

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

The Regular Meeting of the Harris Town Board was held on Wednesday, March 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, Dennis Kortekaas, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams.

Also in attendance were Mike Hendricks – Creative Services, and residents Marge Kelley, Dan Butterfield, Bonnie Key, 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 February 11, the Budget Work Session on February 17, the Planning and Development Meeting on February 25, and the Work Session on March 4, 2015

***A motion was made by Supervisor Ives to approve the minutes as submitted for 2/11/15, 2/17/15, 2/25/15 and 3/4/15. Supervisor Key seconded the motion, which passed by a unanimous vote.***

**3. Business from the floor**

- None

**4. Treasurer's Report** dated March 11, 2015 (re: February 1-28, 2015 financials)

Treasurer Adams verbally recapped the treasurer's report of February 1-28, 2015 financials for the board:

- Starting Jan. 1 balance: \$1,170,425.45
- Receipts: \$ 60,151.79
- Disbursements \$ (66,814.36)
- Ending Dec.31 balance: \$1,163,762.88

With regards to fund balances, Adams reminded the board that the Building and Grounds fund was still in a deficit of (\$23,595.02) as the board had not yet transferred 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 Key, seconded by Supervisor Kelley to approve the Treasurer's March 11, 2015 Report containing February 1-28, 2015 financials. Upon roll call, motion passed by a unanimous vote.***

**5. Roads**

- Sunny Beach and Isleview-Birch Street Road proposal for preliminary engineering – Glen Hodgson, SEH

At the last meeting, the board asked Hodgson to provide a proposal for preliminary engineering on Sunny Beach Road, Isleview Road, and Birch Street. He understood the proposal to include review of the existing pavement conditions, review of the exiting drainage concerns and preparation of a preliminary engineering report. Hodgson outlined the SEH work scope and deliverables in the memo included in the agenda packet. The cost of the proposed services was a lump sum fee of \$19,500. This was work that would be a part of the final design anyway, but the money would be spent up front instead.

Hodgson added that he'd talked to Braun regarding some additional geotechnical work including soil borings to determine how far they'd need to go to hit good material in the wet areas, and what materials they are dealing with. Pavement cores should also be done to identify the thickness of pavement and class V. The estimate by Braun Intertec for this work was apx \$10,500 budget; but Hodgson said it would likely be a little less than this.

It was clarified that pavement borings are needed on both Sunny Beach and Birch Street.

***A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to approve the \$19,500 proposal by SEH for preliminary engineering work on Sunny Beach Road, Isleview Road and Birch Street. Discussion: Did the board need to approve the proposed work by Braun tonight? No per Hodgson; he'd***

***get a proposal and bring it back to back to the board with their scope of work. Upon a roll call vote, motion passed by a unanimous vote.***

- Road issues/concerns/updates

Lakeview Drive: Eric Maturi emailed Supervisor Ives and Rosato, with some drainage and erosion concerns on Lakeview, which was just improved in 2014. The Clerk agreed to print the photos and email, and put on the agenda of the March 25<sup>th</sup> P&D meeting. Supervisor Key and Glen Hodgson also agreed to go look at the problem area because if there's erosion that's damaging the road surface, it needs to be taken care of as soon as possible.

Fieldcrest Road: The area of Fieldcrest that was patched in 2014 still has a drainage issue per a resident report to Supervisor Kelley. It's beginning to erode a bit.

Underwood Road-east: Supervisor Ives reported that the water on the north side of Underwood Road-east was getting very close to the paved surface (near Park Road). Hodgson was aware of this problem area, as the resident didn't allow a drainage easement as hoped.

## 6. Recreation

- Both ice rinks were closed on 3/7/15 due to the warm weather.

## 7. Correspondence

- Board Action items:
  - None
- Noteworthy items:
  - Minutes from Collaborative Opportunities Team Meeting on February 26, 2015. Note: Next meeting will be April 15, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.

Supervisor Ives spoke about the meeting that he attended, and the Information Technology survey that has went out to the team. He felt that the Clerk and Treasurer would be the best people to respond for Harris Township's need. He asked that they fill it out and return to Mary Jo Wimmer (facilitator) prior to the next meeting on April 15<sup>th</sup>.
  - Itasca County Highway Department Five-Year Plan – written comments accepted until March 27, 2015  
Clerk Smith added that she did have a copy of the 5 year county plan, if anyone wanted to review.
  - MN Association of Townships Spring Short Course – April 2, 2015 at Sawmill Inn Grand Rapids 9am – 3pm  
Treasurer Adams told the board she planned to attend the short course on April 1<sup>st</sup> in Walker as she had a conflict on 4/2. The board was reminded to pay at the door, and submit a reimbursement request on their claim form.
- Non-action items
  - None

## 8. Consent Agenda

- a.) Consider approval of Creative Services contract for 2015 (as discussed at the Feb 25, 2015 P&D meeting)

Clerk Smith explained to the board that although the board had passed a motion at the February 25<sup>th</sup> P&D meeting to contract with Mike Hendricks via Creative Services, his contract was not reviewed at that meeting – and there was some uncertainty of its contents and Mikes rates. Thus, she put it on the consent agenda with a copy of the contract in the agenda packet so the board could review prior to final approval and signature.

Mike Hendricks of Creative Services was in the audience, and asked to address the board regarding his contract. He felt there was a misconception regarding the boards work with him as a contractor. He clarified that he would be retained by the board and would take direction from them. He, like any other consultant, would not make a move until directed by the board. Other areas the board current contracts for are legal, road work, staffing of rinks, etc. They are used for their education, knowledge, and experience to help the board make good decisions, and provide their services on an hourly or project basis.

Hendricks explained that the Harris Board approached him many years ago, and asked that he provide annual agreements to confirm his availability on short term notice. And while Harris Township would be his only client in 2015 to date, he used to work with many other cities and other townships.

***A motion was then made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the consent agenda, and sign the Creative Services contract. Roll call vote was taken; those in favor were Supervisors Key, Kortekaas, and Rosato. Those opposed were Supervisor Ives and Kelley. Motion passed.***

## 9. Old Business

- Review of old resolutions:

- #2009-006: *Support of Proposed Road Name Change (from Badger Road to Casper Landing)*
- #2009-008: *Setting Hearing Date in Response to Road Vacation Petition (end of Isleview, at Birch intersection)*
- #2009-009: *Vacating Town Road (part of Sunset Park plat - at end of Isleview, at Birch intersection)*
- #2010-001: *Abandonment of Town Road (western extension of Underwood Road)*

The board agreed there were no changes needed to the above noted resolutions.

- #2010-003: *Designating a Township Director for the Greater Area Grand Rapids Area Cable Commission*

Clerk Smith explained that this resolution was outdated, as it listed the former treasurer and the three former supervisors as cable commission representatives. She agreed to research if an updated resolution had ever been done noting Treasurer Adams as the current director.

- Correction to three 2016 budget figures in the annual report dated March 10, 2014:

Supervisor Ives noted that there were three line item budget amounts in the annual report that were not correct. The 3 following proposed budget amounts were agreed by the board to be zeroed out after a budget work session. Clerk Smith apologized that they had not gotten changed in the annual report. For the record:

- Cemetery fund, lines 423-Road Work and 450-New Development should be \$0.00 for the 2016 budget. Total cemetery budget for 2016 would then be: \$28,100.
- Recreation fund, line 550-New Development Wendigo should be \$0.00. Total recreation budget for 2016 would then be \$36,300.

Chairman Rosato said that this was for the board's clarification only with regard to a proposed budget; it did not affect the levy that was approved by the residents

## 10. New Business

- Work session requested

Chairman Rosato suggested that the board hold a work session to discuss and prepare for the annual reorganization meeting, and review job descriptions and the annual review process for township employees.

**The board approved that such a work session be held Monday, March 16<sup>th</sup> at 7:30pm at the town hall.**

Clerk Smith agreed to post the meeting notice the next day.

- Aquatic Invasive Species (AIS)

Supervisor Kortekaas commented on the AIS speaker at the Itasca County Township Association Meeting. In the handouts, it was unclear if the township would need to hire a trained/licensed person for our boat landings on Pokegama Lake to check for AIS. Rosato said he had a call in to clarify this, since Pokegama is one of 7 targeted lake in Itasca County that they are most concerned about.

## 11. Approve payment of bills for March 2015

Treasurer Adams noted there needed to be two corrections to bill list: Rapids Printing bill listing should be for \$775.63 and SEH's amount should be \$2,216.05. The revised total bill list would then be \$53,232.92

One of the supervisors questioned why there were two bills listed for Supervisor Ives. Adams explained that Ives had not turned in a claim form in time for payment during the February Regular meeting and so that along with a current claim form were being paid this month.

***A motion was then made by Supervisor Kelley, seconded by Supervisor Key, to pay the bills as per the attached adjusted document titled "March 2015 Bill Listing to Board" as revised for \$53,232.92. Upon roll call, motion passed by a unanimous vote.***

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

None

**13. Adjourn**

***With no other business to come before the board, a motion was made by Supervisor Key, seconded by Rosato to adjourn tonight's meeting at 8:06 p.m. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

March 2015 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding	940.39
Gary Rosato	Mtgs, wages, labor, less withholding	676.21
Dennis Kortekaas	Mtgs, wages, labor, less withholding	575.37
Burl Ives	Mtgs, wages, labor, less withholding (prior month's claim form)	571.39
Burl Ives	Mtgs, wages, labor, less withholding (current month)	782.89
Jim Kelley	Mtgs, wages, labor, less withholding	640.70
Michele Smith	Mtgs, wages, labor, less withholding	1,786.41
Becky Adams	Mtgs, wages, labor, less withholding	819.18
Bonnie Key	Cleaning labor, showing, less withholding	418.08
Dan Key	Labor less withholdings	2114.29
Derrick Marttila	Labor less withholdings	2559.29
PERA	ONLINE pmt:: Payroll withholding	1754.27
Anderson, Earl F.	Signs: snowmobile, stops, name plates	1159.32
Andrews, Vicki	Election Judge 3/10	45.17
Century Link	ONLINE pmt:: February phone service	278.58
Davis Oil	February invoices - fuel	248.12
Dreke, Jane	Election - Head Judge 3/10	79.20
Eichorn, Rusty	annual meeting Moderator	60.00
Express Employment	rink attendents 2/4, 2/11, 2/18, 2/25	2,566.32
Ferrellgas	Feb fuel charges	997.65
Flohaug, Etta Jane	Election Judge 3/10	101.32
Grand Rapids Public Utilities	Utilities; lights and town hall	209.83
Hawkinson Construction	2014 road work - final payment	16,940.28
Herald Review	annual meeting	360.50
Home Depot	online pmt:: ratchet, keys	21.72
Itasca County Fair Board	annual request for funding - 2015 pmt	1,000.00
Itasca County Historical Society	annual request for funding - 2015 pmt	3,253.00
Itasca County Recorder	record deed - kelledy	46.00
Janicke Bakery	Election cookies	45.00
L and M	Februrary invoices	454.19
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	924.43
MN Benefit Association	Life Insurance Policy for Supervisors, Clerk, Treasurer, Town Hall Supervisor	2,565.00
MediaCom	February phone and internet service - town hall	95.94
Minute Man Press	copies for meetings	519.05
Northland Portables	portables for wendigo, crystal, cemetery, laplant landing, mishawaka landing Jan/Feb	492.00
Range Water	cooler rental march	10.00
Rapid Printing	March newsletter	2,216.05
S E H	Engineering Services - misc. services	-367.50
Shaw and Shaw	call to attorney O'Toole - Lotti	67.50
Stokes	office supplies	217.32
Verizon	cell phones through 3/12/15	157.24
Waste Management	3 yd rel on call	130.37
Wells Fargo Credit Card	ONLINE pmt -Staples - new printer	356.08
Commissioner of Revenue	Payroll withholding :: electronic payment	415.00
EFTPS	Payroll withholding :: electronic payment	2,786.64
<b>Total</b>		<b>\$ 52,824.79</b>

Approval to pay :: March 11, 2015, Checks numbered 16685 through 167

775.63  
2,216.05  
53,232.92

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato