

Minnesota Public Utilities Commission
Addendum to Staff Briefing Papers

Meeting Date: April 23, 2014**Agenda Item #7

Company: Greater Minnesota Gas, Inc. (GMG)

Docket No. G022/M-12-1279
In the Matter of GMG's Notice of Change in Demand Entitlements

Subject: Harris Town Board Meeting Minutes regarding Northwest Natural Gas
Company and Joint Powers Agreement with City of Grand Rapids

Document Attached

December 5, 2012 – Roundtable Discussion
May 8, 2013 – Regular Meeting Minutes
May 22, 2013 – Regular Meeting Minutes
June 12, 2013 – Regular Meeting Minutes

Harris Town Board
ROUND TABLE DISCUSSION
with the Staff of Grand Rapids
Wednesday, December 5, 2012, 7:15pm

The Harris Town Board met on Wednesday, December 5, 2012 at 7:00 p.m., at the Blandin Foundation, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Larry Key, and Clerk Michele Smith.
Absent: Treasurer Becky Adams

Present from Grand Rapids: Rob Mattei - Community Development Director (Tom Pagel was unable to attend)

Special invited guest: Mike Gorham from Northwest Gas

The purpose of tonight's round table was to continue dialog between the township and the city staff (not the city council) on upcoming improvement projects of shared roadways and anything else of common interest. In particular, tonight's discussion was regarding the expansion of a natural gas franchise between the City of Grand Rapids and Northwest Gas, which could possibly expand into Harris Township along Isleview Road/Chippewa Drive/etc. in the near future.

Rob Mattei explained to the board that the City of Grand Rapids is currently entering into a natural gas franchise with Northwest Gas. The agreement allows for the expansion of natural gas within the City of Grand Rapids – and in areas where Minnesota Energy Resources are not located, such as the areas annexed by the city, formerly Grand Rapids Township. This agreement came as a result of Tom Pagel's search for a way to get natural gas out to area citizens new to the city limits.

The first expansion of the gas line is at the intersection of Isleview Road and Golf Course Road, and continues down Isleview to the south end of Par Lane. It's likely that Northwest Gas will expand further south into Harris Township along Isleview / Chippewa / etc. and as such, Northwest Gas was wondering if the township was interested in their services.

Mike Gorham, from Northwest Gas, explained more about how they operate, and the opportunity at hand.

- In Tom's search to bring natural gas to the recently annexed areas of Grand Rapids, they found that Cohasset Gas comes to the NW corner of Harris Township, but they did not have interest in building outside the city. However, Northwest Gas operates Cohasset's system, and so Mike talked to Tom Pagel to see if they were interested in their services.
- MERC - which is Minnesota Energy Resources Corporation - serves natural gas to residential and commercial customers all across Minnesota. Their mission is to provide customers with the best value in energy and related services. They have one rate across the state. However, the former Grand Rapids Township area that was annexed by the city would not qualify for their services, as it would not be cost effective for them.
- Northwest Gas rates are regulated by the town(s), city(s), or joint powers of both in the area. Northwest Gas would offer one rate/one plan across the board, for city and township residents served by Northwest Gas under this particular franchise agreement. Rates are determined such that Northwest Gas can make an adequate rate of return, but needs to be approved by those serving on the joint powers board.
- Rate approval process: Northwest Gas sets the rates, but the board approves them. Their books are open for the rate setting process to the involved parties, though not to the general public.
- Northwest Gas built the first phase of their expansion this summer with good reception from the area's residents. They are currently built out to where Reserve Drive meets Par Lane. Next year, they will be in the area of Chippewa/Winnebago/Apache Drive. They also eventually plan to go down Airport Road and Harris Town Road, and possibly over the causeway – to the south side of Pokegama Lake.
- In their current phase, they have 87 customers signed up, which is much more than they expected. Their next phase would start this coming spring/summer.

- Northwest Gas would not be able serve *every* residence in Harris Township – notably the southern end – where there is less density, and homes are farther apart.
- Northwest Gas can hook up “incidental residents” outside the city limits for a while – without Harris being a part of the joint powers agreement. However, as they get deeper into the township, Mike Gorham would strongly recommend that the board get involved.
- The biggest reason to consider having natural gas available is that it would allow the townships residents to have an option to delivered fuels (propane and fuel oil) – and natural gas is usually more cost effective. Overall, Northwest Gas would be a good competitive energy source option, as current natural gas rates are significantly less than the cost of propane per ‘therm’...by quite a bit (from one third to one half).
- Mike asked if bringing natural gas into the township was something Harris Township might be interested in. There’s no deadline to decide, per Mike, but he just wanted to start the conversation to see if there’s interest to walk down this path a bit farther.

The board then asked some questions:

- Q: How do you put pipes in?
- A: Northwest Gas uses the public ROWs, as per the Franchise agreement. The size of pipe is about 4”...maybe 6”. There is charge per household for normal hook up. (Installation costs are figured into the rate base – and spread across everyone). For long driveways, there would be a fee.
- What is if there is no road ROW?
- If no ROW along roadway, Northwest Gas would deal with the landowners – rather than the township having to do so.
- Q: How hard is it to convert from propane to natural gas?
- A: It’s low impact – and usually just involves an orifice change with a cost of apx \$100 or so. There is a low fixed monthly charge for a new gas meter, plus a “per Therm” charge.
- Q: Who does the billing?
- A: Northwest Gas does billing.
- Q: What would be the responsibility of the town board?
- The main responsibility of township (as a part of the joint powers board) would be to:
 - Guard the rate base; bless Northwest Gas’s asset base
 - Negotiate a fair rate of return
- Q: How does the joint powers work?
- A: For joint powers, Harris Twp could join city of Grand Rapids agreement, and would have representation on the joint powers board (as would the city). Together, they would set the rate. The Northwest Gas rate that the city gets for areas covered by the franchise agreement, would be extended to Harris Township. However, the part of the city served by MERC, would have a different rate. The township could shop around for other interested carriers – but MERC probably wouldn’t come in, sd it’s not cost effective for them.
- Q: Will NW Gas be required to stay in the township, per the Franchise Agreement?
- A: Technically, no.
- Q: Anytime the township puts something in along a road ROW, it can be an issue – especially if the township has to rebuild or do major repair of a road. If pipe needs to be moved, who pays for that?
- A: NW gas pays to move it – but the Township needs to supply a place for it to go.

- Q: What's in it for the township?
- A: A competitive energy source for residents – a cheaper alternative to delivered fuels such as propane.
- Q: What about Franchise fees?
- A: The Township can charge residents a franchise fee as the grantor, if desired, but it's not done very often.
- Q: If the Harris town board is interested, what's the next step?
- A: Rob suggested that Mike would probably do a survey of township constituents to determine interest in a Northwest Gas option; this is something both the township and Northwest Gas would want to know. However, before doing a survey, Mike said he would need to know that the board is interested. No formal commitment would be needed – just a gentleman's agreement – but because people will ask about rates and such, he needs to know it's a real possibility for them.
- Q: Would entering into a joint powers agreement for natural gas need to be authorized by residents at the township's annual meeting? Or does Urban Powers allow the board to enter into something like that without constituents approval?
- A: Not sure – the board would need to look into that.

Summary:

The Harris Town Board opted to give the matter of bringing Northwest Gas into Harris Township by way of a joint powers agreement with Grand Rapids some more thought; there was no commitment made by the board tonight.

The board commented that they liked the opportunity to collaborate with city – but were also a little nervous about the appearance of annexation in the eyes of the residents.

A copy of the joint powers agreement was given to the board for review; a copy will be attached to these minutes.

With no further projects to discuss, the round table between the Harris Township Board and the Grand Rapids city staff adjourned at 8:30pm. Another meeting will be set up in May, 2013, or sooner if needed.

Respectfully submitted,

Michele Smith - Clerk

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, May 8, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, May 8, 2013. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato, and Dennis Kortekaas, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* None.

Also in attendance: Julie Kennedy – SEH, Claire Schumacher, Holly Busker, Allie Jurvelin -ICC student interns, Joe Roy and Kim Wagner – Northwest Natural Gas, and Judy Myers & Dan Butterfield – residents.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on April 10, the Work Session for Employee & Board Compensation Review and Pavement Rehabilitation Project Bids Review on April 17th, and the P&D Meeting on April 24, 2013.
A motion was made by Supervisor Rosato to approve the minutes as presented; the motion was seconded by Supervisor Key, and upon roll call, motion passed.
3. **ICC Engineering Student Interns – Project updates**, presented by Claire Schumacher, Holly Busker, and Allie Jurvelin
Julie Kennedy noted that this would be the last meeting in which these interns will be presenting information to the board. They will be done with school and their township work by the end of May.
 - A summary of the intern trail project was given: (see SEH memo also, which will be attached to these minutes):
 - The interns began the investigation of the feasibility of a trail connecting the TH 169 Causeway trail to the Grand Rapids trail system on Horseshoe Road.
 - The board designated this project because the township’s comprehensive plan states that “It may be necessary to devise a system of designed motored and non motorized trails that permit town residents and visitors to move through he community and safely access Grand Rapids.
 - Using civil engineering software, the interns created maps and cost estimates for 3 trail alignment alternatives, along with a matrix of pros/cons for each option. Grant application information was also provided.
 - The work conducted provided the beginning steps to help the Town Board decide the feasibility of a potential trail system project - for future reference – and grant application - information as well. Beginning steps only – as in comprehensive plan.
 - Kennedy will put together the project deliverables, along with some additional information regarding cost of property acquisitions in a packet, and bring to an upcoming meeting.
 - Newsletter update:

The interns are finishing up the next township newsletter, and a draft was given to the board for review, comments, and corrections. Changes are needed by tomorrow so they can get to Treasure Bay by Friday. The goal is to have it in residents’ mail boxes just prior to Memorial Day weekend.

The interns also created an updated 2013 mailing list from county parcel information – as the last mailing list was from 2010. There are approximately 1700 households on the updated list.

The board asked if very many newsletters get returned for ‘bad addresses’, or the person moved. Clerk Smith said yes – usually a couple hundred. Supervisor Kortekaas recommended putting the wording “or current resident” after the resident name. Kennedy thought this was a great idea and will add that field to the address database, used to mail merge addresses onto the newsletter.
 - GIS Cemetery Database update:

Allie will finish up her work on the GIS cemetery program database; Kennedy will be working with the City Grand Rapid’s cemetery database in her new position with the city, so she’ll be available for questions.

The three interns thanked the board for the opportunity to work for the township, and each gave an example of how they’ve had the opportunity to talk about their experience in a job interviews; they appreciated having real life experience from working for Harris Township. The board thanked the interns for their hard work and dedication.

4. Business from the floor

- **Joe Roy and Kim Wagner – Northwest Gas: Discuss possible expansion of natural gas into Harris township**

Representatives from Northwest Gas came to request approval from the Board to install natural gas lines in road ROWs for Phase 2 of the expansion project in the area of Chippewa/Winnebago/Apache Drive/Mohawk/Birch. Phase 3 has been requested, which would be further down Mishawaka Road.

Julie Kennedy commented that she'd been approached by Northwest Gas about ROW applications for gas line installation; she recommended that they come before the board.

The town board reviewed minutes from the Dec 5, 2012 Round Table work session, when Mike Gorham from Northwest came to give a presentation to the board. The summary from the minutes were read aloud:

“The Harris Town Board opted to give the matter of bringing Northwest Gas into Harris Township by way of a joint powers agreement with Grand Rapids some more thought; there was no commitment made by the board tonight.”

Wagner shared that there was a lot of interest in the Phase 2 area: Of the 150 potential customers, 92 are interested in having Northwest Gas. When installing Phase I, from Golf Course Road to Reserve Drive, Northwest Gas had 100% sign up; the lines are in and people are already hooked up.

The board discussed that they thought a joint powers agreement with the city would be needed, as the price rate is determined by a joint powers board, and the agreement would give the township representation on the board when setting the price.

Wagner said that Northwest Gas is new to the requirement of asking for approval from a township; they've never had to do before. And, due to the construction, they do need approval as soon as possible.

The board determined that they needed more information before they could enter into a joint powers agreement, and before making a decision whether or not to allow Northwest Gas to expand into Harris Township. The board planned to contact Tom Pagel from the city, and the township attorney Andy Shaw, on next steps, and then will get back to Northwest Gas.

Question from the floor: Dan Butterfield:

At the Airport Road neighborhood association meeting, Northwest Gas expansion came up. They wondered if natural gas lines would be coming down Airport Road. Wagner said possibly; it has been talked about, if approval is received. Butterfield said that several residents were indeed interested.

5. Treasurer's Report for April 1 – 30, 2013

Treasurer Adams noted that because she did not yet have the April statement from American Bank, the balance shown in the box at the bottom of the April Treasurer's report will change. As a result, the \$15.99 receipt shown in the Capital Improvement fund will go up, once the American Bank interest amount is added.

Balance on hand on April 1, 2013: \$1,169,168.89

Total receipts: 1,261.99

Total disbursements: (\$16,318.26)

Balance on hand as of April 30, 2013: \$1,154,112.62

Adams also requested board approval for a transfer \$100,000 from savings into checking to cover May 2013 disbursements. The large May check for \$276,000 for the road projects will cause a deficit of <\$20,000>, and so she would like to make the transfer to cover expenses.

A motion was made by Supervisor Key to transfer \$100,000 from the township's Wells Fargo savings account into the township's Wells Fargo checking account to cover the bills. Supervisor Rosato seconded, and upon roll call, motion passed by a unanimous vote.

A motion was then made by Supervisor Key to approve the May 2013 treasurer's report of April 2013 financials. Supervisor Rosato seconded, and upon roll call, motion passed by a unanimous vote.

- Report out of meeting with auditor from Eikill & Schilling

Treasurer Adam reported that the 2012 audit is complete, and that she and Clerk Smith met with auditor to review the findings. Overall, there were no problems. The board will get a packet and letter from Eikill & Schilling, probably by the May P&D meeting. The auditor did recommend adopting a policy on the township fund balances.

Also, an adjustment has been made by the auditor for the ongoing \$441.63 overage between the bank balance and the township books, which has stayed consistent for the past year. The auditor made the adjustment to the general fund, so funds now balance.

6. Roads

- Julie Kennedy / SEH – road project updates, including: *(See attached SEH memo – starting with page 2)*

- Introduce Glen Hodgson – SEH engineer

Julie Kennedy, who accepted the Grand Rapids City Engineer position, introduced Glen Hodgson to replace her beginning with the May 22, 2013 P&D meeting. He has 35 years experience in engineering, and was the former city engineer. The board thanked Kennedy for her 10 years of service, including reminders of board priorities, bringing the board up to speed on road projects and engineering recommendations, and her work to develop the original and revised comprehensive plan. Plus, her knowledge of contractors and legal requirements of contracting has been so beneficial for the board, and the annual audit. And, the board thanked Kennedy for bringing the township interns – their projects have saved township a lot of money. The board said they looked forward to working with Kennedy as a township resident, and in her work with the City of Grand Rapids.

- 2013 Pavement Rehabilitation Project (bid with Itasca County road projects)

The county opened bids at 2pm on Thursday, May 2 for the second part of the project. The bid tabulation was included in the SEH memo for the board’s review. Casper Construction was the low bidder. The total bid amounts for the township roads were as follows:

– Southwood Road	1.43 miles	\$135,744.50	(below Engineer’s est. of \$164,902)
– Robinson Road	0.29 miles	\$ 25,916.00	(below Engineer’s est. of \$28,200)

A motion was made by Supervisor Rosato as recommended by Julie Kennedy to approve the construction of Southwood Road (TP 1352) and Robinson Road (TP 1353) as outlined in the County Project 31-666-03 in which the County Board will consider the award of a contract to Casper Construction at their next meeting. The motion was seconded by Supervisor Key, and upon roll call, motion carried by a unanimous vote.

- 2013 Gravel Road Project

The gravel project includes the placement and compaction of a 4” lift of modified class V aggregate on Pennela Road, River Ridge Road, River View Road, and Forest View Trail. The quotes were opened at 4:00pm today, and were summarized as follows:

– Casper Construction:	\$23,275.60
– Schwartz Excavating:	\$23,300.00
– Hawkinson Construction:	\$23,926.00
– Hammerlund Construction:	\$27,080.00

The four quotes received were all very close, but the low quote was from Casper Construction.

A motion was made by Supervisor Key to award the 2013 gravel road project to Casper Construction in the amount of \$23,275.60 for Pennela Road, River Ridge Road, River View Road, and Forest View Trail. The motion was seconded by Supervisor Rosato. Discussion: Q: Who will test the gravel? A: Braun Intertec, per Kennedy (DCP test); they do a gradation test and confirm compaction. This testing is a part of the contract specs. Upon roll call, motion carried by a unanimous vote.

Kennedy will prepare the Award Letter for Casper, and prepare the Contract Manuals; Glen Hodgson will bring the agreements to the board for signature.

- 2013 Pre-paving Road Improvements Project:

At the April 24, 2013 P&D meeting, the board requested that a quote package for pre-paving road improvements (stump removal, culvert replacement, and bituminous patches) be prepared by Kennedy (SEH) for Stony Point Road and Robinson Road. At that time, the board chose not to include any drainage improvements on Southwood Road near Pine Landing Drive until further monitoring of the safety conditions could be done. The critical concern for these pre-paving road improvements is the need to have them completed prior to the paving scheduled in accordance with the county project, which could be as early as June 1 or as late as August (by Hawkinson). Thus, the board has until the May 22nd P&D meeting to have a quote on the project.

Supervisor Key checked Southwood Road on a rainy day. He saw where water ran over road and into Bignall's yard. Key recommended ditching, unplugging the existing culvert (he found one end, but not the other – as it's probably underneath the road somewhere), and installation of a new culvert– at a diagonal. Key felt these measures would help prevent melt down runoff on road, which is a public hazard.

The board discussed that the landowner was very against a culvert. However, Key said it would be farther down than originally discussed during the site visit – yet still on Bignall's property. And that now would be the best time to do it given the upcoming Southwood road project.

Supervisor Key then made his recommendations into a motion to get a quote package to repair the area of Southwood Road near Pine Landing (and Bignall's) as discussed above. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed by a unanimous vote.

- Detour using Southwood Road?

The board asked Kennedy if Southwood Road would be used as a detour when the county project on LaPlant Road is in progress. Kennedy said that no trucks – loaded or not – will be allowed to travel on Southwood Road as a detour when LaPlant Road is done. The start date of LaPlant Road was not known but anticipated to be soon. Kennedy will try and get a construction schedule to the board.

- Other road issues

- Discuss contracting with Dust B Gone for gravel roads

Supervisor Key noted that while the board had received a proposal from Dust B Gone, stating the price for 2013 would be the same as last year, no actual contract had yet been received. Key agreed to contact Larry Hanson and request a contract to apply dust guard to: Wagon Wheel, Riverview, River Ridge, Hauser, Bear Creek and Bay View (all done last year). In addition, the board also agreed to add Carol Street, as requested by a resident.

7. Recreation

- Mike Hendricks – Recreational Advisor: Update on proposed park improvements (See attached memo)

Hendricks shared a proposal from Lee Sports Surfacing LLC for the repair for the repairs and resurfacing of 2 double tennis courts and 1 basketball court located at the two parks in Harris Township. Hendricks noted that he was satisfied with information he received about the company and their quote package:

- Tennis courts at Crystal Park: \$ 8,950
- Basketball court at Crystal Park: \$ 5,500
- Tennis courts at Wendigo Park: \$10,750
 - Total cost: \$25,200

If approved, the projects would be done in June and would take 1-2 weeks, depending on the weather.

A motion was made by Supervisor Key, seconded by Supervisor Rosato, to accept the quote from Lee Sport Surfacing LLC for repair and resurfacing of the tennis courts at Wendigo and Crystal parks, and the basketball court at Crystal, for a total of \$25,200 as presented. Upon roll call, motion passed by a unanimous vote.

Supervisor Key advised the board that tree care was needed for trees hanging over the tennis courts at Wendigo, as they are causing problems on the court – leaves, water, debris, etc. He requested approval to have the trees trimmed or removed. **The Board approved the request. Key will contact Plackner Tree Care to have the work done.**

Hendricks shared that the tennis courts at Wendigo had been there over 30 years – and had been resurfaced once. They were built when Wendigo School was there – so the township did not build them.

8. Correspondence

Board **Action** items:

- Memo from St. Louis County regarding the NE Minnesota HOME consortium Joint Powers Agreement
The HOME program supports first time homebuyer programs for those counties who support it (St. Louis, Cook, Itasca, Koochiching and Lake County), and provides funding to develop rental and home ownership projects throughout the region.

The board consensus was to “do nothing”, in order to continue participating in the NE Mn HOME Consortium Joint Powers Agreement, as they’d done for many years.

Noteworthy items:

- Certificate of Liability received from Itasca Reliable Ins. Agency, for Hawkinson Construction, Inc.
- MN Department of Health – Drinking water results for Harris Town Hall on 4/16/13 (*No coliform bacteria detected.*)

Non-action items

- Copies of Itasca County approved sewer, land use, or building/property permits
- The Noncom Scoop – newsletter for MN non-community public water systems

9. Consent Agenda

- a. “Road Grading Services Agreement” (*contract*) between Harris Twp and Schwartz & Sons for 2013, \$145/hr for grading and \$150/hr for mobilization (The Schwartz *proposal* was approved at the 3-13-13 Regular Meeting).
- b. Consider approval of Resolution #2013-004 – *A Resolution Establishing an Administrative Policy* (to replaces resolution #2003-008)
- c. 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 17, 2013 work session.
- d. Consider approval of Resolution 2013-005, *A Resolution Designating the Compensation for Officer of the Harris Town Board*, as discussed at the April 17, 2013 work session.
- e. Consider approval of the revised “Employee Compensation Policy”, page as recommended at the April 17, 2013 work session.
- f. Consider approval of cemetery sites purchased by Edwin McNally: Sec 2, Block 42, Lot 4, Site 5 & 6
- g. Consider approval of cemetery site purchased by Pam Kelledy: Sec 2, Block 26, Lot 1, Site 4

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the consent agenda items (a.) through (g.). Upon roll call, motion carried by a unanimous vote.

10. Old Business

- Review portable restroom quotes from Northland Portables and Portable John; consider award of contract

A revised quote was received from the township’s current vendor, Portable John. The quote received previously could not be compared to that from Northland Portables, due to the wrong format submitted.

The 2 quotes received were as follows:

- Portable John: \$70-regular unit / \$95-handicapped accessible unit; free delivery, pickup & winterization

- Northland Portables: \$79 regular unit (4 week month) / \$99-handicapped accessible unit (4 week month); free delivery/pickup & winterization – which also included rubberized mats. In addition, units are sprayed for insects, and treated with mulberry deodorizer. Hand sanitizer was included.

A motion was made by Supervisor Key, seconded by Supervisor Rosato, to award the contract to Portable John, the lowest quote, for regular portable bathroom units at \$70/month and HDCP units at \$95/month as follows:

- ***Seasonal, regular units: Mishawaka, Troop Town, and LaPlant landings***
- ***Year round, handicapped accessible units: Cemetery, Wendigo Park & Crystal Park***

It was noted that there is no longer a unit at Wendigo Picnic Park, due to lack of park use. Upon roll call, the motion passed by a unanimous vote.

Supervisor Kortekaas will get a hold of Portable John to advise of the award and to request that the seasonal landing units be placed as soon as possible, with the fishing opener coming up this weekend.

- Discuss town hall costs for rummage sales

During the employee reviews, the Town Hall Caretaker mentioned that she receives a lot of complaints about the high \$100 rental fee for rummage sales, and high deposit fee of \$100. The caretaker has never rented out the hall for a garage sale since the board approved them back in May 2011, due to the price. The caretaker suggested that the rental fee and deposit for rummage sales be treated like any other rental: \$50 for a resident and \$100 for non-resident, with a \$25 deposit. The board agreed to try it, but wanted to keep the garage use requirement for items over 30#.

A motion was then made by Supervisor Rosato to amend the Town Hall Policy to reduce the rental fee and deposit for rummage/garage sales to \$50/resident and \$100/non-resident, both with a \$25 deposit. The fee would still include both the hall and the garage, with the requirement that large or heavy items over #30 be displayed in the garage. The motion was seconded by Key and upon roll call, motion carried by a unanimous vote.

- Cooperative Opportunities Team Meeting – report out from Supervisor Rosato (see minutes from 4-17-13 and agenda for next meeting on May 15, 2013 in the agenda packet)

Supervisor Rosato recapped the purpose of the team, which was to share opportunities for collaboration between the local government units. Most often, the meetings involve information gathering and sharing on what/how they do things. At the April 17th meeting, the team talked about the Lakeview Cemetery Association and bike patrol on the trail system. The next meeting of the Cooperative Opportunities Team is May 15th, at 11:30am at the Grand Rapids State Bank.

- Site visit for Odden variance

Supervisor Key tried to attend the site viewing for the Odden variance application for the proposed home building on Carlson Lake. However, Key noted that when the lake lot location is surrounded by 3 roads, the county needs to give a specific meeting location. He drove down all three roads, called the court house, but no luck. After 45 minutes, he gave up. The county board review of the variance was today, but Key couldn't attend due to Local Board of Appeal and Equalization meeting, which was at the same time.

- New township truck (to replace Ford ¾ ton truck)

Supervisor Key informed the board that he had finalized a deal to replace current Ford truck. He found a replacement at Grand Rapids GM. Government contract cost is \$34,719.55 minus \$8,000 trade-in on the current truck, for an exchange amount of \$26,718. The truck is a 2013 Chevy Silverado diesel, 3500 HD (heavy duty) truck, 1 ton. Key noted that the government contract is \$10,000 off the sticker price. Key recommended the township purchase this truck for the maintenance fleet.

Supervisor Rosato made a motion to purchase the 2013 Chevy 1 ton truck, for \$34,719.55 minus 8,000 trade in, for exchange of 26,719.55 – plus license fee. Supervisor Kortekaas seconded the motion, as the truck was in the normal capital equipment rotation. Upon roll call, motion passed by a unanimous vote.

- Update on Paul Bunyan Communications in Harris Township

Clerk Smith contacted Brian Bissonette at Paul Bunyan Communication (PBC) to get an update on current build out in Harris Township. Bissonette advised that the map sent from PBC a year ago from was still correct, as they did not expand further last year. (This map is posted on the township website, with pink indicating where PBC services are currently offered.)

And while PBC doesn't have any major plans in 2013 to expand further into Harris Township, Bissonette said they could potentially go down Hwy 169 south, from where they stop today (South Pit Road) to Pokegama Lake (but not across it). It wouldn't include all the side streets, but a few. 113 township locations were just mailed out an interest survey by PBC. The results of the survey will determine if there is enough interest in PBC services to justify the expansion.

The board thanked Smith for the update.

- Roadside cleanup

The board discussed the annual roadside clean up. The board noted that the section of River Road, adopted by the town board, will be done but that it's currently too wet now

Julie Kennedy noted that Wendigo Park Road, which is done by the ICC engineering students, was done as much as could be done due to the late winter weather.

11. New Business

- Discuss Memorial Day plans for 2013 (who will be available to attend?)

Memorial Day is Monday, May 27th. Supervisors Rosato and Kortekaas will be available, as will Clerk Smith. Supervisor Key was not sure if he would be able to attend. Clerk Smith will order the cookies and make arrangement with the maintenance crew for the supplies needed. Rosato will start the coffee at 8:00am. The color guard usually performs at 10:30am.

- Discuss summer intern hiring for 2013, and consider using Express Employee Professionals (see quote)

Supervisor Key discussed that the student maintenance interns have been hired directly by the township in the past. Some have been mechanically inclined, while others were not. Key felt that if the township contracted with Express Professionals, there would be a larger pool to choose from for the best fit.

Clerk Smith shared a proposal from Express Professionals, where the billed rate to the township would be \$15.95/hour in order to pay the intern \$11/hour. Included in the billed rate were the services of: advertising, recruiting, testing, interviewing, reference checks, weekly pay for employees, bonding, liability insurance coverage, and workman's compensation.

Key commented that the township has hired 2 interns the past couple years due to the amount of work, which has worked out well. He added that they could use someone right now to help with the cemetery. Key also said he'd prefer 2 *part-time* interns, rather than full time.

A motion was made by Supervisor Rosato to contract with Express Employment Professionals to hire 1 part-time summer maintenance crew intern (to start), at a pay rate of \$11/hour and a billed rate to the township of \$15.95/hour. He asked that Supervisor Key advise Express Pros of the qualifications he'd like in a worker, and when/if a second intern is needed. The motion was seconded by Supervisor Kortekaas, and upon roll call, passed by a unanimous vote.

12. Approve payment of bills for May 2013

Treasurer Adams noted the large \$276,000 payment to Itasca County for 95% of the bituminous road project costs for Southwood, Robinson, Westwood, and Stony Point Roads. She also requested to add to the bill list, a payment of \$5,700 to Eikill & Schilling for the 2012 audit.

A motion was made by Supervisor Rosato to approve payment of the bills per the attached "May2013 Bill Listing to Board" in the amount of \$299,586.23, plus a payment of \$5,700 to Eikill & Schilling, for a total of \$305,286.23. Upon roll call, the motion carried by a unanimous vote.

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

- Dan Butterfield thanked Julie Kennedy for all her help, the past 10 years on the board.

14. Adjourn

A motion was made by Supervisor Rosato to adjourn the meeting at approximately 9:30 p.m. Upon a second by Supervisor Key, the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk

May 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,039.71
Gary Rosato	Mtgs, wages, labor, less withholding	540.49
Dennis Kortekaas	Mtgs, wages, labor, less withholding	592.02
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,002.77
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	754.36
Bonnie Key	Cleaning labor, showing, less withholding	526.50
Derrick Marttila	Labor less withholdings	2,143.30
Dan Key	Labor less withholdings	2,121.85
PERA	ONLINE pmt:: Payroll withholding	1,336.55
Advantage Systems	Security system monitoring - may 1, 2013 to april 30, 2014	480.00
Burggrafs Ace Hardware	4/9 and 4/10 invoices	67.97
CenturyLink	phone bills for service ctr, rinks, town hall	298.00
City of Grand Rapids	Media Com and Paul Bunyan 1st QTR PEG and Franchise fees	5,870.35
Davis Oil	April Fuel invoices	530.77
Fastenal	800' brown Paper roll, 800' motion roll	129.81
Ferrellgas	April propane invoices	125.65
Grand Rapids Public Utilities	Utilities; lights and town hall	190.72
Grand Rapids Tire	Repair order 4/2	422.81
Herald Review	property class	208.60
Itasca County Treasurer	Road Projects: Southwood, Robinson, Westwood, Stony Point (95% pd)	276,000.00
L and M	April invoices: supplies	142.01
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	492.33
O'Reilly Auto Parts	parts	21.36
Pokegama Lawn and Sport	invoice 35405	163.68
Smith, Michele	office supplies, internet, copies reimbursement	1009.29
United States Post Office	newsletter mailing	100.00
Verizon	cell phones through 5/12/13 and new phone - maintenance	403.48
Waste Management	3 yd rel on call	121.26
Commissioner of Revenue	Payroll withholding :: electronic payment	423.00
EFTPS	Payroll withholding :: electronic payment	2322.59
Wells Fargo Bank	checking account fee	5.00

Total \$ 299,586.23

Approval to pay :: May 8, 2013, Checks numbered 15997 through 160

Larry Key

Gary Rosato

Dennis Kortekaas

~~5,900.00~~
 \$ 305,286.23
 Erik & Schilling for audit

MINUTES
P&D Meeting and the Annual Town Road Meeting
Harris Township Board
Wednesday, May 22, 2013 at 7:30pm

The Planning & Development Meeting and the Annual Town Road Meeting were both held on Wednesday, May 22, 2013. The meetings were held at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, and Larry Key, and Clerk Michele Smith. *Absent:* Supervisor Dennis Kortekaas and Treasurer Becky Adams.

Also in attendance: Glen Hodgson– SEH Road Engineer, Mike & Wendy Gorham – Northwest Gas, and residents Judy Myers, Cyndy Martin, Dan Butterfield, Steve Burgraff, John Howrey, and Barney & Jan Bignall.

The meeting was called to order by Vice Chairman Rosato at 7:30pm.

1. Pledge to the flag, was followed by the reading of the Harris Township Mission Statement

2. Proposed Northwest Gas expansion review – by Mike Gorham (owner)

Mike Gorham, of Northwest Gas, was invited to tonight's meeting by the board after they were recently approached for right-of-way utility permits for natural gas installation near Islevue Addition. Gorham had talked to the board at a round table discussion back on December 5, 2012, about bringing natural gas into Harris Township. However, the board had not revisited the idea since then.

History:

Rob Mattei had previously explained to the board that the City of Grand Rapids was planning to enter into a natural gas franchise with Northwest Gas. The agreement would allow for the expansion of natural gas within the City of Grand Rapids – in areas where Minnesota Energy Resources is not located, such as the areas annexed by the city, formerly Grand Rapids Township.

In Tom Pagel's search to bring natural gas to the recently annexed areas of Grand Rapids, they found that Cohasset Gas comes to the NW corner of Harris Township, but they did not have interest in building outside the city. However, Northwest Gas operates Cohasset's system, and so Gorham talked to Pagel to see if they were interested in their services.

The first expansion of the gas line was at the intersection of Islevue Road and Golf Course Road, and continued down Islevue to the south end of Par Lane. That phase has been completed, with almost 100% participation. Northwest Gas would now like to expand further south into Harris Township along Islevue / Chippewa / Birch, etc. and is asking for approval from the township to install their natural gas services. Goals would be to go down Mishawaka Road, over Hwy 169 and down Harris Town Road, eventually along Airport Road. And maybe out to Pokegama Lake.

Northwest Gas is a small natural gas distribution company serving 14 communities in Minnesota. There are several owners of smaller companies, which allow those companies with less than 2,000 customers to have representatives on a joint powers board, which sets the rates. This is opposed to one company, one rate, as occurs with a Public Utility Commission (PUC).

Joint Powers agreement:

Gorham said Northwest Gas would prefer that cities/townships near each other have a joint powers agreement to set the rate for all members. Typically, Northwest Gas would submit their proposal of rates needed to pay their expenses, plus a reasonable rate of return, and the joint powers board (with representatives from all member communities) would then either approve the rates, or negotiate.

There are no franchise agreements currently per Gorham. Utility permits are all that is needed for the areas where they put natural gas pipes in the road right of ways. However, Gorham commented that if the board wanted to pursue a franchise agreement or Joint Powers agreement before utility permits are approved, he did not have a problem with that.

Q&A

Q: Has a survey of interest been done?

A: Yes – There was a sign-up meeting at their office, and mail response was probably close to 90% as interested.

Q: What kind/size of pipe is used, and how is it installed?

A: All plastic pipe are used, usually about 3-4" in diameter. Pipe is installed in 3 ways. Most are "pulled in" 300-500' or 1,000' at times. To preserve blacktop at road crossings, pipe is installed by boring – not digging up. And the third installation method used is "open trench", but they don't do much of that due to restoration costs. Northwest Gas contracts with Itasca Utilities to do the pulling and digging, but Northwest Gas does the fusing of pipe themselves.

Q: What would an acceptable rate of return be for Northwest Gas?

A: A target rate is about 12%, but most are less than that – apx 10%. A joint powers board prevents Northwest Gas from using an unreasonable amount like 50%. It was noted that rates fluctuate – based on a margin.

Q: Does Northwest Gas change out the orifices for residents, if they currently have propane?

A: Northwest Gas provides everything up to the outlet of the meter. Homeowners take care of the rest. It's usually \$100-\$600 to change (convert) appliances; however, some are not convertible.

Q: What is a joint powers board responsible for, and who is on it?

A: A joint powers agreement would allow residents to have representation on the joint powers board. The joint powers board is a "rate and policy approval" board; they are not obligated to maintain or regulate any infrastructure. Northwest Gas's books of expenses are open, but the meetings of the joint powers board are not really open – it's an executives meeting. Board members can be any member of the community who's interested; it does not have to be a government official.

Supervisor Rosato did talk to Tom Pagel with the City of Grand Rapids, as they recently drew up a joint powers agreement with Northwest Gas. It'll come before the city council on Monday, and Pagel feels it will be approved. That agreement was shared with the township's attorney, and is currently being reviewed. Rosato understands it would be an extension of the Grand Rapids Franchise agreement – so Harris Township would be an "add on".

Gorham thanked the board for inviting him to tonight's meeting.

3. Consider draft Joint Powers Agreement between the City of Grand Rapids and Harris Township to Regulate Utility Rates for Northwest Natural Gas.

The board concurred that since the Joint Powers Agreement is still in the hands of the township attorney, they will review and reconsider at the June 12th 2013 Regular Meeting. It was noted that the City of Grand Rapids will be reviewing their agreement on Tuesday May 28th.

4. Business from the Floor

None

5. Roads

- Annual Road Review Meeting

Supervisor Rosato explained that each and every township road was inspected in the past week or so by one of the board supervisors. The township is divided into 3 sections, and each supervisor inspects the town roads in their section while filling out an "Evaluation Sheet" for each one. The contents on the

inspection sheets were explained to the audience, including road type, surface condition, drainage concerns, and road volume. (A copy will be attached to the minutes.)

The actual road report sheets and supervisor notes were given to SEH Engineer Glen Hodgson, for compilation and road prioritization. The clerk was asked to just note key issues of roads in the minutes.

- Rosato's roads:
 - Aspen – bituminous road; low priority
 - Hauser – gravel road; low priority
 - Verde – bituminous road; low priority
 - **Sunny Lane** – bituminous road; **medium priority** – as this road should go on list for overlay some time due to cracking
 - Mishawaka Shores – bituminous road; low priority
 - Mishawaka Landing – bituminous road; low priority
 - Mish Road – bituminous road; low priority (was just rebuilt)
 - Winnebago – bituminous road; low priority – is in great shape
 - Apache – bituminous road; low priority – is in great shape
 - Chippewa – bituminous road; low priority – is in great shape
 - Isleview – bituminous; rough section of traverse cracks; high volume road
 - Birch – bituminous; a lot of patching has been done; low priority
 - Pine – bituminous road; low priority
 - **Lakeview Drive** – Still one of the worst roads in the township; it's bad; long and traverse cracking, alligatoring. **HIGH priority.** Drainage issues have been discussed previously with residents; still a big issue.
 - **Harbor Heights** – bituminous; patching was done but didn't hold up very well when plowed. **MEDIUM to HIGH priority;** would like to fix when do Lakeview Drive is done. The audience commented that there are drainage issues too, whenever it rains. There's a puddle that just sits on the road. Felt is as bad as Lakeview – same shape. However, it's longer and people drive faster so it may just seem worse. Patching seems to have been plowed away. Rosato noted that the township still does not have jurisdiction for the turnaround; it's on private property (Ernie Jacobson). Would like to get that secured before working on the road.
 - Woodland Park Road - bituminous road; low priority
 - Melody Lane - bituminous road; low priority
 - Gary Drive – bituminous road; low priority. Audience member agreed the road is fine
 - Crystal Park lot; bituminous road; low priority (it was just paved)
 - Little Crystal – Bituminous; has lots of pot holes (counted 30); need to do a work order. Low priority overall
 - Stony Point – bituminous; will be overlaid in 2013
 - Tolerick – bituminous; low priority. Good road but a bit of a sink hole with gravel shining through
 - Pine Landing – bituminous road; low priority
 - Southwood Road– Will be overlaid this year. Barny Bignall in attendance, with concerns:
 - Overlay will be just a temporary fix, per his son. Lots of pot holes, and areas where water stands on road.
 - Bignall understood that the board needs to get rid of water on the road, but does not like what he's heard is proposed to correct it. A culvert under the road, from the other side to his side, may fix the road but will not fix the issue of water in his front yard. This upsets him as a property owner, and he wanted to express his opinion. Bignall asked that the board (not SEH) advise him of what they decide to do. Supervisor Rosato conveyed that the board understood his concerns, and explained that they did not yet have the design and related cost of the proposed fixes.

- Bignall would like to come to a mutually agreeable solution with the board; he and his wife really do *not* want a culvert. They would like to try a ditch first, as they've haven't had a puddle in their yard with recent rain.
- Supervisor Key noted that he saw this area during the snow melt down, and the runoff over the road is a safety concern. In addition, if the township is putting \$250,000 into fixing the road, they need to protect their investment and keep water from running over the road.
- If a culvert is installed, Bignall requested there be safety grids on each end, in addition to the aprons, to prevent young kids in the area from playing in it (a 15" culvert is being considered.) Supervisor Key agreed he'd like to see them on there as well.
- The board advised Bignall that the township hopes to make a decision at the June 12 meeting, when design of proposed fixes is reviewed.
- Ruff Shores Road – bituminous road; low priority. It's rough but will be resurfaced with Southwood Road project.
- **Sunny Beach Rd** – Bituminous road; **HIGH priority** due to the last segment of road, from 30333 (near Oak Island Estates) to the stop sign at Wendigo Park Road being very rough, lots of cracks and alligating.
- Forest View - gravel road; low priority; was inspected during the rain
- Winston Taylor Road – Bituminous; low priority road
- Kortekaas' Roads
 - Paved roads:
 - Alicia Place – areas are broken up; a lot of cracks – could use rubberized crack fill
 - Alicia Spur – good
 - Aspen Drive – holding up good
 - Birch Hills –good
 - East Harris – good
 - Field Crest – a few spots of alligator cracks; deteriorating
 - Keyview – New bituminous last year
 - Norberg – great road
 - **Underwood – BAD. Worst road in township**; both east and west sections are bad but especially between Wendigo Park Road and Wendigo Road (Co Rd 67) needs attention. Supervisor Key reminded the board that to fix the west end, when bid 2 years ago, was estimated at \$500,000. They talked about doing in 2 phases – a subgrade, leave gravel for 1-2 years, and then blacktop. But on the east side – action is needed soon, and should not be as bad subgrade.
 - Wendigo park Road – good; new overlay last year
 - Westwood Lane/Road – will be overlaid this year
 - Wesleyan – good
 - Gravel roads:
 - Carol – good (dust guard scheduled)
 - Davis – due for gravel
 - Pennela – due for gravel
 - Pine Crest – good
 - River Ridge/River View – due for gravel
 - Root Road - good
 - Sunset Rd/Sunset Lane – good
 - Key's roads: Rated: 1=top priority (bad condition) / 3 = good road
 - Romans – 2, cross crack pot holes

- Metzenhuber – 2 (gravel)
 - Bayview Place – 2 (gravel)
 - Schmidt – 2 (gravel)
 - Robinson Road – will be resurfaced, and culvert will be replaced. Resident in attendance (Howrey) – agreed drainage need to be addressed.
 - Robinson *landing* - 2 This is a dirt, steep landing that very few people know about; it's used primarily for fish houses and snowmobiles. The township has put gravel work into in the past. The culvert at the entrance will be looked at.
 - Norway Rd – 2 (gravel)
 - Wendigo Heights Road – excellent 2
 - LaPlant Landing - 3
 - Woodbine Road – 2; off LaPlant rd – should have been included in overlay project – oops!; needs culvert work done; alligator + cracks. Cul-de-sac needs work done
 - Wagon Wheel – 2
 - Bear Creek – 2; high speed chatter marks
 - Jane Lane – 2 (gravel)
 - Romans Rd – 2 - is a driveway
 - Hughes road – 2
 - **Cemetery – 1, getting BAD – lot of dep cracks**
- Glen Hodgson – SEH Road Engineer: Road project updates
 - Gravel Road contracts were presented to the board for signature; he needed signed tonight by the acting chair and clerk. The “notice to proceed” has not yet been given, so Glen didn't know when they'd start. Each road will be tested as is it's done.
 - Other road issues / concerns
 - Wendigo Park Road

Supervisor Key reported that a portion of this road, just fixed last year, is breaking up worse than normal. He wondered if we got a bad mix for blacktop, and suggested looking into ‘warranties’ of roads; Key noted there is a trend to do that now.

Key noted that he did not recommend signing off on the Wendigo Road project yet, and Glen Hodgson from SEH was asked to look at the area. Hodgson noted that Julie Kennedy also had concerns and they planned to walk the road together to review.
 - ATV road designation

The board discussed that there is a drive to establish some county roads as ATV roads. Hill City is having a mud-run at the end of June, and so there will be a lot of tourists riding ATVs in the area. The City of Grand Rapids is looking at designating a route of a few streets through the city as well, for tourism purposes. Township Roads, however, by state law are open to ATVs riding on extreme right – not necessary to be in deep ditch. However, the township may need to watch the sides of the road for erosion, especially of shouldering.
 - Larry Hanson – Dust Be Gone contract

An “Independent Contractor Services Agreement for Application of Mageskum Chloride” was received from Larry Hanson for dust control on gravel roads. As stated in his previous proposal, the contracted rate in the agreement was \$3,193.50 per mile, on roads designated by Harris Township. A certificate of liability insurance was also supplied by Hanson with the agreement.

Supervisor Key made a motion to approve the contract with Dust B Gone for dust control of designated township gravel roads in 2013 at a rate of \$3,193.50 /mile. The motion was seconded by Supervisor Rosato and upon roll call, passed. Opposed: none.

6. Recreation

- Hard surface repair

Supervisor Key met with Mike Hendricks, who gave him the contract to sign from Lee Sports Surfacing for repairing the two tennis courts and one basket ball court at Crystal Park, and two tennis courts at Wendigo Park. A certificate of liability insurance was also supplied. The quote was approved by the board at the May 8th, 2013 Regular Meeting, and had not changed since originally reviewed in September 2012 for budget reasons.

The court work should be done by June 15th, weather permitting.

A recap of the work is as follows, totaling \$25,200, which the board approved to come out of the capital improvement fund (non dedicated) as needed:

- Crystal tennis courts –Courts will be totally resurfaced with numerous hairline cracks being sanded, patched, and treated; this is a normal maintenance process for tennis courts. Currently, water stands on the court and the posts are bad.
 - Cost: \$8,950
 - Crystal basketball court: There is a large crack across the center of the basketball court. Lee Sport will use an Armor Crack Repair System to repair the crack – approximately 45 feet in length- and then resurface the court.
 - Cost: \$5,500
 - Wendigo tennis courts: The tennis courts will be recovered and given another life of 10 years. They will sand the whole court area, repair the low spots, and then resurface both courts. They will also saw-cutting the blacktop adjacent to the courts to improve drainage. .
 - Cost: \$10,750
- Supervisor Key advised the board that Plackner Tree Care completed the cutting 10' around the courts fence at Wendigo Park to take care of trees hanging over the tennis courts which were causing problems– leaves, water, debris, etc. (This work was approved previously at the May 8th Regular Meeting.)

7. Town Hall Report – for April 3 to May 5, 2013

- The town hall report as prepared by the Town Hall Caretaker was reviewed by the board. There were 16 rentals, and no damages or injuries reported.

8. Maintenance Report for April, 2013

- None – due to the busyness of the maintenance crew trying to get the cemetery ready for Memorial Day, given the very late spring and cold/rainy weather.

9. Old Business

- Review revised Town Hall Policy and Brochure

The board reviewed the revised Town Hall Policy and Brochure as prepared by the Clerk regarding reduced fees for rummage sales. The board approved both as presented. Clerk Smith will get updated policies and brochures printed for the caretaker.

- Newsletter update (delayed)

Clerk Smith reported that due to some missing information, and miscommunications, the township newsletter will not be going out prior to Memorial Day as hoped. It will go out sometime in June. Clerk Smith suggested replacing the Memorial Day article with one about Northwest Gas (once a decision is made).

- Consider approval of a check, necessary for the purchase of new township truck
Supervisor Key explained that the new maintenance truck was supposed to be delivered on Monday, but it didn't come in; it's now scheduled to arrive on Friday. He recommended that the board approve a check be written tonight so it's ready by Friday so they could exchange the old truck for the new, rather than wait until the Regular Meeting on June 12th.

A motion was made by Supervisor Rosato to authorize a check for \$26,719.55, payable to Grand Rapids GM, be written in time for Friday's delivery of the new township truck. The motion was seconded by Supervisor Key, and thus passed.

Clerk Smith will relay this action to the Treasurer, and request that the check be put on the June bill list for tracking purposes.

10. New Business

- None

11. Public Input

- None

12. Adjourn

A motion was made by Supervisor Key, seconded by Rosato, to adjourn tonight's meeting at 9:36pm. Meeting adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, June 12, 2013 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, June 12, 2013. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato, and Dennis Kortekaas, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* None.

Also in attendance: Glen Hodgson - SEH, and residents Jan & Barney Bignall, Judy Myers, Dan Butterfield, 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 May 8, the Board of Appeal and Equalization on May 8, and the Planning & Development and Annual Road meetings on May 22, 2013.

A motion was made by Supervisor Rosato to approve the minutes as presented for May 8, and May 22, 2013. The motion was seconded by Supervisor Key and upon roll call, motion carried.

3. Business from the floor

- Dan Butterfield –Crystal Lake Blvd online survey

Butterfield had taken the online survey posted on the City of Grand Rapids website, which asked for input on Crystal Lake Blvd near the Itasca County Fairgrounds regarding closing it off permanently. He suggested that anyone interested in this matter should contact the City of Grand Rapids, the Fair Board, or both to find out more information.

- Cindy Martin – Boat landings and Wendigo Picnic Area

Martin asked if the township boat landings were ready for use. Supervisor Key said they are not yet mowed, but they can be used. Martin also asked about the board's intention for the Wendigo Picnic area, as she heard they would like to get rid of it. Key noted that the board will keep it, as the property was given to the township and they are not allowed to sell it. The township will continue to maintain it, but no longer puts a portable bathroom there due to lack of use.

4. Treasurer's Reports for May 1– 31, 2013 and a revised report for April 1-30, 2013

Treasurer Adams explained that a revised report of April financials was included for the board's review, as some figures changed after the bank statement was received. (It was not received by Adams until after the Regular Meeting in May). The balances of the revised April report were as follows:

- Balance on hand, April 1, 2013: \$1,169,168.89
- Total Receipts: \$ 1,258.68
- Total disbursements: \$ (16,318.26)
- Fund balance, April 30, 2013: \$1,154,109.31

The June 12th treasurer's report of May financials was also reviewed. The balances were as follows:

- Balance on hand, May 1, 2013: \$1,154,109.31
- Total receipts: \$ 8,700.58
- Total disbursements: \$ (332,005.78)
- Balance as of May 31, 2013: \$ 830,804.11

A motion was made by Supervisor Key to approve both the revised May 8th, 2013 treasurer's report of April 2013 financials and the June 12th Treasurer's report of May 2013 financials; the motion was seconded by Supervisor Kortekaas and upon roll call, motion passed by unanimous vote.

5. Roads

- Glen Hodgson / SEH – road project updates:

- Update on 2012 paving on Mishawaka Road and Wendigo Park Road

Glen is working on closing out the 2012 paving projects on Mishawaka Road and Wendigo Park Road. He and Supervisor Key went and looked at the concern areas, and Glen also toured the areas with Hawkinson Construction. The plan for Wendigo Park Road was relatively easy. However, a plan for Mishawaka was much tougher as it involved the washout of shouldering. This issue came about after the reconstruction of the road last fall. The recycled asphalt that was brought in to fix the shouldering helped, but there was still an erosion problem. Glen and Hawkinson talked about bringing in more recycled asphalt and a tack coat. However, this would be an extra cost as it was not a part of the original Hawkinson contract. Glen agreed to bring a cost estimate for this work back to the board at the June 26, 2013 P&D meeting.

- Gravel Road project

Glen has talked to Casper Construction; they should be starting the 2013 gravel project early next week. Braun Intertec will be doing the testing of the gravel and compaction. All 4 roads will likely be done by the end of next week.

- Pre-paving road quotes & recommendations for Stony Point, Robinson, and Southwood roads

After the 2013 road paving project was initiated, a few spots on 3 different roads were noted to need attention prior to overlay, to preserve integrity of the road work. Glen presented the board with quotes that were received from three contractors for a pre-paving road improvement project on Stony Point Road, Robinson Road, and Southwood Road:

• Schwartz Excavating:	\$57,707.80
• Hammerlund Construction:	\$60,459.30
• Casper Construction:	\$72,557.00
• SEH Engineer's estimate:	\$95,463.000

It was noted that all quotes would allow the board to do 1, 2 or all 3 roads projects.

Supervisor Rosato made a motion to follow the engineer's recommendation to award the contract to Schwartz Excavating for the lowest quote amount of \$57,707.80 for all 3 roads: Stony Point, Robinson Road, and Southwood Road. The motion was seconded by Supervisor Key and upon roll call, motion carried by a unanimous vote.

- Other road issues / concerns / updates

- Asphalt repair company

Supervisor Key is looking into a different asphalt crack fill and patching company called Northwest Asphalt, out of Thief River Falls. Key provided them with information on the township's needs on over 3 miles of road; he will bring the quote information to share with the board when received – by the June P&D meeting if possible. A new company is being sought as Commercial Asphalt is often unavailable to crack fill the township roads in a timely manner.

6. Recreation

- Consider "Request for Use of Facilities" by ISD #316, for use of the tennis courts at both Crystal Park and Wendigo Park for the Mary Sandstrom Tennis Tournament on Tues/Wed, July 9-10, 2013 (9am – 5pm).

The board started to approve this request when Supervisor Key commented that he'd talked to Mike Hendricks about the status of the tennis court repairs being made at both parks. The contractor is running behind due to weather.

Crystal courts could be used, but Wendigo's courts are not safe. Plackner Tree Care went in and cleared trees / branches around the Wendigo court, 10 feet back from the fence. It's in bad shape.

Supervisor Rosato then made a motion, seconded by Supervisor Key, to approve the reservation of the township's courts for the Mary Sandstrom Tennis Tournament on July 9-10, 2013 if ready and available. Upon roll call, motion passed by a unanimous vote.

Clerk Smith will contact ISD #316 to relay the status of the courts, and return the request for use of facilities form.

- Consider adding a second posting box at the pavilion of Crystal Park,
(Additional signage was discussed previously during the October 12, 2012 Regular meeting.)

The Clerk explained that the pavilion is being reserved more than ever, and that she felt another posting box should be put right at pavilion the for reservation notices, reminders to 'renters' to take garbage with them, and emergency contact numbers along with the park's address if calling 911.

A motion was made by Supervisor Key to add a second posting box right at pavilion at Crystal Park. The motion was seconded by Supervisor Rosato, clarifying that this will not be considered an official posting site, like the other one is. Upon roll call, motion passed by a unanimous vote.

7. Correspondence

Board Action items:

- MAT Summer Short Course – save \$10 if preregistration emailed by June 12th. Note: Township can be billed.

Noteworthy items:

- Minutes from the May 15, 2013 Collaborative Opportunities Team meeting
- Greater Pokegama Lake Association newsletter – May 2013

Non-action items

- Copy of *Award* letter from SEH Casper Construction for 2013 Gravel Road Project – in amount of \$23,275.60
- Copy of *Notice to Proceed* letter from SEH to Caper Construction for 2013 Gravel Road Project
- Variance Application *approved with conditions* by County Board of Adjustment, for Troy Odden/Dale Vroman dwelling on Carlson Lake
- Copies of Itasca County approved sewer, land use, or building/property permits
- Signed copy of the "Agreement for Work on Township Roads" contract with Itasca County for snowplowing

8. Consent Agenda

- a. Consider recommending approval of the Conditional Use Permit for Donald LaPlant, to allow the establishment of a borrow pit within 1,000 feet of the lake, for peat excavation from the LaPlant Road reconstruction project, as per the special town board meeting held June 10, 2013, at 6:30pm at the Blandin Foundation.
- b. Approve the hiring of Randy Smieja through Express Professional Employment as a summer maintenance intern

A motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve both items on the consent agenda. Upon roll call, motion carried.

9. Old Business

- **Consider approval of resolution #2013-007: A resolution for a Joint Powers Agreement with the City of Grand Rapids, to Regulate Utility Rates (of Northwest Natural Gas)**

A joint powers agreement was received from township attorney Andrew Shaw, which had been developed by the City of Grand Rapids but adapted for Harris Township. Shaw did not express any concerns about the township entering into the agreement with the city, which would allow the township to have 2-3 representatives on the Joint Powers Board, which regulates the rates of Northwest Gas.

After reviewing the agreement, and noting that he'd talked to several residents in support of having natural gas in their neighborhood, Supervisor Rosato made a motion to approve Harris Township Resolution #2013-007: A resolution for a Joint Powers Agreement with the City of Grand Rapids, to Regulate Utility Rates (of Northwest Gas). The motion was seconded by Supervisor Key, and upon roll call, motion passed by a unanimous vote.

There was some confusion by the board on how membership on the joint powers board was determined, especially regarding the 5th member being either the mayor or board chair, depending on the year. However, the board agreed to wait until the fully executed agreement was returned to determine who will represent Harris Township.

- Consider approval of right-of-way utility permits for the installation of Northwest Natural Gas lines

Mike Gorham, owner & operator of Northwest Gas, submitted an "Application for Utility Permit on Township Road Right of Way" for board consideration, as they are ready to install natural gas lines in the Isleview addition.

The agreement would allow Northwest Gas permission to place, construct, and thereafter maintain a new system of natural gas distribution mains along and across Isle View Road, Mohawk Drive, Apace Drive, Chippewa Drive, Winnebago Drive, Pine Street, and Birch Street. A sketch was included for the board's review.

Polyethylene pipe will be used, and not buried less than 24 inches. Crossing of any paved roadway would be done using either boring or directional boring. No tree clearing was anticipated. Work would start on or after June 17, 2013 and be completed on or before November 1, 2013.

A motion was made by Supervisor Key to approve the Application for Utility Permit on Township Road Right of Way for the installation of lines for Northwest Gas, as submitted by Mike Gorham. The motion was seconded by Supervisor Rosato and upon roll call, motion passed by a unanimous vote.

- Consider using an article about Northwest Gas for the newsletter, for publication in late June/early July

The board approved an article on Norwest Gas for the newsletter. Clerk Smith agreed to write it.

The clerk also shared information from Treasure Bay Printing, regarding a new requirement for bulk mailing. In order to use bulk mailing to get reduced postal rates, the township's submitted address list has to be "verified" by the postal service. Treasure Bay agreed to do this on behalf of the township, but did not include a price for this service. However, the board approved the cost of verification as needed for the newsletter mailing.

- Site inspection for Conditional Use Permit (CUP)/ Hwy 169 borrow pit;

Supervisor Key attended the Itasca County site visit today regarding the Conditional Use Permit for a borrow pit owned by Donald LaPlant. LaPlant and Casper Construction were also at the site visit. The plan is to put 20,000 yards of peat excavation in the pit from the LaPlant Road reconstruction project. This pit was used in 1999 and 2000 for the Highway 169 construction project. After the site inspection, the Itasca County Planning commission / Board of Adjustment went back to the court house for the public hearing. The CUP passed, with a condition that a gate is put up to keep traffic out of pit. They will have normal operating hours.

Key noted that this was Red Sutherland's old pit. It slipped through the cracks to be a *designated* as a borrow pit. This CUP is for 1 project use only. If it's used again, a turning lane into the pit will be needed.

10. New Business

- Itasca County Local Weed Inspector Annual Training: Tuesday, June 25, 2013, 8am – noon. Bus departs at 8:30am from Itasca County Land Department. Attendance of at least 1 supervisor is mandatory.

Supervisor Kortekaas will be at the training for Weed Inspectors.

- Local Board of Appeal and Equalization 2013 Training: August 28, 2013 – Itasca County Courthouse, 6-9pm. Registration deadline is August 14, 2013. (Also offered during MAT short courses).

Supervisors Key and Kortekaas both need to attend this training, to renew their Board of Appeal certification. Clerk Smith will post the training on August 28th as a quorum notice.

- Consider changing the renewal date of Blue Cross/Blue Shield medical insurance (for maintenance crew)

Treasurer Adams explained that due to health care reform, Blue Cross / Blue Shield health insurance policies will be changing for small organizations – including the township’s policy for the maintenance crew. The good news was that the township’s premiums will go down effective Jan 2014. Blue Cross estimated the reduction to be 15-20%.

In order to get the best savings from the reduced rates, Blue Cross suggested that the township change their renewal date from November 1 to January 1 so that the reduced premiums would start Jan 1, 2014. Otherwise, if the current November renewal is kept, the reduced rates would not go into effect until November 2014. Blue Cross assured Adams that there would be no change in coverage – everything would stay exactly the same.

A motion was made by Supervisor Rosato to allow the renewal of the township’s medical insurance for the maintenance crew change from November 1st to January 1st effective in 2014 as recommended by our insurance agent. Supervisor Key seconded the motion, and upon roll call, motion passed by a unanimous vote.

Treasurer Adams will send Blue Cross Blue Shield proper notification of this renewal date change.

- Fireworks donation request

Supervisor Rosato received a mailed request from Leo Burley for the annual fireworks display on Pokegama Lake. He shared that he understands it’s a great activity in the area, but that donating to them would go against the township’s donation policy. However, Rosato would like it to come up at the annual meeting for discussion, as state statute does allow for township’s to spend money on community celebrations.

Rosato would also like the board to consider becoming members of the Pokegama Lake Association.

11. Approve payment of bills for June 2013

Treasurer Adams pointed out the check request for Itasca County. This was for the paved road projects bid with the County. The original check written to the county in May for \$276,000 was voided because that check was based on a preliminary project estimate; however, Adams got a call from the county and said the amount due should have been based on the actual quotes coming in – which were lower. Thus, the amount due to cover 95% of the costs for the road projects was only \$233,000 – *not* \$276,000. Thus, the original 95% check for \$276,000 was voided, and a new check for \$233,000 was being reissued.

Clerk Smith also pointed out the bill request for Minuteman Press – and explained that this would be a regular monthly bill going forward as she is using them to print township agenda packets on a regular basis – twice a month. She can no longer do this at her work.

A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to pay the bills per the attached document titled “June 2013 Bill Listing to Board” in the amount of \$258,888.80. Upon roll call, the motion passed by a unanimous vote.

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

- Judy Myers

Myers asked why there hadn’t been a bill for SEH since October 2012. Adam explained there had been, as 2012 year end was paid to date. However, she will verify the timeliness of their billings.

Myers also asked why a special meeting for the Conditional Use Permit was held at Blandin Foundation on June 10th. The board explained that this was to review the CUP and meet the county’s shorter than normal deadline for a recommendation from the township. Monday, June 10th was chosen because the board was meeting that night already, at the Blandin Foundation for the Itasca County Township Association meeting. Therefore, that was also the location chosen – just prior to the meeting.

Clerk Smith noted that this special meeting was posted in accordance with the open meeting law by posting on the Town Hall posting box on June 4th, 2013.

- Dan Butterfield

Butterfield discussed how the City of Grand Rapids was making ordinance to allow ATVs on certain roads within the city limits. They would not be right down town, but in nearby outlying areas. Butterfield noted that the county is looking into how to hook up trails from Grand Rapids to Smith Creek trails, by 9 Mile Corner. He had also heard that a possible route would be from Airport Road to Harris Town Road, and then to Pokegama Lake. However, another option was to use River Road.

13. Adjourn

A motion to adjourn was made at 8:39pm by Supervisor Rosato and seconded by Supervisor Key. *The meeting was adjourned.*

Respectfully submitted,
Michele Smith – Harris Township Clerk

June 2013 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,139.93
Gary Rosato	Mtgs, wages, labor, less withholding	612.69
Dennis Kortekaas	Mtgs, wages, labor, less withholding	550.30
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,045.81
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	617.92
Bonnie Key	Cleaning labor, showing, less withholding	726.68
Derrick Marttila	Labor less withholdings	2,763.22
Dan Key	Labor less withholdings	2,666.22
PERA	ONLINE pmt:: Payroll withholding plus \$10 for fees	1,544.74
Blue Cross Blue Shield	2nd QTR insurance premiums: health and life	3,093.00
CarQuest	invoice ID 267763 on 5/30	94.92
CenturyLink	phone bills for service ctr, rinks, town hall	287.00
Cole Hardware	mount plate, trailer adpt blade, fine bolt and nut	91.18
Davis Oil	May fuel invoices	534.81
Ferrellgas	May propane invoices	722.10
Grand Rapids Public Utilities	Utilities; lights and town hall	183.82
Herald Review	annual road review ad	80.10
Itasca County Recorder	Cemetery deeds: Kelledy, McNally	92.00
Itasca County Highway Department	Road Projects: Southwood, Robinson, Westwood, Stony Point (95% pd)	233,280.58
Janicke Bakery	cookies for memorial day celebration	66.60
L & M	May invoices	149.26
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	413.64
Minute Man Press	copies for meetings	33.32
Portable John	may - september boat landings, may - november parks and cemetery	2,992.50
Range Water	cooler rental april and may plus cooler in store 5 gal	89.67
Schwartz and Sons	May grader work	1,310.00
Shaw and Shaw	work on Joint Powers agreement	420.00
Stokes Printing	post-its and printer ink	53.31
Verizon	cell phones through 6/12/13	162.83
Waste Management	3 yd rel on call	14.67
Wells Fargo Credit Card	microsoft software and anti virus software	187.01
Commissioner of Revenue	Payroll withholding :: electronic payment	373.00
EFTPS	Payroll withholding :: electronic payment	2,490.97
Wells Fargo Bank	checking account fee	5.00
	Total	\$ 258,888.80

Approval to pay :: June 12, 2013, Checks numbered 16025 through 160

Larry Key

Gary Rosato

Dennis Kortekaas