives. And, they have a year before the county goes through process again.

- Cemetery Policy - Granite Footings

Clerk Smith was asked about the current restriction of the township's cemetery policy that states "Granite footings are not allowed". There was someone who was looking to order a 'crematorium' type headstone, where urns are housed on the ends, but the monument company out of Virginia strongly recommended granite footings. Supervisor Rosato noted he'd talked to the maintenance crew about this and found that with the new ground thawing method, which uses a blanket rather than a hood, they have had good success taking out footings without any breakage. The crew did suggest that anyone putting in a granite footing ask about a warranty to replace if breakage did occur.

Supervisor Rosato noted there were two options: Allow granite footings, or consider doing a 'variance' to the current policy for anyone requesting a granite footing.

A motion was made by Supervisor Kortekaas to amend the Harris Cemetery Policy to allow granite footings by omitting the current line of the policy stating they are not allowed. The motion was seconded by Supervisor Ives and passed by a unanimous vote.

10. New Business

- Discuss a Memorial Day celebration at Harris Cemetery on 5/25/15, and who can attend

Clerk Smith will *not* be attending this year, but agreed to get things together and bring them to the Service Center. Supervisor Rosato also is unable to attend, but Supervisors Kelley, Kortekaas, and Ives should be there – and possibly Treasurer Adams. Smith will post a quorum notice accordingly.

- Discuss if summer maintenance interns are desired for 2015, and a hiring process/company if applicable

The maintenance crew had voiced that they would like at least one summer intern who has experience with mowers and is going to school for a trade. Supervisor Ives suggested hiring someone who's going to college and lives in Harris Township (someone local). Advertising could be put on the website, but they would go to Express Pros for the actual hiring.

Clerk Smith agreed to work with Supervisor Rosato on the intern job description and requirements to give to Express Professional and then request a contract. Rosato and Treasurer Adams agreed to interview any potential candidates before a job is offered by Express Professionals.

A motion was made by Supervisor Ives to hire one (1) seasonal intern for 2015 summer maintenance through Express Professionals. The motion was seconded by Supervisor Kelley and motion carried by a unanimous vote.

- Northwest Gas Joint Powers Board meeting – Monday May 11th

Chairman Rosato reported that the Northwest Gas Joint Powers Board met for the first time on Monday, May 11th, 2015 Overall, the joint powers board voted to allow commercial accounts, and authorized a monthly charge of \$15/mo with a base energy charge of 96 cents per therm. The Residential rates stayed the same at \$8/mo plus \$1.01 per therm.

- Updated cell phones for Maintenance Crew:

Treasurer and HR representative Adams reported that during the maintenance employee evaluations, the crew requested updated cell phones. They currently have iPhone 4s. Verizon contacted Adams and the contract is up for renewal, with iPhone 5S's available for \$100 each or iPhone 6's for \$200 each. The crew said

they'd prefer the 5S due to 'thickness'. Adams requested the board's approval to get the guys updated cell phones.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley to get the crew new iPhone 5Ss as requested. Discussion: Supervisor Ives asked why the township is using Verizon and not AT&T, since coverage in the township is much better with AT&T. The board thought that back when cell phones were first purchased for the maintenance crew, that AT&T was not in the area yet. Adams agreed to look into government contracts with AT&T. Upon roll call, motion passed by a unanimous vote.

11. Treasurer's Report – dated May 13, 2015 (of April 2015 financials)

Treasurer Adams apologized that the financial report of April financials was not yet completed. She agreed to bring it to the May P&D meeting.

12. Approve payment of bills for May, 2015

Upon review of the bill list, Supervisor Ives asked about the higher checks to the maintenance crew this month; he asked if it was because there were 5 weeks in April. Treasurer Adams confirmed that was the reason for the higher check amounts.

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to pay the bills as per the attached adjusted document titled "May 2015 Bill Listing to Board" for \$33,939.36. Upon roll call, motion passed by a unanimous vote.

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

- None

14. Adjourn

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

Respectfully submitted,

Michele Smith – Harris Township Clerk

May 2015 Bill Listing to Board

Description		Amount
Gary Rosato	Mtgs, wages, labor, less withholding	€ J8
Dennis Kortekaas	Mtgs, wages, labor, less withholding	651.32
Burl Ives	Mtgs, wages, labor, less withholding	-
Jim Kelley	Mtgs, wages, labor, less withholding	571.97
Michele Smith	Mtgs, wages, labor, less withholding	1,550.40
Becky Adams	Mtgs, wages, labor, less withholding	785.49
Bonnie Key	Cleaning labor, showing, less withholding	797.54
Dan Key	Labor less withholdings	2910.28
Derrick Marttila	Labor less withholdings	3210.79
PERA	ONLINE pmt:: Payroll withholding	1667.94
Advantage Systems	security systems - town hall garage and cemetery	480.00
Blue Cross Blue Shield	May - Aug insurance premiums	3,316.86
Braun Intertec	sunny beach Rd and isleview Rd - geotechnical evaluation and coring	3,837.50
Century Link	ONLINE pmt:: April phone service	278.86
City of Grand Rapids	PEG and Franchise Fees - 1st QTR 2015	5985.98
Cole Hardware	rubber cement, light bulbs, patch kit	22.46
Davis Oil	April invoices - fuel	458.93
Ferrellgas	April invoices - propane	849.67
Grand Rapids Public Utilities	Utilities; lights and town hall	217.83
Hawkinson Sand and Gravel	topsoil	68.88
Herald Review	Board meeting notice	150.61
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	467.96
MediaCom	PHONE PAY:: April phone and internet service - town hall	101.54
Minute Man Press	copies for meetings	190.01
Northland Portables	portables for wendigo, crystal, cemetery	285.00
PC Refresh	cleanup laptop and check network connections	75.00
Range Water	cooler rental april	27.25
S E H	Engineering Services - misc. services	1,325.00
Stokes	registration bushing right and labor 1.5hrs	115.68
Verizon	cell phone bills - April	158.32
Waste Management	3 yd rel on call	17.20
Commissioner of Revenue	Payroll withholding :: electronic payment	340.00
EFTPS	Payroll withholding :: electronic payment	2,417.11
Total		\$ 33,939.36

Approval to pay :: May 13, 2015, Checks numbered 16749 through 167

Jim Kelley

Dennis Kortekaas

Burl Ives

Gary Rosato