

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, July 8, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, July 8, 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 and Treasurer Becky Adams. *Absent: None*

Also in attendance were Glen Hodgson – SEH Road Engineer, and residents Dan Butterfield, Marge Kelley, Judy Myers (and her brother).

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.

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

### 3. Business from the floor

- Dan Butterfield: IRRRB Residential Rehabilitation Program

Dan Butterfield alerted the board that he has his first application request as the township's representative of the IRRRB Residential Rehabilitation Program. A person is planning to demolish an uninhabited building in Harris Township (on Stony Point Road), and her contractor recommended she check with the township on availability of the program. There's paperwork for the applicant and for the township to complete before any demolition is done. The township pays the demo contractor and is then reimbursed by the IRRRB. Any cost above the reimbursement amount is paid by the property owner to the demo contractor.

Glen Hodgson from SEH commented that the City of LaPrairie also has been contacted about a demolition in their area, and is applying for the IRRRB program. Supervisor Ives added that there is another Harris Township resident on Crystal Springs Road who has 3-4 buildings they'd like to demo (all on one parcel). Butterfield said this is great news, as the IRRRB does prefer to have a minimum of three properties in the area to be demolished as it cuts down the contractor cost.

Butterfield will come back to the board when he knows more, and when the board needs to get involved.

### 4. Consent Agenda

- 1) Consider approval of cemetery site purchased by Bruce Swenson, Sec 3, Block 3, Lot 4, Site 1, 2, 5, & 6

***A motion to approve the consent agenda was made by Supervisor Kelley and seconded by Supervisor Haubrich. Motion carried by a unanimous vote. (Note for record keeping purposes: These sites were later exchanged for four different sites; see minutes of August 12, 2015 Regular Meeting.)***

### 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
    - A notice has been mailed to all property owners of Underwood Road-west, summarizing the project that will be undertaken.
    - Hodgson attended the Itasca County Soil and Water Conservation District (SWCD) board meeting on July 7<sup>th</sup>, where the township's wetland application was considered. Hodgson reminded the board that they had the permit from the Army Corps of Engineers, but this was the second part of the permit. The SWCD did *approve* the permit, so the board can now move forward with the Underwood Road project.
    - Bids for the Underwood Road project were opened this past Monday, July 6<sup>th</sup> at SEH, at 11am; there was only one bid received. The bid was from Hawkinson Construction \$139,973.50. This amount,

commented Hodgson, was within 1.7% of the SEH estimate and therefore he recommended the board accept bid, award the project to Hawkinson for the bid amount, and authorize the Chairman and Clerk to sign the contract documents when ready. Hodgson clarified that this bid included the ditch work, overlay, and culvert replacement.

***A motion was made by Supervisor Kelley to accept the bid received, and award the overlay, ditch work, and culvert replacement project on Underwood Road-west to Hawkinson Construction in the amount of \$139,973.50. The motion was seconded by Supervisor Ives. Discussion: The timeframe for the project was estimated by Hodgson to begin the middle of August and completed this construction season. And, as the project start date got closer, Hodgson would notify the residents of the road work schedule. Upon a roll call vote, the motion to accept the bid passed by a unanimous vote, noting the Chair and Clerk could sign the contract documents when ready.***

○ Additional 2015 Crack Repair Work (Norberg Drive)

The board had requested that Hodgson obtain a quote to complete additional wide-crack repair on Norberg Drive. This would be in addition to the wide-crack repairs approved by the board on June 24<sup>th</sup> for Mishawaka Shores Trail and East Harris Town Road.

Hodgson met with Bargaen Inc, to review work on Norberg, as they were the contractor approved to do the wide crack repair work noted above, as well as the traditional crack sealing on LaPlant Road boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road-east, and Mishawaka Road.

Bargaen, Inc. provided a quote of \$4,680.00 for crack filling Norberg Road. If approved, the total crack sealing/repair cost would be \$34,308 which is just under the \$35,000 line item 2015 budget for crackfilling.

If approved, Bargaen would schedule to begin crack filling the first part of August.

***Supervisor Ives made a motion to approve the quote from Bargaen Inc. for Norberg Drive wide crack fill in the amount of \$4,680.00. Supervisor Kelley seconded the motion. Discussion: Supervisor Kortekaas clarified that Bargaen had already been approved for crackfilling the other roads (he was absent from the June 24<sup>th</sup> meeting). The board confirmed that this was correct, so Norberg Drive wide-crack fill would just be an add-on to the project. Upon roll call, the motion passed by a unanimous vote.***

○ Road Inspection Recommendation Method

Hodgson reminded the board that they had asked him to recommend an inspection and rating method for township roads, for use by the 5 supervisors. He confirmed that he still planned to bring this information to the August 26<sup>th</sup> P&D meeting and added that he will be looking at various systems already out there, modifying to create something usable by the board.

● Other road issues/concerns/comments

○ Supervisor Rosato updated the board on some items requested at the June 24<sup>th</sup> P&D meeting:

- The maintenance crew got some good patching mix and filled the pot holes on Sunny Beach Road. The fill will last until Hawkinson can repair more permanently.
- The crew was going to order a “caution” sign for Lakeview Drive as requested by a resident. The crew was not sure if they still made “Caution: Children at Play” signs specifically, but they will get something appropriate posted.
- The ruts at the end of Woodbine Road have been repaired by the crew; they had fixed them the day before the board’s last meeting.

○ Pine Landing Drive - sign request

Supervisor Kortekaas received a call from a resident on Pine Landing Drive. They would like a cautionary sign, like “Slow – Pedestrian ahead” near their house. The resident actually requested a speed hump initially, but Kortekaas said that was not an option at this time. The resident then requested the sign. The board did not have a problem with sign request. Rosato will work with the maintenance crew on this request, and placement as Pine Landing has two inlets.

- Wendigo Park Road - Flashing lights on stop sign at Harris Town Road  
Kortekaas also had a request for flashing lights on the stop signs on Wendigo Park Road, at the Harris Town Road intersection. This would help drivers really see the stop sign. Rosato will ask the maintenance crew to look into this. He understood the city and county have used them, and that the lights are solar powered.
- Mishawaka Road – cars parked near landing  
Supervisor Ives reported that the week before July fourth, he noticed there were apx 23 cars/trailers at Mishawaka Boat Landing. 19 were in the parking lot but the rest were parked along Mishawaka Road - around the corner, past the no parking signs. He said he had never seen the landing so full – and this was the weekend *before* the 4<sup>th</sup> of July. He shared that he is looking into options to improve parking at the landing.

## 6. Recreation

- None

## 7. Correspondence

- Board Action items:
  - None
- Noteworthy items:
  - Collaborative Opportunities Meeting minutes from May 28 and June 23, 2015  
Comments by Ives: The Collaborative Opportunities team has gone back to Blandin Foundation for funding of a moderator. In addition, the ten communities currently involved in the group would be asked to each contribute \$100. Some collaboration projects of the group were noted – including crack sealing. Supervisor Haubrich asked for clarification on how the group authorizes the collaboration of projects – namely the crack sealing mentioned, including Harris Township. Ives clarified that using the same contractor could save each entity money, but there was no formal collaboration on crack sealing as it was *not* bid as one job. Hodgson added that while bidding as one project would have been ideal, he did make sure that all the crack sealing was bid at same time so the contractor knew there were several jobs. This is important as the contractors are not local, so by having more work, mobilization costs would be lower for all involved.
- 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)  
Supervisor Rosato read the email aloud; in essence, it noted that Paul Bunyan’s expansion in 2015 will *not* include Harris Township. They are hoping to come into Harris Township in 2016, after the final year of the broadband loan is completed, but cannot guarantee it.
- Bonding – update from Treasurer Adams  
Treasurer Adams was asked at the July 6<sup>th</sup> road work session, to try and find out some information for the board regarding bonding for road project; Adams shared she’d made initial contact with a bonding agent from Robert W. Baird & Co., who works with townships, and can help layout various loan/bonding types. The person noted that due to MN state statue, any type of borrowing by the township would be considered bonding – even a loan

from a bank. The bonding agent agreed to write up some information for the board to review, including estimated legal costs, what banks are willing to offer, etc. Adams will then share this memo with the board to help educate them about the bonding process. She hoped to have the information by the July P&D meeting. When Adams gets the letter, she will forward to board prior to the meeting so they have time to review and ask questions. Then, at the P&D meeting, the board can decide if they'd like Adams to invite the bonding agent to an upcoming meeting.

Adams added that Barb Baird from the City of Grand Rapids, who may have some bonding tips and recommendations, had been on vacation this week.

## 9. New Business

- ATV Motorized Trail Open House

Supervisor Ives reported that there was an open house last night at Harris Town Hall regarding a possible ATV trail, which would go from the City of Grand Rapids, through Harris and Wildwood Township, and connect to the Smith Creek trail near 9 mile. Ives said it was well attended – apx 35-40 people were there, in addition to several ATV groups, Itasca County and the City of Grand Rapids who are all involved in the planning process. Maps were provided of the proposed trail location, and the public was asked to give their input on the location. Nothing was decided but people were excited about the trail possibility.

## 10. Treasurer's Report – dated July 8, 2015 (June 1-30, 2015 financials)

Treasurer Adams recapped the July treasurer's report:

- Balance June 1, 2015: \$1,095,475.22
- Receipts: \$ 2,823.79
- Disbursements: \$ (39,474.66)
- Balance June 30, 2015: \$1,058,824.35

Adams commented that the adjusting entry previously approved by the board at the February 17, 2015 budget work session had been done - to move \$28,217 *from the Capital Improvement Fund to the Building & Grounds Fund* to cover the expenses in 2014 from: the new well at Wendigo (\$7,849), the new ramp and awning at the town hall (\$16,822), and the new furnace at the Service Center (\$3,545). Adams noted that the adjustment to the two funds (Cap Impv and B&G) went back to January 1, 2015 so affected the Treasurer Reports for January to June, 2015. New treasurer reports for these months have been prepared. Adams noted that the overall and monthly starting/ending balances were not affected, as the transfer was just between two funds (i.e. "a wash").

***A motion was made by Supervisor Kelley, seconded by Supervisor Haubrich, to approve the July 8, 2015 Treasurer's Report of June 2015 financials. Motion carried by a unanimous vote.***

## 11. Approve payment of bills for July 2015

Upon review of the bill list, Supervisor Ives explained that there were two checks for him this month as he had not submitted his claim forms to the treasurer for payment, for several months. As a result, there were four months of Supervisor pay for him, on two checks.

***A motion was then made by Supervisor Kelley, seconded by Supervisor Ives, to pay the bills as per the attached document titled "July 2015 Bill Listing to Board" for \$74,305.61. Upon roll call, motion passed by a unanimous vote***

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

- Dan Butterfield:
  - Butterfield suggested the board get a hold of Jeff Davies, Public Works Director for the City of Grand Rapids, regarding the stop sign flashing lights; Davies was involved in adding the lights to the intersection stop signs at the airport.
  - While Butterfield agreed there was an issue with slow Paul Bunyan expansion in Harris Township, he also he did not feel that Mediacom was doing what he thought they had agreed to. A lot of township

residents still cannot watch the town board meetings on TV due to no cable access, which is really too bad for a township of our size.

**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**

***With no other business to become before the board, a motion was made at 8:15pm by Supervisor Kelley to adjourn tonight's meeting; upon a second by Supervisor Ives, the motion passed and the meeting adjourned.***

Respectfully submitted,

Michele Smith – Harris Township Clerk

July 2015 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	734.74
Dennis Kortekaas	Mtgs, wages, labor, less withholding	544.06
Burl Ives	Mtgs, wages, labor, less withholding	1,725.42
Burl Ives	Mtgs, wages, labor, less withholding	560.39
Jim Kelley	Mtgs, wages, labor, less withholding	478.72
Ken Haubrich	Mtgs, wages, labor, less withholding	786.04
Michele Smith	Mtgs, wages, labor, less withholding	1,210.12
Becky Adams	Mtgs, wages, labor, less withholding	595.92
Bonnie Key	Cleaning labor, showing, less withholding	585.07
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,220.64
PERA	ONLINE pmt:: Payroll withholding	1,597.49
Burggrafs ACE Hardware	gutters, connectors, screws	120.79
Century Link	ONLINE pmt:: July phone service	283.44
City of Grand Rapids	2015 Fire Contract - first half due July	37,624.50
Cole Hardware	used motor, shovel	109.48
Express Employment	Grounds Laborer: Zupan 6/10, 6/17, 6/24	1,424.50
Grand Rapids Public Utilities	Utilities; lights and town hall	191.72
Home Depot	service center supplies, concrete	108.98
Itasca Cty Auditor	record deed: Krumrei, Wilson, Smith	138.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	399.79
MediaCom	PHONE PAY:: May phone and internet service - town hall	218.02
MAT	Summer Short Course: Smith, Haubrich	100.00
MN Benefit Assoc	Dental premiums	378.20
Minute Man Press	copies for meetings	54.58
Northern Air Plumbing	add refrigerant and labor	142.50
Northland Portables	portables for wendigo, crystal, cemetery, boat landings	492.00
S E H	Engineering Services - misc. services	16,065.60
Stokes	office supplies - copy paper	15.98
treasure bay	name plate: haubrich	29.85
Verizon	cell phone bills - June	106.04
Commissioner of Revenue	Payroll withholding :: electronic payment	413.00
EFTPS	Payroll withholding :: electronic payment	2,726.39
<b>Total</b>		<b>\$ 74,305.61</b>

Approval to pay :: July 8, 2015, Checks numbered 16804 through 168

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato