

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, August 12, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, August 12, 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, Derrick Marttila – Township Maintenance crew member, and residents Bonnie Key, Dan Butterfield, Judy Myers, and Cyndy Martin.

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

**2. Consider approval of Minutes** from the Road Work Session on July 6, the Regular Meeting on July 8, and the P&D Meeting on July 22, 2015.

***A motion was made by Supervisor Kortekaas to approve the minutes are presented. Motion was seconded by Supervisor Kelley, and passed by a unanimous vote.***

**3. Application for IRRRB Residential Redevelopment Program Grant**

- Review and consider approval of application for the demolition of a two story house and garage located at 20643 Stony Point Road, owned by Evon and Milo Haarklau. (see application, photos, and estimates)

Dan Butterfield, the township's volunteer representative for the IRRRB Residential Redevelopment Program, spoke to the board about the application that he'd received from Evon and Milo Haarklau, and was now sharing with the board. This was the first application he'd ever received, and the review process was something new for him and the board. Butterfield commented that the application and all supporting paperwork had been completed by the land owner with the exception of a township resolution, required would be required if the grant application was approved by the board.

Butterfield clarified that the grant is between the IRRRB and the township (or city or county); the homeowner cannot apply for the grant, but rather asks the government entity to be their agent. Once the application and bids are turned in to the IRRRB for consideration, they would either accept or reject them. It was not known if this particular application for demolition of a house and a garage would be approved or not, by IRRRB.

It was also clarified that the demolition contract would be between the contractor and the township (not the homeowner), but the IRRRB would reimburse the township up to 75% of the cost of the demolition work, with the rest paid for by the resident/landowner. Some contractors will wait until IRRRB grant money has been received by the township, and then require payment. Inspections need to be done and photos submitted to let the IRRRB know when the demolition has been done. The IRRRB grant program states that demolition cannot begin until a decision on the grant has been made.

Some questions the board had were as follows:

- Q: How does township guarantee that the land owner will pay them the 25% not covered by the grant?  
A: Special assessment would be one way; getting an attorney involved may also be a good idea, to set up an escrow account. Whatever the arrangement, it would need to be determined before signing a contract with demolition contractor.
- Q: Any idea how long it takes for the township to get their grant money from IRRRB?  
A: Not sure, per Butterfield.
- Q: Was a survey of the land done on this property? This is a tricky part of the township, where the boundaries of some parcels along Stony Point are not known. Glen Hodgson commented that he shared this concern.  
A: The property owners are new to the area, and the closing date is coming up. It was not known if a survey of land was a part of the deal, but the board did confirm that the parcel with the buildings was in Harris Township.

- Q: Why is the IRRRB willing to reimburse money for a project like this, for apx \$11,000, where new owners planned to tear down the building upon purchase of the property? Does this project meet the purpose of the grant, or is it subsidizing someone to build a summer home? It was known that the City of Grand Rapids had used this grant before, but for blight or to remove a building that was a hazard to public safety.

A: The answer was not known, but the board discussed that a grant is a grant. And with a nicer, newer home, the property taxes would be higher – which is good for the township.

- Q: Was Itasca County Environmental Service involved?

A: Yes per Butterfield, and they did not have any concerns; it was a buildable site that could meet the lake setbacks even if basement walls were taken down.

Overall, the town board had a lot of concerns about the IRRRB Rehabilitation Grant and how the process affects the township, including not having budgeted for an upfront payment for demolition. Yet the deadline was in two days, August 14<sup>th</sup>, for consideration of a 2016 grant. The board discussed that an option might be to ask the property owners to reapply after September 1<sup>st</sup>, to give them time to consider this process. Plus, there may be additional blight buildings that could be added to the grant request.

***A motion was made by Supervisor Kortekaas to table a decision on the application for the demolition of a two story house and garage located at 20643 Stony Point Road, owned by Evon and Milo Haarklau until the September 9<sup>th</sup> Regular Meeting, to allow more time to consider the process. The motion was seconded by Supervisor Ives. Discussion: Supervisor Haubrich commented that he would like to talk to someone from the IRRRB to learn more about the grant's purpose. The board also discussed that they were not obligated to enter into these grant agreements – but rather that they were an option because Harris Township is in the area covered by the grant. And, that each application can be approved/denied based on their own merit. Also, it was suggested that the township may not want to step away from the program all together, as there are other properties where the township may benefit – where structures present safety or blight concerns. Upon a roll call vote, the motion to table this item until 9/9/15 passed by unanimous vote. Dan Butterfield was thanked for all his work with this application process.***

#### 4. Business from the floor

- None

#### 5. Consent Agenda

- 1) Consider exchange of four cemetery sites purchased by Bruce Swenson July, 2015 to: Sec 3, Block 2, Lot 1, Sites 7 & 8, and Lot 2, sites 3 & 4, as two of the four sites previously purchased by Swenson, and approved by the board in July 2015, were found to have already been sold. Thus, the four sites noted above will replace the four purchased 6-25-15. A corrective cemetery deed has been prepared for recording with the county.

***A motion was made by Supervisor Kortekaas to approve the consent agenda, with a second by Supervisor Ives. After hearing an explanation of what happened from Clerk Smith, the motion passed by a unanimous vote.***

#### 6. Roads

- Glen Hodgson – SEH Road Engineer (*see related memorandums in agenda packet*)
  - Consider approval of pay estimate #3 – Final, for the 2014 Bituminous Road Project (Lakeview Drive, Harbor Heights Road, and Underwood Road – east)

Last year's bituminous road project work on Lakeview Drive, Harbor Heights Road and Underwood Road (east of Wendigo Park Road) was substantially completed by fall 2014; a few punch list items were completed this spring, and a 2% retainage had been held over the winter to cover those costs. Now that all work is done, it was time to process the final payment to Hawkinson Construction. Hodgson recommended the board approval the pay estimate "#3 –Final" in the amount of \$10,453.60. This was noted to be on the bill list, for board consideration later in the meeting.

Hodgson also noted that the total of work to date by Hawkinson was \$428,207.90, which was approximately \$25,000 *under* the original bid amount.

Derrick Marttila voiced some concerns regarding the drainage on Lakeview. He'd been out to fix it already, noting there was washout of the shoulder occurring. Hodgson commented that they had installed a recycled mix to fix this type of problem in the past. The board approved that he and Marttila go look at the drainage issues on Lakeview.

- Road project updates:
  - Crack Sealing

The traditional crack sealing had been completed, and an invoice was mailed to Treasurer Adams. The wide crack fill with NuvoGap should be completed in a few weeks. Both types of crack fill were being done by the same contractor, but with two different crews.
  - Underwood Road – west

Work has begun on Underwood Road-west; all the ditching and culvert work is done, paving is done, and seeding is done. This project is substantially complete, and an invoice will be submitted at a subsequent meeting.
  - Pavement repair work– on Alicia Place, Sunny Beach Road, and Birch Street

The pavement repair work on the above noted roads has been completed.
- Other road issues/concerns/comments
  - Vacation of a portion of 'Storm Road' (Sunny Beach Road) as requested by Brent Bocnuk  
Supervisor Rosato noted that Brent Bocnuk, a resident of Sunny Beach Road, may be turning in a vacation request for a portion of 'Storm Road' – a section of ROW that runs through his neighborhood.
  - Ditch cutting  
Supervisor Ives asked when ditch cutting would be done. Derrick Marttila commented that they had completed approximately 25 of the closer roads; however, the distance of the remaining roads will take more time due to the need to haul the tractor. Overall, he estimated they are half way done with ditch mowing. The board mentioned that cutting the ditch of Mishawaka Shores was desired prior to Nuvo-Gap being laid, to avoid tracking when the tractor goes over the crack fill.
  - Flashing lights on stop signs  
Supervisor Rosato consulted with the assistant county road engineer, regarding flashing solar lights on the stop signs at the intersection of Wendigo Park Road and Harris Town Road as requested by a township resident. The county did not have a problem with the township doing this on the county owned signs, and thus granted permission to add the flashing lights. Rosato asked if this is something the board wanted to do, and if so, did they want signs on all 4 stop signs or just 2?

***A motion was made by Supervisor Kortekaas to place flashing solar lights on the two stop signs on Wendigo Park Road, at the intersection with Harris Town Road. The motion was seconded by Supervisor Kelley. Discussion: The board liked the idea of starting with two signs, and seeing how they worked. The motion passed by a unanimous vote.***

## 7. Recreation

- Boat landing issues

Supervisor Ives commented that the class 1 is gone at Casper Landing, and that he'd like to see this improved in 2016 with rip-rap, or ask the Army Corp of Engineers for assistance. Rosato suggested that the maintenance crew may also have some ideas for improvement.

## 8. Correspondence

- Board Action items:
  - None
- Noteworthy items:
  - Harris Township 2016 Town Aid Notice from Minnesota-Revenue. Total aid amount: \$1,332
  - Collaborative Opportunities Meeting minutes from June 21, 2015
- Non-action items
  - Copies of Itasca County approved land use & sewage treatment permits in Harris Twp, issued in June 2015 (*available for review, upon request to clerk*)

## 9. Old Business

- August Newsletter:

A draft newsletter was included in the agenda packet for board review, as submitted by residents Cyndy Martin and Judy Myers. Clerk Smith asked the board to consider approval to print the newsletters in full color this time, given all the great photos used. The cost would be approximately \$400 more than when printed in black and white. And while the 2015 line item budget for newsletters was already over budget after just one issue, the board had approved 4 newsletters in 2015 – with no dollar amount cap. With only three newsletters planned, per Martin and Myers, the resulting savings would cover the cost of printing in color.

***A motion was made by Supervisor Kelley to approve the newsletter as submitted, and print in full color as requested by the clerk. The motion was seconded by Supervisor Ives, and passed by a unanimous vote.***

- Bonding Work Session:

The date, time, and location to meet with Paul Donna from Baird & Co. to discuss bonding was proposed for Monday, August 17<sup>th</sup>, 2015 from 11:30am – 1:00pm at Harris Town Hall. The board confirmed this would work for everyone. The clerk will post accordingly.

Treasurer Adams suggested creating an agenda for this meeting. She would be willing to prepare the agenda, but wanted input from the board. Adams asked that the supervisors get their questions to her so it can be prepared.

Adams also noted she had talked to Barb Baird from City of Grand Rapids today, regarding the city's bonding experiences and got her input on the process.

- Round-Table meeting dates options with the City of Grand Rapids staff (Rosato)

Rosato reported that he'd spoke with the city engineer, Julie Kennedy, about date options for a round table discussion with the city staff – including the engineer, administrator, and planner. Kennedy responded that any Wednesday evening in September would work for them. Rosato suggested that the board review these dates at the August 26<sup>th</sup> P&D meeting, and choose a date for a round table meeting. The board agreed.

## 10. New Business

- Blackberry ditch mowing

Supervisor Kelley was asked by a Blackberry Township Supervisor if Harris Township would be willing to help them with their ditch mowing. Rosato commented that no, this was not an option as the Harris Township equipment would not be available due to use by our crew.

## 11. Treasurer's Report – dated August 12, 2015 (July 1-31, 2015 financials)

Treasurer Adams recapped the July treasurer's report:

- Balance July 1, 2015: \$1,058,824.35
- Receipts: \$ 463,085.79
- Disbursements: \$ (74,173.11)
- Balance June 30, 2015: \$1,447,737.03

Adams noted that the receipts included the July apportionments. And that the Building & Grounds fund is once again in the black, with a balance of \$9,777.86

***A motion was made by Supervisor Kelley, seconded by Supervisor Haubrich, to approve the August 12, 2015 Treasurer’s Report of July 2015 financials. Motion carried by a unanimous vote.***

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

Treasurer Adams noted that there were a large number of bills this month, as it had been 5 weeks since the last check run during the July 8<sup>th</sup> Regular Meeting. Because of that, some payments on the bill list were actually for two months’ payments. She also noted that the bill list included the Bergen crack sealing invoice and the final payment to Hawkinson for the 2014 bituminous road project.

***A motion was then made by Supervisor Ives, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled “August 2015 Bill Listing to Board” for \$82,952.46. Upon roll call, motion passed by a unanimous vote***

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

- Dan Butterfield reported that at the last township board meeting, there was a variance application that the board recommended for approval. The county board addressed this variance request today, and it did pass. Supervisors Rosato and Haubrich were also in attendance at the public hearing, representing the township.

**14. Upcoming events and meetings**

- Mon Aug 17 Work Session – bonding discussion..... 11:30am Harris Town Hall
- Wed Aug 26 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Mon Sept 2 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Sept 9 Regular Meeting..... 7:30pm Harris Town Hall

**15. Adjourn**

***With no other business to become before the board, a motion was made at 8:545pm by Supervisor Kortekaas 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

August 2015 Bill Listing to Board	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	692.31
Dennis Kortekaas	Mtgs, wages, labor, less withholding	506.63
Burl Ives	Mtgs, wages, labor, less withholding	349.40
Jim Kelley	Mtgs, wages, labor, less withholding	559.04
Ken Haubrich	Mtgs, wages, labor, less withholding	591.04
Michele Smith	Mtgs, wages, labor, less withholding	1,128.94
Becky Adams	Mtgs, wages, labor, less withholding	520.03
Bonnie Key	Cleaning labor, showing, less withholding	432.68
Dan Key	Labor less withholdings	2,765.79
Derrick Marttila	Labor less withholdings	3,210.79
PERA	ONLINE pmt:: Payroll withholding	1,547.78
ASV	filters	76.79
Bargen, Inc.	crack sealing	14,532.00
Blue Cross Blue Shield	insurance premiums 8/1 - 11/1	3,316.86
Burggrafs ACE Hardware	otterbox and cable ties	72.75
CarQuest	Oil Filter	15.70
Century Link	ONLINE pmt:: July phone service	284.60
City of Grand Rapids	2nd Quarter PEG and Franchise Fees: Paul Bunyan and MediaCom	6,304.94
Davis Oil	July and August Invoices	1,107.58
Diamond Mowers	In tank filters	73.97
Dust B Gone	mag chloride on township roads	11,260.73
Express Employment	Grounds Laborer: Zupan 6/30, 7/8, 7/14, 7/21, 7/28, 8/4	2,722.83
Grand Rapids Public Utilities	Utilities; lights and town hall	175.10
Hawkinson Construction	final payment for 2014 roads: lakeview, harbor heights, underwood	10,453.60
Hawkinson Sand and Gravel	topsoil, rock, gravel, cold mix	1,682.27
Herald Review	bids	119.90
Itasca Cty Auditor	record deed	46.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	423.77
L and M	invoices for July and August	1,481.83
Maki Body and Glass	repair of pickup truck	313.60
MediaCom	PHONE PAY:: July phone and internet service - town hall	7.42
Minute Man Press	copies for meetings	153.63
Northern Air Plumbing	add refrigerant and labor	142.50
Range Water	water cooler and 5 gal in store July and Aug	76.65
Pokegama Lawn and Sport	blade and filter	86.52

Postmaster	newsletter postage	451.44
Schwartz and Sons Excavating	June and July grading	2,715.00
S E H	Engineering Services - misc. services	9,378.00
Verizon	cell phone bills - July and new iPhone 5s	351.58
Waste Management	July and August - 3 yd rel on call	147.22
Wells Fargo	AUTO PMT: 7.44+8.45 interest	15.89
Commissioner of Revenue	Payroll withholding :: electronic payment	295.00
EFTPS	Payroll withholding :: electronic payment	2,362.36

**Total**      \$      **82,952.46**

Approval to pay :: August 12, 2015, Checks numbered 16829 through 168

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato