

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, September 9, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, September 9, 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, Evon and Mylo Haarklau, Dan Butterfield, and Judy Myers.

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

2. Consider approval of Minutes from the Regular Meeting on August 12, the Bonding Info Work Session on August 17, the P&D Meeting on August 26, and the Road Work Session on August 31, 2015.

A motion to approve the minutes as presented was made by Supervisor Kortekaas and seconded by Supervisor Haubrich. Discussion: Supervisor Ives brought up the speed limit reduction on Sunny Beach Road, to less than 35mph as noted in the Aug 26 P&D minutes. Chairman Rosato asked that he please bring this up under old business. Motion to approve the minutes passed by a unanimous vote.

3. Application for IRRRB Residential Redevelopment Program Grant (as tabled from 8/12/15 mtg)

- Review letter from Milo and Evon Haarklau regarding the approval of the application for the demolition of a two story house and garage located at 20643 Stony Point Road

Milo and Evon Haarklau were in the audience, and had submitted a letter addressing concerns of the board had when they reviewed their IRRRB application at a previous meeting; the letter was in the agenda packet. Chairman Rosato highlighted some key points of the letter (*see agenda packet for a copy*), and invited the board to ask questions as needed. Some responses noted were:

- Haarklaus did plan to have a survey done. However, the surveyor was behind schedule and so they were having to wait a couple weeks or more for a survey.
- The lakefront portion of the property is *not* in Harris Township, but the land with the 2 buildings on it to be demolished *is* in Harris Township.
- Itasca County had visited the site several times, and would be out there again tomorrow to review for any asbestos. The set back requirement is only 75 feet from the high water mark per Dan Swenson from Environment Services - not 150 feet as the board thought.
- The contact person at IRRRB has changed from Lori Spielman to “Lee” who formally ran program. Lee shared with Evon Haarklau that the Township is *not* on the hook for anything; they would just be a pass-through agent. Ives questioned that – as Butterfield was told by Spielman that the township would be the holder of the contract with IRRRB and with the demolition contractor. Haarklau suggested that perhaps the information had changed, as she was told the Township only pays out what the IRRRB pays them via the grant.
- The cities of Chisholm, Grand Rapids, Cohasset, and LaPrairie have all participated in this IRRRB grant program. Haarklau hadn’t talked to anyone else, but understands that many other local government units are taking advantage of the redevelopment program.
- Even though the August deadline had passed, Haarklau was told not to worry about it, and to continue on; the IRRRB would process the application as soon as they could.
- Ives asked if not having several buildings (3 or more) was an issue. No, per Dan Butterfield.

Haubrich noted that he had emailed Lori Spielman at IRRRB after the last meeting on Aug 12th, but did not receive any clarification as hoped; her reply was basically a repeat of information the board already had.

After reviewing the application checklist, Supervisor Ives made a motion to approve the IRRRB Residential Redevelopment Program Grant application as received from Dan Butterfield on behalf of Milo and Evon Haarklau for the demolition of a two story house and garage located at 20643 Stony Point Road. The motion was seconded by Supervisor Kelley and upon roll call, motion passed by a unanimous vote.

- Consider approval of Resolution #2015-008: Resolution authorizing Harris Township to make Application to and Accept Funds from, IRRRB Residential Redevelopment Grant Program

Supervisor Kelley then made a motion to approve Resolution #2015-008, authorizing Harris Township to make Application to and Accept Funds from IRRRB Residential Redevelopment Grant Program. The motion was seconded by Supervisor Ives and passed by unanimous vote.

The board suggested that Haarklau continue to communicate with Dan Butterfield regarding the application submission process, and to contact the clerk if needed.

4. Business from the floor

- None

5. Consent Agenda

- 1) Consider approval of cemetery sites purchased by Robert and Alice Hill: Sec 3, Block 11, Lot 1, Sites 1 & 2
- 2) Consider approval of cemetery site purchase by Lisa Krumrei: Sec 3, Block 29, Lot 4, Site 2

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

6. Roads

- Glen Hodgson – SEH Road Engineer (*see related memorandums in agenda packet*)
 - Consider approval of the Preliminary Survey Proposal for 2016 Road Projects

Hodgson shared a 3-page proposed agreement for professional services. The proposal covered the preliminary topographical survey work on three road projects that are planned for 2016 – on Sunny Beach Road, Isleview Road and Birch Street. He requested the board approve the proposal so that SEH could collect the necessary field data this fall 2015. If the road projects do proceed, SEH can then complete the design work this winter and have the projects ready to bid in early spring of 2016. This would allow the best possible timing for bidding the projects. The fee for service as outlined by the proposal was \$7,895.00.

A motion was made by Supervisor Ives to accept the proposal as submitted by SEH for the topographical survey work on Sunny Beach Road, Isleview Road, and Birch Street for a lump sum fee amount of \$7,895.00; the motion was seconded by Supervisor Kelley. Discussion: Has the board come to a definite decision that these three roads will be done in 2016? No, per Hodgson, which is why the SEH proposal was only for the topographical survey and not the design, etc. The information will remain valid for whenever the roads are improved. Upon roll call, the motion passed by a unanimous vote.

- Consider adoption of the 5-Year Road Improvement Plan for 2016-2020

Hodgson passed out a three-page updated Excel spreadsheet that outlined future bituminous road improvement plans in Harris Township. The proposed 5-year road improvement plan was shown in “Part two” of the spreadsheet. The board had seen the spreadsheet before, but Hodgson had revised the plan to match the scope that the board discussed at the August 31,

2015 work session. Specifically, his updated plan now showed Sunny Beach Road, Isleview Road, and Birch Street improved in 2016. The remaining four years of the 5-year plan included improvements to various roads that would cost an average of \$350,000/year. Hodgson removed some roads he'd included previously so it was a less aggressive plan.

Hodgson emphasized it was only a plan and did not create any obligations for the board, and they would be free to modify the plan at any time. In fact, he encouraged the board to review it every year and update annually.

Adopting a 5-year plan was noted to be a necessary step to continue discussions about bonding, and Hodgson recommended the board adopt the plan as presented.

A motion was made by Supervisor Haubrich, seconded by Supervisor Ives, to adopt the 5-year road plan as presented by Glen Hodgson, SEH road engineer. The motion passed by a unanimous vote.

- Consider next steps for Continuation of Bonding Discussion and Process

With a 5-year road plan adopted, the next step for the board in the bonding process is to “prepare a general obligation street reconstruction finance plan illustrating the estimated terms and costs of the proposed obligation” (as quoted from the materials presented by Paul Donna of Baird).

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to continue with the bonding process and authorized Glen Hodgson of SEH and Treasurer Becky Adams, to meet with Mr. Donna to discuss a financing plan that could be presented to the board at a later meeting. The motion passed by a unanimous vote.

- Update on Underwood Road (west) Project

Hodgson and Dan Shannon prepared a punch list of work items for the contractor to complete before the project on Underwood Road-west can be finalized. They directed the contractor *not* to remove the silt fence and erosion control logs until next spring. Therefore a final payment on the contract will not be completed until 2016, and SEH will continue to hold 2% retainage until next spring.

- Other road issues/concerns/comments

- A resident of Harbor Heights Road contacted Supervisor Ives as he has a small wash out problem due to heavy rain. Glen Hodgson from SEH agreed to go look at the area and contact the township maintenance crew as needed. The home is located towards the end, #20206 (Bob Olson). Ives shared a photo of the area he'd taken on his mobile phone earlier that day.

7. Recreation

- None

8. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - Collaborative Opportunities Meeting minutes from August 19, 2015 (Ives and Haubrich both attended)
- Non-action items
 - Certificate of Insurance for Swartz and Son, Inc.
 - Copy of Itasca County approved variance application from Paul Venne/Howard Carp – for property on Sunny Beach Addition Road

9. Old Business

- Consider setting a date for road side clean of the town board's Adopt a Highway portion of River Road

The board set up the following date and time for roadside clean up on their 2 mile stretch of River Road, between Wendigo Road and the Grand Rapids city limits: **Friday, Sept 11th, 6pm. Meet at cemetery.** The clerk will post a quorum notice.

- Speed limit on Sunny Beach Road
Supervisor Ives recapped that a year ago or so, the board learned that MN state statute doesn't allow the board to set the speed limit on a township road below 35mph. If they want it lower, they need MnDOT's approval. Ives felt there were some areas of Sunny Beach Road that should be less than 35 mph. Glen Hodgson suggested the Duluth branch of MnDOT be contacted, and to talk to the District Traffic Engineer. Supervisor Ives agreed to do make that call.
- Wide-crack fill (NuvoGap)
Supervisor Haubrich commented that the wide-crackfilling via NuvoGap didn't meet the board's expectations and asked if Hodgson had met with contractor yet. He had not – but did plan to meet with them and discuss the crackfilling results and review the roads done. Haubrich suggested that the board consider specifying and sharing expectations with contractors in the future, before work is done. Supervisor Ives wondered if another layer of NuvoGap could be put on over that layer that was put down this year – if needed. Hodgson agreed to ask the contractor that question. Overall, Hodgson and the board agreed that the NuvoGap crack fill improved ridability of the roads, but that they all expected a better result.
- Consider date and time for Grand Rapids & Harris Township Roundtable:
Clerk Smith shared that she'd received a request from Julie Kennedy, Grand Rapids city engineer, to meet for a round table on **Wednesday, Oct 21, 2015 from 5:30-7:00pm at the Grand Rapids Public Works / Public Utilities Service Center.** This date worked for all supervisors and the clerk. Smith will let Kennedy know that the meeting date and time has been confirmed.
- Northwest Gas: Is the township interested in having pipe run to the Harris Town hall for natural gas?
Mike Gorham contacted Clerk Smith to ask if the Town Board was interested in having Natural Gas line run to the Town Hall, as they are currently laying line along Airport Road. The board agreed that yes they would like it run to the hall. It's free to have it done now, but will come with a cost per foot to have it installed in the future.
The board asked if the Township Service Center should also have gas line run to it. Supervisor Rosato agreed to check on that and let the clerk know. He recalled the house was heated by electric slab heat, but wasn't sure what type of heat was in the maintenance garage.
- LaPlant Landing crack sealing
It was reported that the crack sealing at LaPlant landing had been pulled out, and left hanging all over. When it's warm outside, the crack fill can be peeled out like rope. No action was taken, but was just brought to the board's attention as an FYI.

10. New Business

- Consider approval of Resolution #2015-009, Adopting the Levy Collectable in 2016

After reviewing, a motion was made by Supervisor Kortekaas to approve #2015-009, Adopting the Levy Collectable in 2016 as presented; the motion was seconded by Supervisor Kelly and passed by a unanimous vote.

A recap of the resolution is as follows:

THEREFORE, BE IT RESOLVED, to adopt the following levies, collectable in 2016:

General Fund Operations	\$140,000
Historical Society (\$1/pp of 2010 census)	\$ 3,253
Itasca Co. Agricultural Assoc. (Fair Board)	\$ 1,000
Road and Bridge Fund	\$490,000
Equipment Fund	\$ - 0 -

Cemetery Fund	\$ - 0 -
Recreation Fund	\$ 25,000
Building & Grounds Fund	\$ 60,000
Fire Fund	\$ 75,000
Capital Improvement Fund	\$140,000
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Total levy collectible in 2016	\$934,253

11. Treasurer’s Report – dated September 9, 2015 (August 1-31, 2015 financials)

Treasurer Adams reported that there was nothing out of the ordinary on this month’s report. She recapped the September report as follows:

- Balance Aug 1, 2015: \$1,447,737.03
- Receipts: \$ 7,302.84
- Disbursements: \$ (82,952.46)
- Balance Aug 31, 2015: \$1,372,087.41

A motion was made by Supervisor Kortekaas, seconded by Supervisor Haubrich, to approve the September 9th 2015 Treasurer’s Report of August 2015 financials. Motion carried by a unanimous vote.

12. Approve payment of bills for September 2015

Treasurer Adams noted the bill list included a payment to Hawkinson in the amount of \$150,782 for major construction, and to Bargaen for the second half of crack filling.

Adams requested that an additional payment be included to Pokegama Electric for \$157.00 for an outstanding bill from December that was just received tonight. The \$415 bill amount on the bill list for Pokegama Electric, plus the outstanding bill for \$157.00, meant a revised total of \$ 572.00. Adams will verify that this bill had not been paid previously.

The total of the revised bill list was noted to be \$197,940.93.

A motion was then made by Supervisor Kelley, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled “September 2015 Bill Listing to Board” as revised for \$197,940.93. Upon roll call, motion passed by a unanimous vote

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

- None

14. Upcoming events and meetings

- Fri. Sept 11 Road clean up 6:00pm Meet at Harris Cemetery
- Mon Sept 14 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Sept 23 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Mon Oct 12 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Oct 14 Regular Meeting..... 7:30pm Harris Town Hall

15. Adjourn

With no other business to become before the board, a motion was made at 8:45pm by Supervisor Kelley to adjourn tonight’s meeting; upon a second by Supervisor Haubrich, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

September 2015 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	693.56
Dennis Kortekaas	Mtgs, wages, labor, less withholding	527.72
Burl Ives	Mtgs, wages, labor, less withholding	349.40
Jim Kelley	Mtgs, wages, labor, less withholding	527.72
Ken Haubrich	Mtgs, wages, labor, less withholding	557.93
Michele Smith	Mtgs, wages, labor, less withholding	1,041.56
Becky Adams	Mtgs, wages, labor, less withholding	502.68
Bonnie Key	Cleaning labor, showing, less withholding	305.63
Dan Key	Labor less withholdings	2,119.62
Derrick Marttila	Labor less withholdings	2,220.64
PERA	ONLINE pmt:: Payroll withholding	1,316.11
Andersen, Earl F.	signs: caution children	191.97
Bergen, Inc.	crack sealing - norberg Drive, mishawaka shores trails east and west	19,776.00
Braun Intertec	sunny beach road and isleview road-eval and pavement coring	2,012.50
Burggrafs ACE Hardware	fuel line	9.24
Century Link	ONLINE pmt:: August phone service	285.61
Davis Oil	August invoices	672.60
Diamond Mowers	boom flail, roller plate, bolt, hex nut	271.99
Grand Rapids Public Utilities	Utilities; lights and town hall	185.69
Hawkinson Construction	Underwood Road Project, Alicia Place: repair and stump removal	150,782.65
Herald Review	subscription renewal - 1 year	65.00
Home Depot	ONLINE pmt:: paint, kilz, brush	58.42
Itasca Cty Recorder	cemetery deed: corrective deed Swenson	46.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	438.84
L and M	invoices for August	254.50
MediaCom	PHONE PAY:: Aug phone and internet service - town hall	101.44
Minute Man Press	copies for meetings	48.14
Northland Portables	July, Aug, portables: wendigo park, crystal park, cemetery, boat landings	984.00
Pokegama Electric	replaced security light at crystal park	415.00
Range Water	water cooler Sept	10.00
Rapid Printing	Newsletter-August	1,071.00
Schwartz and Sons Excavating	August grading	1,260.00
S E H	Engineering Services - misc. services	5,595.34
Stokes Printing	comp book, ink, binder clips,	140.13
Verizon	cell phone bills - Aug 12	121.21
Waste Management	September- 3 yd rel on call	132.80
Commissioner of Revenue	Payroll withholding :: electronic payment	413.00
EFTPS	Payroll withholding :: electronic payment	2,278.29
Total		\$ 197,783.93

572.00

Approval to pay :: September 9, 2015, Checks numbered 16865 through 168

\$ 197,940.93

en Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato