

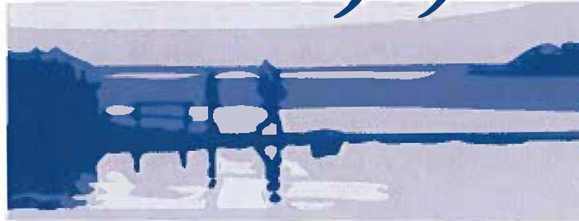
Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Supervisor/VC Mike Schack 340-8852
Supervisor Ryan Davies 929-0610
Supervisor Dan Gilbert 259-4967
Supervisor Jim Kelley 327-0317
Treasurer Nancy Kopacek 398-3497
Clerk Beth Riendeau 244-1811

harristownshipclerk@gmail.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

The Harris Town Board strives to enhance the quality of life, protect the environment and maintain economic stability for the residents of their community.

www.harristownshipmn.org

PLANNING & DEVELOPMENT MEETING

March 23, 2022 at 7:30 pm

AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement.
2. **Approve the Minutes**
 - A. February 23, 2022 P and D Meeting Minutes
 - B. February 17, 2022 Land Sale/City of Grand Rapids Work Session Minutes
 - C. March 17, 2022 Closed Work Session Re: Performance of an Employee
3. **Additions and Corrections**
4. **Business from the Floor** (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record.
 - A. Digital Billboard/Chad Christiansen
5. **Consent Agenda**
 - A. Zoning/Land Use Permit
6. **Roads**
 - A. Sunny Beach Road Update/J
 - B. Turn Lane (Sunny Beach-Harris Town Rd)/J
7. **Recreation**
 - A. Park and Cemetery Inspection Reports for February 2022/P
 - B. Trails Task Force Minutes of March 10, 2022/M
 - C. Recreation Participation Survey/M
 - D. Rinks/J
8. **Correspondence**
 - A. Township Association Minutes of February 14, 2022
 - B. Network Opportunity Minutes of February 23, 2022
 - C. Supervisor Legal Short Course Minutes
9. **Town Hall**
 - A. Town Hall Reports for February 2022/P
10. **Maintenance**
 - A. Maintenance Reports for February 2022/M
 - B. Trailer Repairs/M
11. **Old Business**

- A. 2022 Comprehensive Plan/CEDA Contract/P
- B. Employee Handbook Sign-offs/P

12. New Business

- A. Resolution 2008-004/Contributions and Donation Options/P
- B. 2022 Annual Annual Meeting Donation Requests/P
- C. Board of Appeal and Equalization Information/P
- D. Resolution 2022-011, Re: Discrimination and Harassment/P

13. Bills

- A. Approve the Payment of Bills/N

14. Public Input *(please limit comments to 5 minutes) please come up to the podium and state your name and address for the record.*

15. UPCOMING Events/Meetings

April 11, 2022	Township Association Meeting	5:00 pm Blackberry T. Hall
April 13, 2022	Regular Meeting	7:30 pm Town Hall
April 27, 2022	P and D Meeting	7:30 pm Town Hall
April 28, 2022	Board of Appeal & Equalization	9:00 am Town Hall

16. Adjourn

Prepared by: 

 Peggy Clayton

Signed by: 

 Peggy Clayton, Chair

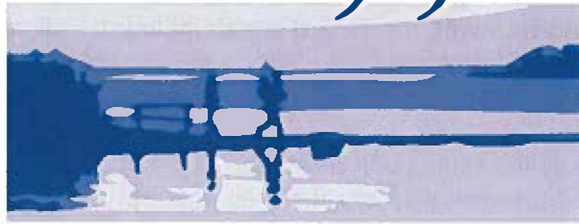
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2A

PLANNING & DEVELOPMENT MEETING MINUTES

February 23, 2022

Present: Madam Chair Clayton, Vice Chair Schack, Supervisor Kelley; Clerk Riendeau

Absent: Supervisor Davies and Gilbert and Treasurer Kopacek

Pledge to the Flag was conducted, followed by the reading of the township mission statement.

Approve Minutes

Minutes of January 26, 2022 P and D Meeting

Madam Chair Clayton made a correction under minutes of January 26, 2022 work session regarding what should be, City of Grand Rapids instead of (Raids)

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the minutes and correction of the January 26, 2022 P and D Meeting. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Minutes of January 31, 2022 5-Year Road Plan Work Session & Budget Session

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the minutes of January 31, 2022 Work Session re: 5-Year Road Plan & Budget. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Minutes of February 4, 2022 Board of Audit

A motion was made by Madam Chair Clayton and seconded by Supervisor Kelley to approve the minutes of February 4, 2022 Board of Audit. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Minutes of February 9, 2022 Sunny Beach Road Work Session

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the minutes of February 9, 2022 Work Session re: Sunny Beach Road. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Additions and Corrections

Madam Chair Clayton requested to pull (indefinitely) 11A DNR Outdoor Recreation Grant
Supervisor Kelley requested to add Utility Permits under Old Business 11A.

A motion was made by Supervisor Schack and seconded by Madam Chair Clayton to approve the Additions and Corrections and the Regular Agenda. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Business from the Floor
Grand Rapids Fire Department / Travis Cole

Travis shared an excellent handout with the Board which included call volume & comparison, cities that are served by the Fire Department, types of calls received, the loss of a Fire Fighter, the new Fire Department and the Firefighting team.

The Fire Department does practice drills such as house burns, rope rescue, confined spaces, and this is just to name a few. The Department also participates in community events.

AS The Fire Department has had a couple of retirees and are hoping to hire 4 new hires in the near future.

Bayview Road / Randy Helmbrecht

Randy Helmbrecht spoke about Bayview Place in Harris Township. He would like to re-route Bayview Place Road to connect with Northwoods Drive. Discussion followed

A motion was made by Madam Chair Clayton and seconded by Supervisor Kelley to table Bayview Place Road to March 9, 2022 Regular Meeting. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Grand Rapids Youth Baseball Association / Mark Stupar

Madam Chair Clayton spoke on behalf of Mark Stupar. Grand Rapids Youth Baseball would like to use the Wendigo baseball field along with the Crystal Springs baseball field again this year. The dates of use would be May 1, 2022 through August 11, 2022, Monday through Thursday from 5:00 pm to 8:00 pm. Discussion followed.

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the Grand Rapids Youth Baseball Association to use the Wendigo and Crystal Springs baseball field for 2022. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Roads

Road Update

Supervisor Kelley stated there has been quite a lot of snow and some of the banks on corners are getting high. Supervisor Kelley cautioned to drive with care.

Signage Update

Supervisor Schack reviewed the sign quotes and stated quite a few of the road signs are cracking and fading and should be replaced. The amounts per sign vary due to the lettering. Discussion followed.

A motion was made by Madam Chair Clayton and seconded by Supervisor Kelley to approve the quotes for Signage for a total of \$1,900.00. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Recreation

Park and Cemetery Inspection Report for January 2022

A motion was made by Supervisor Schack and seconded by Supervisor Kelley to approve the Park and Cemetery Report for January 2022. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Trails Task Force

This is informational.

Correspondence

Northeast Minnesota HOME Consortium Joint Powers Agreement

This is informational.

Town Hall

Town Hall Report for January 2022

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Town Hall Report for January 2022. Motion Carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Maintenance

Maintenance Report for January 2022

Supervisor Schack gave an update on the Maintenance Report. There has been quite a lot of snow which means a lot of snow plowing.

A motion was made by Supervisor Kelley and seconded by Madam Chair Clayton to approve the Maintenance Report for January 2022. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Old Business

Utility Permits were approved in October for Laplant Road for the underground utility line. This will be extended for completion.

New Business

Resolution and Agreement Granting Line Extension Permits

Madam Chair Clayton reviewed the Resolution and Agreement Granting Line Extension Permits Authorizing the Provision of Cable Services.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve the Resolution and Agreement Granting Line Extension Permits. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

March 8, 2022 Annual Meeting

Madam Chair Clayton would like to remind constituents of the upcoming Annual Meeting on March 8, 2022 at the Harris Town Hall at 7:00 pm. The annual report will be uploaded to the website prior to the meeting. The approved Minutes of the 2021 Annual Meeting will be posted on the website after the meeting.

Utility Rate Agreement / Resolution 2013-007 Joint Powers Agreement to Regulate Utility Rates

Madam Chair Clayton spoke about the Resolution 2013-007 Joint Powers Agreement to Regulate Utility Rates. Madam Chair Clayton and Supervisor Davies attended the first meeting. Future meetings will be held annually, with the 2023 meeting to be held at the Town Hall.

CliftonLarsenAllen LLP / Audit Services Contract

Madam Chair Clayton shared that Treasurer Kopacek has reviewed the CliftonLarsenAllen LLP / Audit Services Contract and everything is in place. The fees can be found on the website under the minutes for February 23, 2022. The 2021 audit will be conducted later this month.

A motion was made by Supervisor Kelley and seconded by Supervisor Schack to approve and sign the contract with CliftonLarsenAllen Audit Services. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Bills

Approve the Payment of Bills

A motion was made by Supervisor Schack and seconded by Madam Chair Clayton to approve claims #20423 through #20436, and EFTS 2232201 through 2232208 in the amount of \$12,853.18. Motion carried. Absent: Supervisor Davies & Gilbert and Treasurer Kopacek

Public Input

Nothing at this time.

UPCOMING Events/Meetings

March 8, 2022	Annual Meeting	7:00 pm Town Hall
March 9, 2022	Regular Meeting	7:30 pm Town Hall
March 23, 2022	P and D Meeting	7:30 pm Town Hall

Adjourn

There being no further business to come before the board, a motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 8:10 pm.

Prepared by: _____
Beth Riendeau, Clerk

Signed by: _____
Peggy Clayton, Chair

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Supervisor/VC Mike Schack 340-8852

Supervisor Ryan Davies 929-0610

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2B.

Land & City of Grand Rapids Work Session

February 17, 2022

6:00 pm

Present: Madam Chair Peggy Clayton, Supervisor Schack, Davies & Kelley; Supervisor Gilbert; Clerk Riendeau

Pledge to the Flag was conducted.

The purpose of the work session was to continue discussions regarding Land and City of Grand Rapids

Land

Madam Chair Clayton shared with the Board the Advertisement with the alterations requested for the Land on the corner of Harris Town Road and Wendigo Road. Discussion followed on selling of the sections of the land and contacting SEH to have the land surveyed.

A motion was made by Madam Chair Clayton and seconded by Supervisor Davies to have Supervisor Kelley contact SEH to have them survey the other two pieces of land. Motion carried.

City of Grand Rapids

Madam Chair Clayton provided a map of the 27 parcels that are a part of the detachment from the City of Grand Rapids. Discussion followed. Madam Chair Clayton will contact our Township Attorney Andy Shaw to have him contact the city to see if they will be notifying those residents via letter of the detachment.

A motion was made by Supervisor Davies and seconded by Supervisor Gilbert to adjourn the meeting at 7:15 pm.

Submitted by: _____
Beth Riendeau, Clerk

Signed by: _____
Peggy Clayton, Madam Chair

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-259-1551

Harris Township

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NEIGHBORS, SHORES & MORE

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2C

Closed Work Session
Re: Employee Under the Direct Supervision of the Board
5:00 pm Harris Town Hall

Present: Madam Chair Clayton, Vice-Chair Schack, Supervisors Davies, Gilbert, and Kelley

Pledge to the flag was conducted.

The purpose of the closed work session was to discuss the performance of an employee under the direct supervision of the board.

A motion was made by Supervisor Kelley and second by Supervisor Schack to move into closed session at 5:05 pm.
Motion carried.

Discussion held on the performance and duties of the employee.

A motion was made by a Supervisor Kelley and seconded by Supervisor Davies to move into open session at 6:15 pm.
Motion carried.

Madam Chair Clayton will meet with the employee to provide feedback/information from the Board.

A Motion was made by Supervisor Kelley and seconded by Supervisor Schack to adjourn the meeting at 6:17 PM.

Submitted by: Peggy Clayton

Peggy Clayton, Chair

HARRIS

Zoning / Land Use Itasca County Land Use Permit # 220022

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2857

5A.

Parcel Information

Parcel Information:	PID	Owner Name	Owner Address	Township Name	Lake Name	Lake Class	Sec/Twp/Range	Zoning Type	Property Address	Acres	Legal Description
	19-485-1060	MAASCH, WALKER E & DANIELLE M	20349 CRYSTAL SPRINGS LOOP GRAND RAPIDS MN 55744-5179	HARRIS TWP			S:7 T:54 R:25	RURAL RESIDENTIAL	20349 CRYSTAL SPRINGS LOOP GRAND RAPIDS MN 55744	4.56	LOTS 106, 107, 138, & 139 KAYNOSH BEACH

River Class:

Applicant / Agent Information

Contractor Name and License:	<table border="1"> <thead> <tr> <th>Contact Name</th> <th>Business</th> <th>License</th> </tr> </thead> <tbody> <tr> <td>Owner</td> <td>Owner</td> <td></td> </tr> </tbody> </table>			Contact Name	Business	License	Owner	Owner		Name:	Walker Maasch
Contact Name	Business	License									
Owner	Owner										

Property Information

Ownership Description:	Private	Access Road Name:	Crystal Springs Loop
Is septic compliant?	Yes	Road Class:	County / Township Rd

Structure Information

Existing Use:	Residential	Proposed Use:	Accessory
Accessory Structure:	Other	Maximum building height:	35'
Well type:	Unknown	Pressurized Water:	No
Building Dimensions:	10'x12' Chicken Coop	Current septic status:	In Compliance

Permit Fee

Permit application fee:	Accessory Structure/Addn. - Other \$60
-------------------------	--

Permit Comments

After The Fact:	No	Resort:	No
Shoreline Mitigation Required:	No	Comments:	The most fortuitous chicken coop ever constructed!!! (permit no. 220022, issued on 2/22/2022, at 2:22pm)
Application Received Date:	02/22/2022	Issued Date:	02/22/2022
Issued By:	Katie Benes		

RECEIVED
3-3-22

**Terms
Road Setback**

Centerline 68'

Right-of-Way 35'

Side Yard Setback

Accessory 10'

Dwelling 15'

Rear Yard Setback

Accessory 10'

Dwelling 30'

Impervious Surface

25% of parcel

Elevation of Lowest Floor

3'

Bluff Setback

30' from the top of a bluff

Other

Contact SWCD at (218)326-0017 if constructing in any wetlands. If construction activity will result in the disturbance of one acre or more, need to obtain Storm Water Permit thru MPCA at 1-800-657-3804 prior to construction. Electrical Inspector contact Steve Bartlett at 218-591-1616. New or upgrading driveways, township road contact your township and county road contact County Engineer Office at 218-327-2853

Disclaimer

I have read the above minimum requirements and hereby acknowledge that I understand and will comply with them. Permit is valid for 12 months to start construction. Permit authorized by Environmental Services Department.

Approvals

Approval

Signature

Date

#1 Approved By Walter Benis 2/22/22

#2 Approved By Walter Maasch 2/22/22

DATE: 8/14/22 CEMETERY: WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR

NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Cemetery -
Wendigo -
Crystal -

status off on } Poles open + closed
status off on }
closed - 2/1, 2/2

Handwritten notes and checkmarks in the table rows. The 'BASEBALL FIELD' row has a checkmark. The 'PICNIC AREA' row has a checkmark. The 'PLAYGROUND AREA' row has a checkmark. The 'PARKING LOT' row has a checkmark. The 'OVERALL COMMENTS' section contains handwritten notes.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
2/11/22			

CEMETERY:

GRASS CUT:

GRASS TRIMMED:

ANY TRASH?

ANY VANDALISM?

EXCESSIVE WATER STANDING/
ANY AREAS OF CONCERN

PARKS:

VOLLEYBALL COURT:

NETS

POSTS

COURT

GRASS CUT/TRIMMED

TENNIS COURT:

NET

POSTS

COURT

GRASS CUT/TRIMMED



DATE 2/11/22 CEMETERY WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):
BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

PARKING LOT:
TRASH

ICE RINK/WARMING SHACK
OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Handwritten scribbles and symbols across the lined area, including a large 'S' and 'A' in the picnic area section, and a 'D' and 'W' in the playground area section. There are also some scribbles in the parking lot and trash sections.

Cemetery on
Wendigo - status
Crystal - status
Parks closed 2/5, 2/10, 2/11

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	9/18/12			
GRASS CUT:				
GRASS TRIMMED:				
ANY TRASH?				
ANY VANDALISM?				
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN				
<u>PARKS:</u>				
VOLLEYBALL COURT:				
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

DATE 9/18/12

CEMETERY

WENDIGO

CRYSTAL SPRINGS

all ok

✓

✓

✓

✓

DATE: 2/18/22

CRYSTAL SPRINGS

WENDIGO

CEMETERY

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR
NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES
TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Cemetery - on

handed - status

Crystal - status

Rinks closed - 2/12, 2/13, 2/18

status

S
D
DW

DATE: 07/23/22 CEMETERY: WENDIGO CRYSTAL SPRINGS

PARKS (CONTINUED):
BASEBALL FIELD:
SHAPE/ANY REPAIR
NEEDED
GRASS CUT/TRIMMED

BASKETBALL AREA:
NET

PICNIC AREA:
TABLES/BENCHES
TRASH

PLAYGROUND AREA:
SWINGS
SLIDES
TRASH
ANYTHING BROKEN

HORSESHOE COURT
TRASH

PARKING LOT:
TRASH

ICE RINK/WARMING SHACK
OUTHOUSE:
CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

Handwritten notes on lined paper: A large checkmark is drawn across the first three sections. In the 'NET' section, there is a large 'S' and a checkmark. In the 'TRASH' section, there is a checkmark. In the 'HORSESHOE COURT' section, there is a checkmark and the word 'NO'. In the 'PARKING LOT' section, there is a checkmark. In the 'ICE RINK/WARMING SHACK' section, there is a checkmark and the word 'status'. In the 'OVERALL COMMENTS' section, there is a large checkmark.

Cemetery (underlined)
(underlined) Status on Rents
(underlined) Rents Closed - 07/19, 20/21, 2/22, 2/23

7B.

Itasca Trails Task Force Minutes
March 10, 2022
Mt Itasca Chalet

Tom Saxhaug called the meeting to order at 11:37 am.

Present: Tom Saxhaug (Itasca Trails Task Force & Snowshoeing), Les Olila (Itasca Co Park & Rec Commission), Catherine McLynn (NLNSC, Rapids Riders ATV club, GRIMBA, Mt Itasca Ski League), Anna Johnson (Get Fit Itasca), Philip Imholte (GRIMBA), Kacie Stanek (MN DNR), Sara Thompson (Itasca County Land Dept), Bob Conzemius (Mt Itasca), Sarah Carling (CEDA),

Additions to Agenda: No additions. Motion approved

February Minutes: Add discussion about Trail Plan. With revisions added, motion to approve minutes was approved.

Financial Report: Catherine presented the financials. Same as last month, minus a grant for \$10,000 paid to Sarah's grant. Received the \$50,000 for this year, and Catherine will write another grant to Blandin for 2023 funds next year. Catherine compiled grants since 2000 that the TTF has funded. 2013- 2022 needs to be added to the report that was sent out. Records for before 2000 are stored somewhere. Motion approved to accept financial report.

OLD BUSINESS

2022 TTF Plan: Under Bicycle Routes Objective, Trails Task Force Action items – change specific trails mentioned in points 6 & 8 to a general statement on supporting recreational and transportation related trail projects and proposals. With revisions, Philip Imholte motioned, Sarah Thompson seconded; approved to approve the 2022 plan.

Marcell Snowdrifters Grant Application: Mike Ellis gave an overview of the grant proposal. The club is asking for \$10,000 to purchase a new Tucker SnoCat for trail grooming. They did submit the F RTP grant. Philip Imholte made a motion to approve the grant request for \$10,000 for the Marcell Snowdrifters to purchase the Tucker SnoCat, it was seconded by Motion passed.

Northern Lights Nordic Ski Club Grant Application: Boomer presented a grant request for a new gator for grooming Sugar Hills trails in the winter and maintenance in the summer. They are asking for \$8500 from the Itasca Trails Task Force to consider. The gator is much easier to get unstuck in deep snow and better for wider packing. A grant to IRRRB is being submitted to help with the costs as well. Prices are variable right now, and purchase is at least 6 months out with supply chains as they are. Depending on these things, it was discussed to possibly increase the ask to \$10,000. This will be discussed again at the April Trails Task Force meeting, and potentially voted on.

NEW BUSINESS



Conservation Corp Information: Derek Schneibel was unable to attend. Sara Thompson presented information and handed out a flyer about the Conservation Corp; what they can help with statewide, info on hiring crews for a variety of projects, and where to find information online. Connect with Sara if you need help submitting a project request.

They are also an AmeriCorp program, so can help fund students with stipends and have education benefits.

Winter Non-Motorized Recreation: Mt Itasca has ski jumping, alpine and cross country skiing, snowboarding, tubing, and biathlon. Learn to ride, learn to ski program. Schools come out and kids enjoy all the activities. Groups can rent out the chalet for events for \$100, more info can be found on their website. Thanks to all the volunteers and board members, it takes a lot to keep organizations running. NLNSC revised their trail brochure and has it reprinted; distribution is going on and it is available online. GRIMBA helps maintain about 25 miles of trails in the summer and about 10 miles of trails in the winter at Tioga Recreation Area. They had a Fat Bike Race in February, that was during -20 temps, so had reduced participation. They have 2 groomers and are thinking of adding a 3rd. You can ride fat tire bikes, snowshoe, or ski at Tioga and Legion trails.

North Country Trail had an outdoor event at the Forest History Center that was a family fun day for snowshoeing and snowskiing (snowshoe/ski hybrid). Learned of the American Hiking Society that can sponsor and help with volunteer opportunities. They are planning between Prairie Lake and Tower with ARDC, the state, and Itasca County for trail building. Zoom info meetings are coming up on March 17th at 4:30p and 6:00p (Sarah Thompson has the link). Official signage for the trail between Tioga and NCROC will be coming this summer.

AROUND THE HORN

Bob Conzemius (Mt Itasca) – thanks to groomers for all the work you do

Sarah Thompson (Itasca County Land Dept) – S. Lake project, received the paperwork to continue with contract, which must be completed by June 30, 2022. The Park and Rec survey is still open, please continue to share, closes Sept 9, 2022.

Kacie Stanek (MN DNR) – It has been a great year for snowmobiling. Last winter had about 3765 counted and this winter it is around 6800. The groomers have been used 524 hours this winter. DNR has bids out for mowing and portable toilets this summer. Had a flyer from Perry May? About beaver traps for sale or plans to build your own. Orders for signs are due by March 16

(Lawron trails?) – Keewatin has started a snowshoeing group and it's been lots of fun.

Les Olila (Itasca Co Park & Rec) – Affirms the great snowmobiling year, MN has better trails than Wisconsin. Itasca Co Park & Rec still has 3 vacancies that need filling from East and West sides of the County, plus an at large member from anywhere in Itasca. They meet on the 2nd Wednesday every month at 6p.

Anna Johnson (Get Fit Itasca) – Safe Routes to School has Bike/Walk to School Day coming up on May

4th. Looking for any clubs or groups that would want to volunteer at a walking or biking event at school. If interested, connect with Anna. Walk/Bike/Roll to school days are the first Wednesday of May, October, and February every year.

Doug (?) – Happy trail users. April 1st is the state statuted day for end of winter trail riding. Warm weather looks like it might end before that.

Mike Ellis (Marcell Snowdrifters) – The club will be featured on CBS 3 News tomorrow (3/11) on the channel 3 news at 5p. This is a great time of year to grab pictures for featuring trails.

Boomer (NLNSC) – Skiing has been great this year too, thanks to all the groomers. Darby Nelson memorial, helped start the ski pass.

Burl Ives (County Commissioner) – Considering a land swap for making a snowmobile trail by Nashwauk a permanent trail. Improvements to the fairgrounds campground and the one by Bass Lake are being considered to add additional pads and possibly water and power for RVs. Harris Township is working on boat landings, and discussions about water issues in Bovey are being had with the DNR.

Sarah Carling (CEDA) – Waiting to hear about the Federal EDA grant, hopefully by April. IRRRB still has a lot of trail funding (~ 1 million) that needs to be used before July 1. The board will only meet two more times before then, on March 28 and at the end of May/June, so need to get in any proposals before those dates. They do require a 1:1 match for funds.

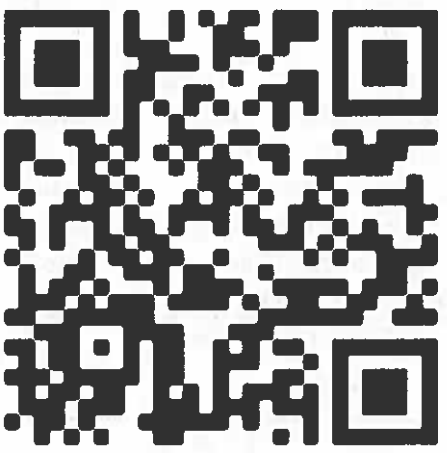
Next Meeting: Will talk about ATV updates. Will be April 14th at the

Timberlake. Tom Saxhaug adjourned the meeting at 1:03 pm

7C.

Itasca County

Recreation Participation Survey



SCAN ME

The Itasca County Park Commission and the Itasca County Park System are asking for your help gathering information regarding recreation in Itasca County. Your information provided by this participation survey will help provide feedback to help update the Recreation Resources Plan.

Survey Deadline is September 9th, 2022

Visit <https://www.co.itasca.mn.us/>

See [Itasca County Spotlights](#) or Scan the QR Code

**ITASCA COUNTY PARK AND RECREATION COMMISSION
2022 RECREATION RESOURCES SURVEY**

The Itasca County Park Commission is an advisory commission to the Itasca County Board and the Land Department, for recreational resources provided by the County. We are starting the process of updating our Recreation Resource Plan for 2022-2032. Your information provided in this Recreation Resources Survey will help add to many strategies, goals, and objectives for the County Park and Recreational Program, and provide feedback for the County to grow and enhance the Itasca County Recreation Program. **Please answer this survey at your upcoming meeting and mail back to us by June 30th, 2022.**

Name of City/Township: <i>HARRIS</i>	County Itasca	Date: <i>March 14 2022</i>
Completed by:	Title:	
Address:	Phone:	

1. As a local government unit (LGU) do you feel recreation resources and facilities in Itasca County need to be improved? If so, what?

2. What type of recreational area and/or facilities do you feel may be lacking in your area or within the County?
 - a. Why is this project important to your City or Township? Please explain.

3. Please provide any additional comments or suggestions you may have about recreation resources in Itasca County.



Itasca County Township Association
Office of the Secretary
Kelly Derfler
39043 Spang Road Hill City, Minnesota 55748
spangclerk@gmail.com 218-398-2109

8A.

Itasca County Township Association
Meeting Minutes – February 14, 2022
Itasca County Courthouse

The Itasca County Township Association meeting was called to order by President Mike Baltus Monday, February 14, 2022 @ 7:00PM. Directors present were President Mike Baltus, Diane Coppens (by zoom), Beth Hanggi, Mark Klennert, Jon Korpi, Richard Lacher, Larry Salmela, Chris Schultz, Roberta Truempfer (by zoom) and Secretary Kelly Derfler. Townships represented were Balsam, Blackberry, Bowstring, Carpenter, Feeley, Harris, Kinghurst, Lone Pine, Marcell, and Spang. Guests present were District 11 Director Reno Wells, Commissioner Terry Snyder, and John Linder from Itasca County Emergency Management.

Pledge of Allegiance was recited.

Motion made by Peggy Clayton to approve the minutes from January 10, 2022, as written. Second by Richard Lacher and carried. All voting in favor.

Treasurer's report was presented by Roberta Truempfer. Balance as of February 13, 2022.

Saving Account Balance	Checking	Total
\$13,998.36	\$5,899.80	\$19,898.16

Claims:

Salary	February Payroll	\$295.52
Mn Assn of Townships	Dues	\$5,258.32

Motion made by Gary Nelson to approve the treasurer's report, as reported. Second by Chris Schultz and carried. All voting in favor.

Reno's Report-

Covid-19- Townships still have the option to meet virtually. There were 4,338 new cases reported and 33 deaths in Minnesota today bringing the total reported cases to 1,336,678 and total reported deaths over 11,830. Itasca County has seen a total of 10,659 cases and 134 have died as a result. **MAT Winter Issue-** Winter issue mailed out. **MAT Tuesday phone calls-** are ongoing and will also be on Zoom. The first and third Tuesdays at 10am. These phone calls consist of the latest updates concerning legislative changes, Covid changes and any other information in reference to townships. If you would like to hear about specific topics, contact Reno or the MAT office. **MAT Newsletter-** released January 27. If you did not receive this, contact the MAT office. **MAT Scholarships-** 5 scholarships of up to \$2,000 are given out. Must be postmarked by May 1, 2022 **Training-** Limited in-house training based on Covid measures. Check

the MAT website for training options. There will be some in-person training options across the state. **L&R-** meeting virtually on February 24. **Spring Courses-** Will be virtual. **District 11 Meeting-** August 24. **ARPA-** The first report will be due April 30, 2022. MAT will release guidance on the reporting process. Funds can be kept and spent out of ARPA fund in CTAS. **Blandin Foundation E-News-** came out February 1. **Itasca County-** Redistricting will be taking place. Townships will need to complete paperwork for precinct voter changes to submit to the auditor's office if they have changes. **State office building and House closure-** will remain closed through the 2022 regular session. **MNDOT-** Reminder to not plow snow on to roads. **Grants-** See the MAT website for new grants available. **Board of Audits-** see MN Statute 366.20 and TM6000 (MAT website) for guidance. **Legislative efforts-** Started on January 31. Town officers asked to make contact with local senators and representatives to introduce yourselves. **Free Covid Tests-** You can sign up for up to 4 at-home Covid tests. There is some concern to the validity of the tests after being exposed to freezing temperatures. Richard brought an article on the subject to share. **N-95 Masks-** Pharmacies and health care centers should have N-95 masks available. CVS had them available as of today.

John Linder, Itasca County Emergency Manager-

Presentation was given and handouts will be sent by email with minutes. Emergency management prepares cities, townships and counties for emergencies before they happen. They are a division of the sheriff's department. The department assisted in logistics for the fire at the VFW and, more recently, the Line 3 protests. The department has been working on the multi-hazard mitigation plan. It is in the revision phase, or year one, of a five-year plan. The county offers a program called Everbridge to share public emergency information. It is available on the county's website and is free to sign up. Click on "emergency notification system" located at the bottom of Itasca County website.

Commissioner's Report-

Terry Snyder- The county is aware of cell phone dead zones. There are towers available to rent by the service providers and the county is attempting to work with them to expand to meet the needs of the county. 1) Redistricting- As of now, it looks as if the only district affected will be District 5 – Ben DeNucci. 2) County Board accepted a federal grant for the airport. 3) Part of the ARP funds include putting \$300,000 into the Itasca County Fairgrounds campground. 4) Jail project is moving along. The exterior walls are beginning to go in. 5) Terry asked if townships have any questions about applying for ARP funding from the county. The priority of the board is to invest in townships. If townships had an increase in their fire contracts, they can apply to the county for assistance. 6) The county board will soon be coming to speak more about the sales tax proposal. They are working with RAPP strategies as consultants on the project. 7) Final drafts are completed on the Canisteo Mine Pit legislation. 8) Huber project is moving along.

Old Business-

Communications- No correspondence to report.

Director's meeting- Director's meeting was held on Feb 14, prior to this meeting. Directors approved moving Carpenter Township to District 3. District 2 now has a vacancy. There is still a vacancy for ARDC. Proposed changes to the by-laws include simplifying the dues section. The other two changes were due to the complications from the pandemic. The proposed by-laws will be sent out by Kelly. The annual dinner will be \$22 per person and will be held at the Blackberry Town Hall. The entertainment will be a comedian. Spouses or guests are also invited to attend. Townships are asked to bring a gift for door prizes. Registration forms will be sent out soon.

Committee Reports-

WPIC- There is a budget drafted for the Upper Mississippi watershed plan of close to \$800,000. They were given a memorandum of agreement between the five counties.

ARDC- Mike was unable to attend the last meeting.

911 User Radio Board- Pat was not present.

ATP- No meeting.

L&R- Next meeting February 24.

New Business-

Gary Nelson of Blackberry Township shared that they hired Busy Bees to clean the hall after it was remodeled. They were very disappointed with the work performed.

Motion made by Richard Lacher to adjourn the meeting at 8:19pm. Second made by Chris Schultz and carried.

Respectfully submitted,

Kelly Derfler

Kelly Derfler, spanqclerk@gmail.com, 218-398-2109

8.B.

Networking Opportunities Team Meeting
Networking to improve efficiency, maintain service levels and
save money
while preserving our individual community identities

Feb. 23, 2022

The next meeting will be March 23, 2022 at the Timberlake Lodge, 11-1, lunch included.

Present: Peggy Clayton (Harris), Lilah Crowe (Historical Society), Greg Tuttle (Cohasset), Mike Baltus, Kelly Derfler (Spang), Sarah Carling (CEDA), and Mary Jo Wimmer, Coordinator.

**Open Market
Cohasset**

- The Huber project is on-going, with the rail spur approved. They will start building this summer.
- The marina project may start construction in 2024. This will include town homes, condos and cabins, a sports complex with ice, boat ramp and storage, docking on the river and a motel.
- Comprehensive plan is waiting for approval.

CEDA

- Henry Hellman is the new employee, will work for Northome one day a week. His work will largely be making connections with the local businesses.
- Exploring filming locations in the county.
- CEDA is working with 17 communities on over 60 projects.

Harris Township

- Board of appeals is April 8
- Have a new auditor
- Will be conducting a \$1.8M project on Sunnybeach road.
- Tax valuations have increased

Historical Society

- Display on Itasca County Schools opens this Thursday
- Fundraiser planned for June 18 called Paddles and Pints
- Planning for Riverfest in September
- Oct. 1 will hold a barn dance at the fairgrounds
- Working on panels for the historical mine tours project

Spang

- Board of appeals is April 13
- Township board meeting tonight

Township Association

- John Linder from Itasca County Emergency Management spoke at the last meeting
- Redistricting for District 5
- 20-25 people attend each meeting
- The annual meeting will be held April 11 at the Blackberry Town Hall

Itasca County Agricultural Association/Fairboard

- Creating a budget
- Need more sheriff's department coverage
- Experiencing equipment breakdowns
- Looking for a new pick-up plow
- Bonding bill is on the Governor's list

Mary Jo Wimmer, Trillium Leadership Development, mjwimmer80@gmail.com

8C.

MAT Supervisor Legal Short Course

March 15, 2022

8:00 am – 1:00 pm

Conflict Resolution:

This was a good refresher, as I have had numerous training sessions in a previous job. Areas covered ranged from competitive or opposing action of incompatibles, active listening and offering feedback, to common conflict traps. The silver bullet is to get as invested in solving the other person's problem as you are in solving your own.

Grave Mistake:

The overview consisted of types of cemeteries, how to acquire a Cemetery, consideration in managing a Cemetery, Public/Private Cemeteries, and how to pay for a Cemetery. We had been told in the past that we could not accept donations. This session stated that not only lot sales, but tax levy, investments (Cemetery permanent care funds), and donations can pay for a Cemetery. Penalties are imposed for damages to the Cemetery, and trespassing.

Harassment in the Workplace:

This session covered discrimination or harassment, unwelcome conduct, reasonable person standard, bullying, sexual/non sexual harassment in the workplace. Whether a township has one or several employees, the Minnesota Constitution and Minnesota Human Rights Act, as well as Federal laws, prohibits all of the above. It is the Boards duty to make the workplace free of unlawful discrimination, harassment and retaliation. A sample resolution was provided for townships.

How to Start and Utilize GIS Software

This session was particularly interesting as it discussed the GIS App, which a township can use with regard to locations of culverts, ROW, asset mgmt, tree clearing, permitting, CIP, etc. This would be extremely helpful for not only maintenance, but supervisors. An app. program suggested was: QGIS which is a free open-sourced software download (www.qgis.org/en/site). One would need to die load the app, data and then add the data to GIS. The money portion would be in hiring an engineering firm (SEH) to upload the data which could cost up to \$10,000.

CTAS, Reporting, and Year-end reporting

This was a helpful session for supervisors who do not use the program, but are provided reports, etc from the Treasurer. Schedule 2A is a report, that the township does not get, but should get, as it provides projected budget dollars for each account in each fund, along with spending, and balances.

Also provided was the Appendix of CTAS Chart of Accounts, and instructions for year-end reporting using CTAS.

Town Roads: Special Topics

Steve Fenske reviewed the "6-year law" (new and old) MS160.06, When any road or portion of a road has been used and kept in repair and worked for at least six years continuously as a public highway by a road authority, it she'll be deemed dedicated to the public to the width of the actual used and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not. This shall apply to roads in the streets except platted streets within cities.

58

Also discussed was the 25-year law: a spending limitation, MS 365.10, subd. 11. The electors may let the town board, by resolution, determine whether to open or maintain town roads or town cartways under the jurisdiction of the town board upon which no maintenance or construction has been conducted for 25 years or more; AND the 40-year law, which States that ancient records are claims to property are not to interfere with the marketability of property.

Steve covered maintenance and actual use, documenting maintenance, along with a "Township Road History Report". Keeping a record is essential. In a legal challenge the court must be convinced of the maintenance performed. Records are the primary means of convincing the courts. ** this is a great sample report which could be utilized by maintenance staff for our township!

Also of interest was "water at the end of the road", Where dedicated land ends at a body of water, the dedication includes Riparian Rights to that water. A neighboring fee owner of property does **not** have superior riparian rights to an easement holder. Towns rights are shared with any other holder of riparian rights.

Submitted by: Peggy Clayton

9A.

Harris Township Monthly Hall Report

Caretaker Terri Friesen Date Febuary 2022

- 1) Cleaning, Key meetings: 5.75 hrs
- 2) Texts, calls, supplies, Miscellaneous duties/work: 7.25 hrs
(Inspections, maintenance, non-routine work, Board Meeting Functions):

Notes:

Total (all hours worked): 13 hrs.

Rentals:

1) Residents: 5

No charge/discounted ONLY by board approval 2

Notes: 2/1/222 DFL Precent Caucus – N/C, 2/22/22 Flyaway Club – N/C

2) Non-residents: 0

Discounted ONLY by board approval _____

Notes:

3) Board functions, (meetings, scheduled, elections): 4

Total: 9

Deposits Retained: 0

Reason: _____

Total Money Collected: \$150.00

(Ken Haubrich paid for 1/22 and 2/22 in January)

Feb-22 RENTER REGISTER

R/NR	DATE	RENTER	FUNCTION	CHECK #/ CASH	RENTAL AMOUNT
R	2/1/2022	Cyndi Martin	Caucus	N/C	N/C
R	2/5/2022	Kirk Kolstad	Baby shower	#17647	\$50.00
R	2/6/2022	Anne Erickson	Birthday	#12023	\$50.00
R	2/8/2022	Ken Haubrich	meeting	Previously Paid	\$50.00
R	2/22/2022	G, Steskal	Flyaway Club	N/C	N/C
					\$
					\$
					\$

TOTAL \$200.00

I DECLARE UNDER THE PENALTIES OF LAW THAT THIS ACCOUNT, CLAIM OR DEMAND IS JUST AND CORRECT AND THAT
 NO PART OF IT HAS BEEN PAID. MS 471.391, Subd 1: K Haubrich paid for 1/22 & 2/22

TERRI FRIESEN 3/18/2022
CARETAKER



10A.

Daily Maintenance Report

Derrick

Date: 2/1/2022

- Clear snow drifts and clean parking lot at Crystal Park. 4 hr.
- Picked up fuel for the Pickup Truck. 1 hr.
- Changed oil, Greased, cleaned air filter, adjusted foot pedals and E-brake On the J.D. 1445. 2 hr.
- Started making a sign replacement list for the coming year. 1 hr.

Daily Maintenance Report

Derrick

Date: 2/2/2022

- Changed oil, checked over trucks for anything that might be broken or replaced. 2 mudflaps need to be replaced otherwise, No issues were found and greased pickup truck. 1 ½ hr.
- Continued sign replacement list. 1 ½ hr.
- PTO 5 hr.

Daily Maintenance Report

Derrick

Date: 2/4/2022

- Clear snow drifts at the Cemetery. 4 hr.
- Clean off both hockey rinks. 2 hr.
- Cleared walkways at the Town Hall. ½ hr.
- Record monthly receipts and time sheet. 1 hr.
- Inspected fire extinguishers at the Service Center. ½ hr.

Daily Maintenance Report

Derrick

Date: 2/7/2022

- Meeting with Mike. ½ hr.
- Plowed snow at the Town Hall. 2 hr.

NO

- Snow blew the Cemetery. 2 ½ hr.
- Plow snow at LaPlant, Mishawaka and Woodtick boat landings. 1 ½ hr.
- Changed out garbage bags at both warming shacks. ½ hr.
- Plow snow at the Service Center. 1 hr.

Daily Maintenance Report

Derrick

Date: 2/9/2022

- Met with mike and security camera company at Wendigo Park to discuss moving Security camera recorder. ½ hr.
- Fixed windshield wiper on the J.D. 1445. 1 hr.
- Clean snow drifts at the Cemetery. 2 hr.
- Plow snow at the Town Hall. 2 hr.
- Clean snow drifts and snow from the parking lot and hockey rink at Crystal Park. 2 ½ hr.

Weekly Maintenance Plan February 14th – 18th 2022

Task to be completed
Refinish Wayne's coating in the Town Hall
Plow snow at the boat landings and Town Hall
Work on ballfield drag
Set up both trucks for new GPS system
Clean hockey rinks at both parks
Put new desk in the Town Hall Office.
Fix fence at Crystal Park

Daily Maintenance Report

Derrick

Date: 2/11/2022

- Plow snow on Alicia Spur, Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd., Ruff Shores Rd. and Sunset Ln. 2 hr.
- Plow snow at the Casper Boat Landing. ½ hr.
- Clean off parking lots and rinks at both parks. 4 hr.
- Snow blew the Cemetery. 1 ½ hr.

Daily Maintenance Report

Derrick

Date: 2/14/2022

- Plow snow on Alicia Spur, Sunny Beach Addition Rd., Forest View Trl., Winston Taylor Rd. 1 hr.
- Meeting with Mike. ½ hr.
- Picked up fuel for the Pickup Truck 1 hr.
- Plow snow at the Town Hall. 1 ½ hr.
- Snow blew the Cemetery. 2 hr.
- Picked up and installed a desk for the office at the Town Hall. 1 hr.
- Plow snow at the Service Center. 1 hr.

Daily Maintenance Report

Derrick

Date: 2/15/2022

- Plow snow at all boat landings. 2 ½ hr.
- Plow snow on Sunset Ln. ½ hr.
- Clean snow from parking lots and hockey rinks at both parks. 3 hr.
- Gathered sign pricing list and sent it out. 1 hr.
- Fixed frozen door lock on the Service Center Garage. 1 hr.

I didn't take my lunch, left at 4 p.m.

Daily Maintenance Report

Derrick

Date: 2/16/2022

- Clean up snow drifts at the Cemetery. 1 ½ hr.
- Move snow banks at the Service Center. 1 hr.
- Met with Mike and installer for the GPS systems for the trucks. 2 hr.
- Cleaned up edges and snow banks on Alicia Spur., Forest View Trl. and Winston Taylor Rd. 3 ½ hr.

Daily Maintenance Report

Derrick

Date: 2/17/2022

- Checked signage on the Jess Harry Rd. Corner signs and yellow 20 m.p.h. signs Will need to be replaced. ½ hr.
- Cleaned up water in the Service Center Garage. 1 hr.
- Refinished the Wayne's coating in the Town Hall. 3 hr.
- Picked up supplies in town. 1 hr.
- Cleaned edges and moved snow banks on Sunny Beach Addition Rd. 2 ½ hr.

Daily Maintenance Report

Derrick

Date: 2/18/2022

- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Winston Taylor Rd. Forest View Trl., Ruff Shores Rd. and Sunset Ln. 2 hr.
- Move snow drifts at the Cemetery. 2 ½ hr.
- PTO 3 ½ hr.

Daily Maintenance Report

Derrick

Date: 2/21/2022

- Meeting with Mike. ½ hr.
- Fixed warning light and throttle cable on the J.D. 1445. 1 ½ hr.
- Clean up snow and snow drifts at the Cemetery. 3 ½ hr.
- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl., Ruff Shores Rd. and Sunset Ln. 2 hr.
- Plow snow at the Casper Boat landing. ½ hr.

Derrick

-

Daily Maintenance Report

Derrick

Date: 2/22/2022

- Snow blow the Cemetery. 3 ½ hr.
- Plow snow on Alicia Spur., Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl., Ruff Shores Rd. and Sunset Ln. 2 hr.
- Plow snow at the Casper Boat landing. 1 hr.
- Plow snow at the Service Center. ½ hr.
- Picked up fuel for the Pickup Truck. 1 hr.

Daily Maintenance Report

Derrick

Date: 2/23/2022

- Replaced batteries and fix connection on the thermostat inside the Service Center Meeting Area. ½ hr.
- Plow snow at the Town Hall. 2 ½ hr.
- Cleaned snow from parking lots and hockey rinks at both parks. 5 hr.

Daily Maintenance Report

Derrick

Date: 2/24/2022

- Cleaned up water on floor in the Service Center Garage. 1 hr.
- Replaced wiper blade and Fixed Warning light beacon on J.D. 1445. 1 hr.
- Plow snow at Mishawaka, LaPlant and Woodtick boat landings. 2 ½ hr.
- Moved snow from edges and cleaned snowbanks on Ruff Shores Rd. 2 ½ hr.
- Picked up supplies in town. 1 hr.

Weekly Maintenance Plan February 28th – March 4th 2022

Task to be completed
Clean up snow banks at the boat landings
Clean up snow banks at the Town Hall
Clean up snow banks on Alicia Spur., Sunny Beach Addition Rd., Winston Taylor Rd., Forest View Trl.

Daily Maintenance Report

Derrick

Date: 2/25/2022

- Plowed edges of the roads on Alicia Spur and Forest View Trl. 2 ½ hr.
- Unclogged floor drain inside the Service Center 1 hr.
- Plowed snow and moved snow banks at the Service Center. 1 hr.
- Moved snow banks at the entrances at the Cemetery. 1 ½ hr.
- Ordered new lights for the J.D. 1445. ½ hr.
- Fixed trailer jack on the J.D. 1445 trailer. 1 ½ hr.

Daily Maintenance Report

Derrick

Date: 2/28/2022

- Meeting with Mike. ½ hr.
- Move and clean snow banks and scrape the parking lot at the Town Hall. 7 ½ hr.

From: Sarah Carling sarah.carling@cedausa.com
Subject: comp plan example info
Date: Mar 9, 2022 at 2:29:14 PM
To: Harris Township supervisorchtp@gmail.com

11A.

Hi Peggy,

Please see attached for a comp plan packet example.

I would expect that your fee would be written as something along the lines of not to exceed \$13K for the CEDA portion plus whatever the mapping would be from the Engineer. Depending on the amount of work needed, community input, etc can all drive the project cost down.

Please let me know if you have any questions.

Regards,



Sarah Carling
Regional Director
**Community and Economic
Development Associates**

m: [218-398-6400](tel:218-398-6400)
e: sarah.carling@cedausa.com
w: www.cedausa.com

[Itasca Economic Development Corporation](#)

pdf

Cold Sprin...-29-21.pdf

286 KB



1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164

www.cedausa.com

June 29, 2021

Brigid Murphy
City Administrator
City of Cold Spring
27 Red River Avenue South
Cold Spring, MN 56320

Dear Ms. Murphy,

Thank you for the opportunity to submit a proposal to provide comprehensive planning services to update the Comprehensive Plan for the City of Cold Spring. CEDA has completed housing assessments, comprehensive plans, and strategic plans for other communities in the region and would be honored to complete a Comprehensive Plan for Cold Spring. We are also happy to collaborate on this opportunity with Stantec Engineering to provide community mapping for the Comprehensive Plan.

The Comprehensive Plan, is a document designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. This includes guidance on how to make decisions on public and private land development proposals, the expenditure of public funds, availability of tax policy (tax incentives), cooperative efforts and issues of pressing concern, such as farmland preservation or the rehabilitation of older neighborhoods areas.

The main scope of the Comprehensive Planning is outlined in the attached draft scope of work. CEDA is very focused on ensuring the communities needs are communicated by the community members. Our scope of services includes community engagement which is vital for the success of these types of plans. CEDA will help lead and coordinate these engagement opportunities and will allow City staff and officials to focus on their day to day duties. The main tasks for the review will include:

- Kickoff Meeting
- Community Audit & Visioning
- Explore the Future: Vision, Goals and Direction
- Community Mapping
- Seek Approvals

CEDA's staff can complete a Comprehensive Plan for Cold Spring within approximately **5 months** for a not to **exceed cost of \$14,800**. Based on our knowledgeable staff, experience of rural trends, and our desire to provide community engagement, we would be pleased to provide a Comprehensive Plan for the City of Cold Spring. Thank you for the opportunity and we look forward to talking to you more.

Sincerely,

Matt Durand
Community Planning Specialist



City of Cold Spring Comprehensive Plan Proposal

Community & Economic Development Associations (CEDA) proposes to coordinate, facilitate, and draft a comprehensive plan for the community of Cold Spring.

A comprehensive plan is a local government's guide to community, physical, social, and economic development. Comprehensive plans are not meant to serve as land use regulations in themselves; instead, they provide a rational basis for local land use decisions with a twenty-year vision for future planning and community decisions. The comprehensive plan will focus on the following nine elements:

- Land Use Management
- Mutual Growth Discussions w/ Wakefield Township
- Housing
- Economic Development
- Transportation
- Public Utilities
- Parks and Recreation
- Regional Coordination
- Downtown Redevelopment
- Environmental Resources and Sustainability

A. Scope of Work

1. Review & Strategy (CEDA)

The primary objective of this task is to orient City staff, City Engineers, and the consultant team to the project's objectives, issues, opportunities, and timeline.

This task will include consulting with the City Administrator to organize and provide an orientation for the existing comprehensive plan, and provide an overview presentation to the City Council. Part of this task would include a day-long session to meet with City staff, gather data, take a community tour, and meet City committees and invited stakeholders

Lastly, this task will include assembling a community engagement plan. The plan will serve as a guide to facilitate community engagement throughout the planning process and a tool to document what is gathered. The plan will also include a list of key stakeholders (including adjacent jurisdictions; regional, state, & federal agencies; civic organizations; businesses and economic development entities; etc.)

2. Stakeholder Input (CEDA)

Identify key stakeholders to participate on the Planning Committee. There will be structured, highly participatory discussions and SWOT analysis around the ten elements. Develop and identify main themes/outcomes from the committee. Questions will be developed with the Planning Committee around the elements and citizens will be invited to participate in the community conversation.



3. Community Audit and Visioning (CEDA)

This task will include an audit of the physical community, looking at housing, transportation, utilities, facilities, development, environmental resources, land use, infrastructure systems, etc. A community audit report will be produced as part of Task 3. A public meeting will also be held as part of Task 3 to introduce the planning process, engage the community and enable the community to envision Cold Spring's future. This meeting will be used to review current conditions and trends, demonstrating the link between today's community and what might be desired in the future (Visioning).

4. Comprehensive Plan Mapping (Stantec)

CEDA will work with Stantec to develop mapping and engineering related components of the report. Stantec will provide the following mapping for the project:

- Existing Zoning Map
- Existing Land Use Map
- Existing Environmental Resource Mapping
- Existing Road Map
- Existing Sanitary System Map
- Existing Water System Map
- Future Land Use Map
- Existing Storm Water System Map
- Future Roadways/Transportation Map
- Future Utility Ext./Improvements Map

Prior to finalizing the plan, Stantec will perform a desktop review of critical infrastructure (streets, sanitary sewer, water, possibly drainage) that may affect future land use planning. This review will identify known deficiencies in these systems and extensions required to serve new development, with respect to the City's Comprehensive plan. Once finalized, Stantec will provide a narrative description infrastructure needs to CEDA for incorporation into the final report.

One or two rounds of revisions are anticipated for the mapping and infrastructure review efforts. For additional revisions or changes, Stantec reserves the right to request additional budget. Two full size color maps will be provided for each mapping effort detailed above (one draft & one final).

5. Draft Comprehensive Plan & Approve (CEDA)

Draft comprehensive plan and meet with Planning Committee to review initial draft to discuss recommendations. Draft will be revised as needed and then presented to Council for approval. The activities in community visioning and stakeholder input will provide the details for crafting the comprehensive plan. Study session will be planned with the Council.

B. Project Schedule

The following is a draft timeline for activities described in this proposal which are noted in detail afterward. CEDA remains flexible to amending/modifying to meet the needs for Cold Spring. The project schedule will be discussed at the planning session with any modifications need at that time.



Planning Timeline	1st Month				2nd Month				3rd Month				4th Month				5th Month			
	Week				Week				Week				Week				Week			
Review & Strategy																				
City Staff Kickoff Meeting																				
Past & Present Review																				
Community Engagement Plan																				
Stakeholder Input																				
Planning Committee																				
Element SWOT																				
Community Survey																				
Audit & Visioning																				
Community Review																				
Visioning Content																				
Asset Assessment																				
Mapping																				
Existing Mapping																				
Infrastructure Mapping																				
Future Land Use																				
Draft Comp. Plan																				
Preliminary Draft																				
Review/Input on Draft																				
Final Draft																				

C. Project Budget

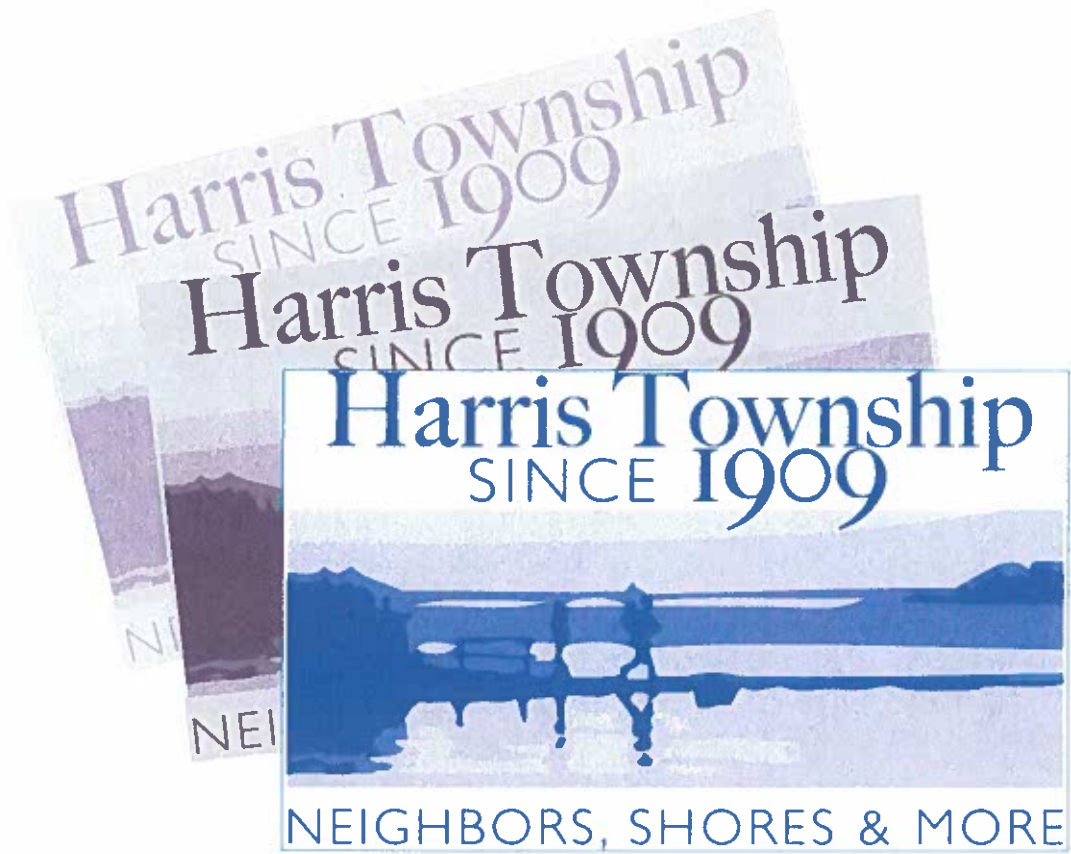
The proposed budget for the services completed by CEDA and Stantec is a not to exceed fee of **\$14,800** inclusive of all expense. Services be billed on an hourly basis, not to exceed the amount shown without prior consent from the City. Services for both CEDA and Stantec to be billed separately rather than joint invoices. The work of Stantec Consulting Services, Inc. will be provided in accordance with the Professional Services Agreement on file with the City at hourly rates consistent with the Stantec 2021 Rates letter dated 12/7/2020.

CEDA – Comp. Plan coordination, engagement, data collection, narrative	\$9,000
Stantec – Existing/new Mapping, plotting, mileage expenses:& engineering review	<u>\$5,800</u>
	Total \$14,800

City of Cold Spring

CEDA

Stantec



Harris Township

Comprehensive Plan

2017 Update

Harris Township Comprehensive Plan

2017 Update

Original plan adopted by the Harris Township Board 11/8/2006

2012 Update adopted 6/27/2012

2017 Updated adopted: 6/28/2017



Harris Township Town Board

Peggy Clayton

Ken Haubrich

Jim Kelley, chair

Dennis Kortekaas

Mike Schack

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HARRIS TOWNSHIP

COMPREHENSIVE PLAN: 2017

Chapter 1



Using the Plan

The purpose of this plan is to guide community decisions and investments within its sphere of authority and to be used by Harris as the basis for its efforts to influence, coordinate and cooperate with other governmental entities that make decisions and investments within and affecting the Harris community.

The plan will guide community decisions and investments regarding:

- Land Use
- Roads & Transportation
- Recreation
- Wastewater Treatment

Harris will use the plan to:

- Influence decisions by Itasca County concerning matters such as comprehensive planning, zoning, subdivisions, and roads.
- Coordinate actions with the City of Grand Rapids regarding cooperative approaches to matters such as road and highway development, trails and recreation, and fire protection.
- Foster cooperation with other townships and communities regarding matters such as wastewater treatment on lakes and fire protection.
- Initiate cooperation and coordination with other public and private entities such as the DNR regarding forest land and recreation facilities, and UPM-Blandin regarding forest land.



Map 1. Harris Township Location within Itasca County



Sense of Place

What is it that makes Harris Township, Harris Township? What are the values and features that define the community and contribute to its positive sense of place? What factors, if lost or diminished, would reduce that essential "something" that makes this place special? To these questions, the citizens of Harris Township offer the following:

Sense of Ruralness

- Open space
- Rural landscape of fields and forest
- Overall low density of development
- Sense of personal safety
- Environmental quality – high quality ground and surface water, low ambient noise

Pokegama Lake

- Premier recreational resource
- Defining natural asset of community

Ease of Access into Grand Rapids

- Employment
- Shopping and services
- Governmental services
- Entertainment
- Social / Religion / Education

Local Government

- Direct citizen involvement
- Lower cost and complexity

HARRIS TOWNSHIP
COMPREHENSIVE PLAN: 2017

Chapter 3

Community Context



Community Overview

Location and Land Use

Harris Township is located within Itasca County south of and immediately adjacent to the City of Grand Rapids [see Map 1].

The primary land use is lakeshore residential and rural residential. Most commercial uses are situated along the Highway 169 corridor with gravel pits and smaller establishments scattered around the township. Camp Mishawaka operates a large summer camp for boys and girls along the north side of Pokegama Lake. The southeast quarter of the township has a number of farms and an extensive amount of publicly and privately owned forestland.

Nearly all buildable land around Pokegama and Hale Lakes has been developed. Other areas of the township have considerable amounts of acreage available for future development. In recent years, development activity has been modest in part due to the lingering effects of the Recession and the downturn in the region's mining industry. However, as noted later in this document the recent extension of natural gas service down to and around Pokegama Lake, and, the planned extension of high speed broadband Internet service into the northern half of the community are strong inducements for enhanced levels of residential and commercial development.

Itasca County exercises land use controls – zoning and subdivision – within the township. The bulk of the non-lakeshore portion of the township is zoned Farm Residential in which the minimum lot size is 2.5 acres (5.0 acres if livestock are on site); however, a small amount is zoned Rural Residential with a minimum lot size of 1.5 acres. The majority of the lakeshore portion of the Township is zoned Rural Residential. The lakeshore areas are also governed by shoreland zoning regulations. There are several commercially zoned areas along Highway 169.

There is potential concern regarding water quality including the connections between Pokegama and Woodtick Lakes. A small diameter culvert connects the smaller lake to Pokegama. There is some concern that the exchange of water through this connection may be inadequate to maintain desired water quality. Also, the area around the Woodtick Lake connection including the Sunny Beach Road is susceptible to flooding.

In addition, there are concerns that storm water runoff along the Highway 169 corridor north of the lake may be contributing sedimentation into the lake. After major rain events plumes have been visible. Associated with this issue is the presence of high levels of phosphorus in patches of area soils which could find its way through runoff into the lake; these patches are along the corridor as well as in the watersheds of small streams flowing into the lake, mostly along the lake's south shore.

Roads

The major transportation routes serving Harris Township are:

- Highway 169 serves as a primary transportation route in the Township. It carries traffic north and south through the Township into Grand Rapids.

- County State Aid Highway 3 (River Road) runs on the eastern side of the Township providing access to Grand Rapids; it has much less traffic than Highway 169.
- County Road 457 (Airport Road) provides access into Grand Rapids although a series of 90-degree turns and a narrow road surface limit its viability as a major route.
- Country Road 64(Harris Town Road) is the primary east-west route in northern Harris Township.

Other major County roads in the Township include: CR 66, or LaPlant Road, which provides the east-west corridor along the south shore of Pokegama Lake; CR 67, which provides another east-west connection in the far south of the Township; CR 437, or Crystal Springs Road/Shadywood Road, which provides access into the Stony Point area; and CR 250, or South Crystal Springs Road, which provides access south of the area.

The Township owns and maintains approximately 33.85 miles of roads; of these 26.55 miles are paved. The Appendix contains a listing of these roads along with a map.

Highway 169 will likely continue to experience an increase in traffic volume but the road is capable of handling it. However, conflicts at certain intersections – LaPlant/Southwood Road and Harris Town Road may increase. Also, there is a need to address perceived safety concerns along the highway from Harris Town Road to Grand Rapids.

The Harris Town Road will see increased traffic including substantial rises in through commercial truck traffic, which will be accessing businesses in southern Grand Rapids. This will cause issues regarding traffic volume (noise, turning conflicts), loss of rural character, and safety (at such intersections as Wendigo Park Road and River Road).

Finally, the town recognizes the need for a new road to essentially parallel the Mishawaka Road where it runs north along Lake Pokegama. This section of road has numerous safety issues related to road alignment, boat access area, and increasing traffic volumes. A parallel roadway would alleviate these issues and serve future development. The timing of constructing this road will likely be driven by that future development.

Community Facilities

Harris Township owns and operates a number of facilities serving residents and visitors.

- Town Hall.
- Crystal Springs Park: baseball field with bleachers, hockey/skating rink with warming house, swings, climbing structures, basketball court, volleyball court, game court, pavilion.
- Wendigo Park: baseball field (full fencing, skinned infield, bleachers), hockey rink with warming house, tennis courts.
- Wendigo Picnic Area: picnic tables, open space and across the road a walk-in access to Hale Lake.
- Five boat accesses on Pokegama Lake – Casper Landing, LaPlant Road, Woodtick Lake, Mishawaka Road, Robinson Road [see Map A-2 in Appendix].
- Service Center: maintenance facility, offices for maintenance and treasurer, meeting space.
- Harris Township Cemetery.

In general the Township's recreation facilities are sound with only minor upgrades required. However, boat accesses on Pokegama Lake may need attention due to increased use. The Casper Landing access has user conflicts between boaters and swimmers, even though it is not a designated beach. The LaPlant Road, Robinson Road and Woodtick accesses have limited

parking. Parking lots, especially the one at the Mishawaka access, are inadequate for larger vehicles and trailers and the level of use it receives.

There is a desire for recreational trails that connect various parts of Harris Township to Grand Rapids to permit Township residents and visitors to safely travel into the city. Three general corridors for consideration are: Pokegama Lake causeway north on west side of Highway 169 to the Mishawaka Road/Horseshoe Lake Road; Airport Road to Sunny Beach Road; and along the River Road. Multiple use trails should be considered where feasible. In addition, there is a growing desire for localized recreational trails for use by residents.

Population

In terms of population Harris is the second largest unit of government in Itasca County behind Grand Rapids. Between 1990 and 2000 Harris Township's population grew 15.2% from 2,888 to 3,328. The number of households grew from 1,028 to 1,290, or 25.5%. Both rates of growth far outstripped overall growth in Itasca County's population (7.7%) and households (17.0%).

However, between 2000 and 2010 the situation changed dramatically. Harris' population declined to 3,253 (-2.3%) although the number of households increased slightly to 1,297 (0.5%). Meanwhile, Itasca County's population grew by 2.4% and the number of households increased 3.7%.

According to estimates for 2015 Harris has grown slightly to 3,276 people (0.7%) while Itasca County as a whole grew by 5.1% to 47,344.

From 2000 to 2010 Harris became an older community. Every age group over age 50 grew during this period while every group under that age declined with the exception of modest gains in the 25-34 age group.

The State Demographic Center has projected Itasca County to grow to 48,834 people by 2025 a 3.1% growth rate over 2015. Given the continuing expansion of natural gas service and broadband Internet service in large portions of Harris, the community should be expected to gain in households and total population perhaps at a rate exceeding that of the county.

Governance

Harris Township has the power and authority of an urban town as provided in Minnesota Statutes 368.01. The Township provides a number of services including the maintenance of roads, recreation facilities, and the operation of the Harris Township Cemetery. Fire protection is contracted from the Grand Rapids Fire Department; the Itasca County Sheriff provides police protection.

Residents have consistently affirmed their desire to remain a township. They are, however, willing to consider incorporating as a city if that is required to avoid annexation by Grand Rapids and to retain their tradition of local governance.

Factors Influencing Community Change

A number of factors impact the ongoing development and character of Harris Township. Obviously, it is not within the power of the township to influence many of these dynamics but, nonetheless, having some understanding of the forces at play is critical to ongoing township decision making.

The Factors

- ❖ **Utility Service Area Expansion**
Recent and continuing extension of natural gas service into large portions of Harris and the ongoing expansion of the area served by high speed broadband Internet service.
- ❖ **Population Dynamics**
Smaller average-sized households lead to more housing units; increased mobility allows people to live further from Grand Rapids; increased mobility increases number of trips generated per household; conversion from second home cabins leads to more year-round residences.
- ❖ **Impact of Development on Previously Undeveloped Land**
Changes in land ownership and economics drive development of previously undeveloped (and assumed to remain undeveloped) land such as farms, forested areas, marginal shoreland, and former gravel pits. Increase in demand for land and land values encourage subdivision of land into the minimum size parcels required by zoning.
- ❖ **Grand Rapids Growth**
Grand Rapids is a dynamic community with much of its physical growth, especially commercial development, trending in Harris Township's direction

Impacts

The following are the likely impacts of these factors upon Harris; any given impact may be generated by one or more of the factors. Depending on one's perspective the impacts of these factors could be seen as positive or negative.

- Increased incentives for new residential and commercial development.
- Intensified commercial development further south along Highway 169.
- Increase in employment and business development opportunities for existing and potential Harris Township residents.
- New housing development is at densities greater than previous development.
- Increased housing opportunities.
- Maintained pressure to create rural subdivisions at or near minimum required lot sizes in the Township.
- More housing developments.
- More year-round residents for involvement in community affairs and activities.
- Increased land value and property tax base.
- Increase in vehicular traffic on arterial roads, especially commercial trucks and general auto along Harris Town Road.
- Increased traffic volume, speed, and safety issues.
- Increased wear and tear on Township roads.
- Demand for additional or upgraded roads.
- Loss of defining rural open space such as farm fields and forests.
- Residents, especially those who have lived in the Township for a longer time, perceive a general diminishment of sense of ruralness (which can take many forms such as loss of dark night sky, more ambient man-made noise, increased traffic, loss of open land to hike/play in, etc.).
- Increase in use of public boat accesses on Pokegama Lake causing, in some cases, user conflicts.
- Increase in airport traffic and subsequent noise pollution.

This Plan and the Issue of Annexation

When the 2006 plan was developed, the issue of potential annexation of parts of the township by the City of Grand Rapids was a serious issue. However, no annexations occurred and the City has since indicated it has no desire to initiate annexation of any township land. On the other hand, the potential for annexation initiated by township property owners under new state legislation remains a concern. As a consequence, the township devoted considerable attention to this matter, especially as it might apply to future development in the Highway 169 corridor.

It is Harris Township's contention that the future conditions set forth in this plan describe the Township as playing a vital, supportive, and necessary role within Itasca County. As such, it is the Township's intent to remain an exurban/rural community integrated into and contributing to the greater Grand Rapids area but that operates as a separate unit of government with its current boundaries intact. Further, the Township intends to use its plan to promote a type and density of development consistent with the Township's exurban/rural nature and to prevent the creation of conditions that would support annexation of parts of the Township into Grand Rapids.

Chapter 4

HARRIS TOWNSHIP

COMPREHENSIVE PLAN: 2017



The Future Harris Township

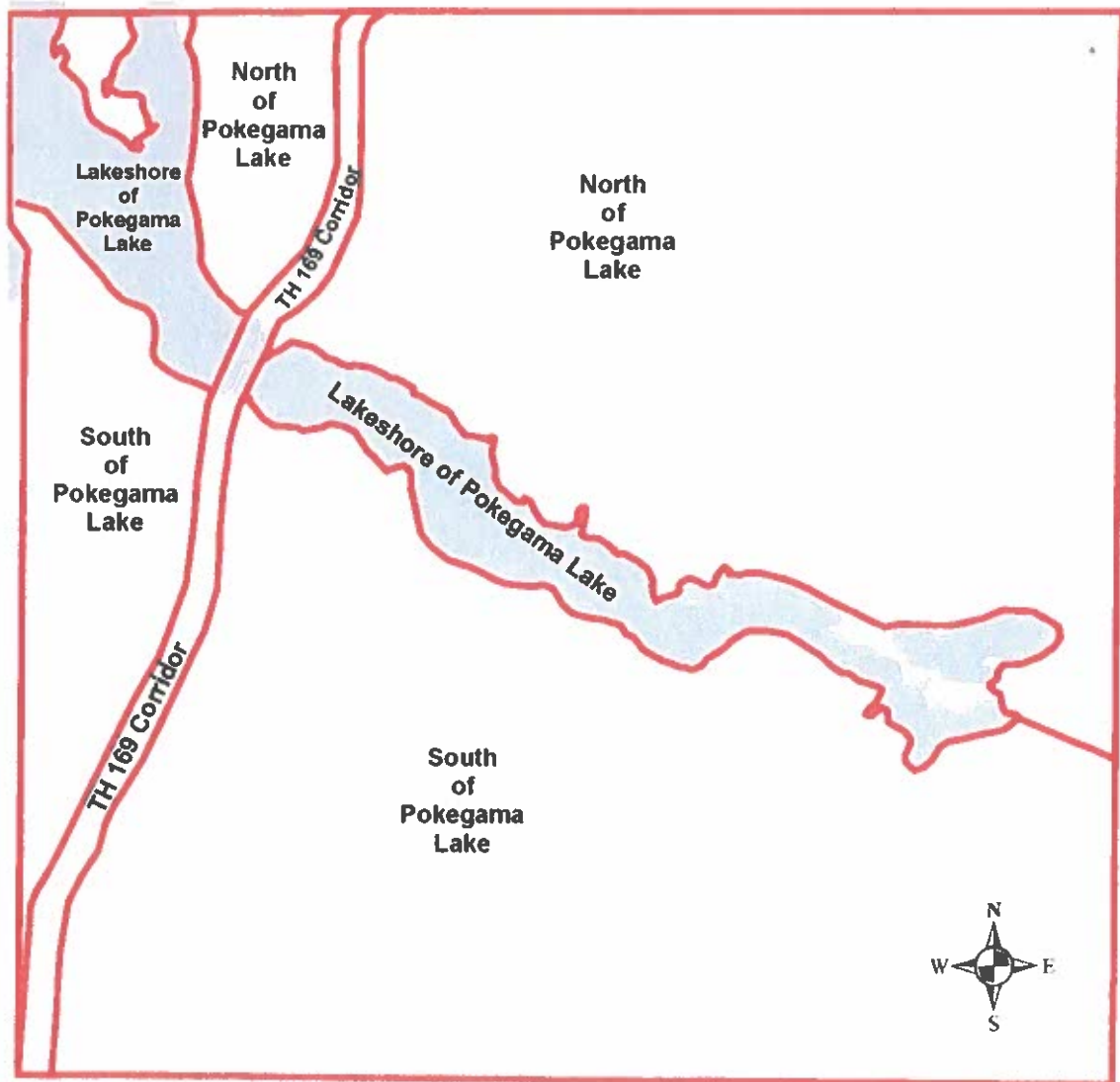
Goal: A Rural Community

It is Harris Township's goal that it will be a fully intact, rural, predominantly residential community complementing the greater Grand Rapids area and Itasca County as a whole, whose rural qualities will vary as appropriate within the Township, and whose central physical feature is the clean and attractive waters of Pokegama Lake.

The attributes that describe the essence of the future Harris Township are:

- An integral, valuable, component of Itasca County providing recreational opportunities, especially in the form of Pokegama Lake, offering a mix of rural residential conditions, and acting as the attractive southern gateway to Itasca County and the Grand Rapids area.
- Although there will be areas of more intensive commercial and residential development, the overall sense is of a rural community in terms of types of land use, density of development, and environmental characteristics such as low levels of man-made noise, dark night sky, and general feeling of openness.
- Pokegama Lake as the keystone natural feature in the community providing superb recreation opportunities and scenic views.
- A community whose territorial extent remains as it is today.
- Continuation of local self-governance whether as a Township or an incorporated city.

Map 2. Comprehensive Plan Land Use Areas



Land Use

The following describes the desired future situation for three of the township's four major subsections – lakeshore, north of Pokegama Lake, and south of Pokegama Lake. The Highway 169 corridor is treated as a separate topic.

Pokegama Lake Lakeshore

All developable lakeshore land will be occupied by year-round and seasonal residences. Much of the property on the non-lakeshore side of the access roads (e.g., Sunny Beach Road) will be developed for residences but at lower densities than along the shore. Existing public space, even relatively narrow lots, will be retained for public access to the lake (for fishing, carry-in watercraft, trails). The Township will pursue efforts to implement acceptable and effective methods to remedy areas where individual on-site wastewater treatment systems are failing.

North of Pokegama Lake

Residential development at exurban densities will dominate this area although extensive areas of undeveloped private land will remain either through the landowner's choice or market forces. Agricultural activity will gradually decline. Home businesses and occupations will be present. Except for pre-existing businesses there will be no businesses unassociated with a residence.

South of Pokegama Lake

This portion of the township will retain the greatest rural feel to it, especially east of Highway 169 where agriculture and forestry are the dominant land uses. Most residential development will be on single, large lots. Home occupations and businesses, a hallmark of rural living, will be present. The large tracts of public and privately owned forest land will remain as actively managed forestland that is also available for recreational purposes.

Highway 169 Corridor

The Highway 169 corridor running south to north through the community, across Pokegama Lake and into Grand Rapids represents Harris' best opportunity to enhance its property tax base through commercial and light industrial development. In general terms, the community supports:

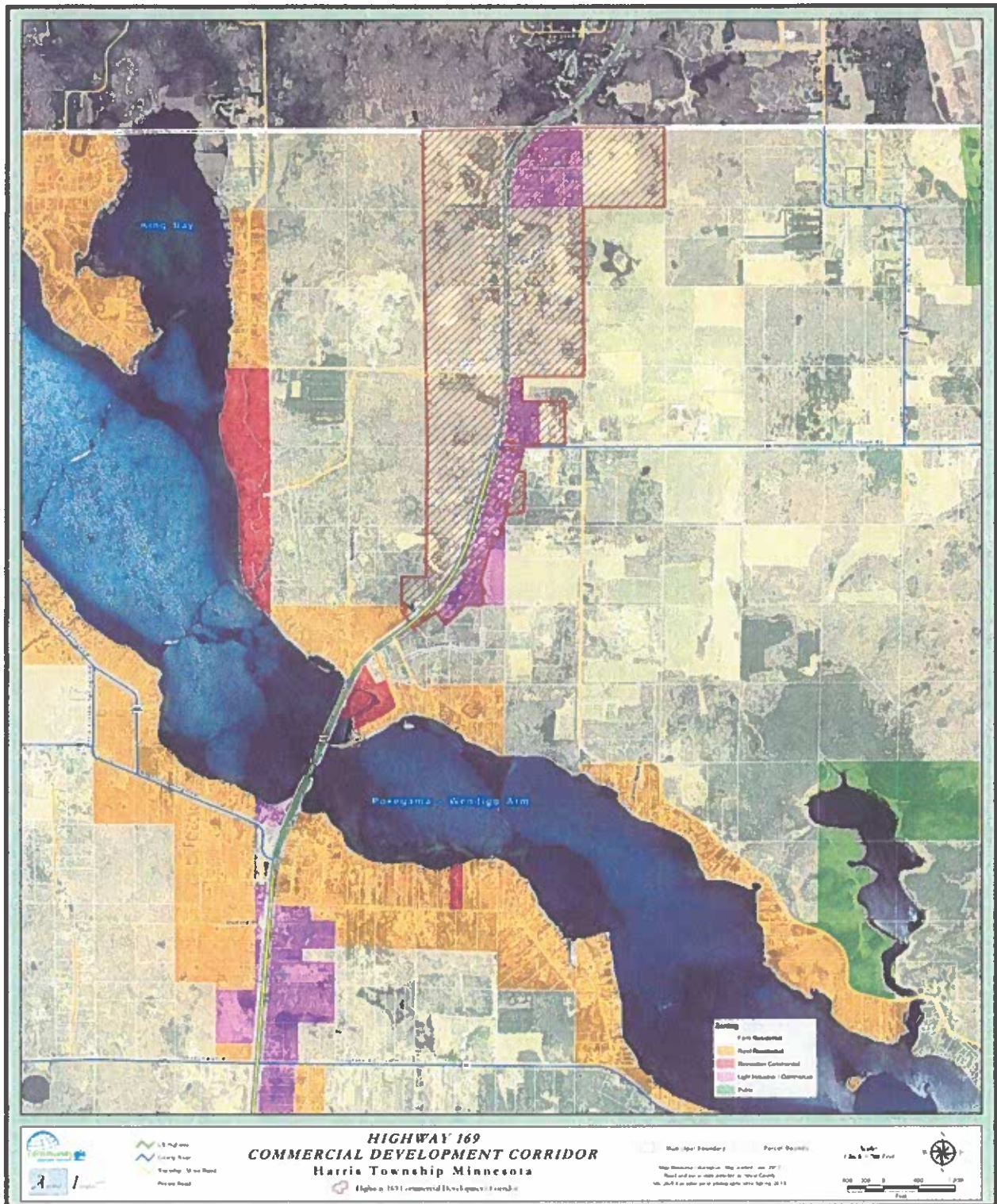
- North of Pokegama Lake: the area supported for potential future commercial development is expanded to include most of both sides of the highway. The Township favors commercial development that requires highway access and visibility, large lots and open areas (e.g., auto dealerships, contractors, storage, etc.) but commercial/light industrial development of any suitable and allowable nature will be supported. **Within the shaded corridor area shown in Map 3 the Township will support requests by landowners to rezone their property to Light Industrial / Commercial.**
- South of Pokegama Lake: commercial and light industrial development will be encouraged on land already zoned for these uses. Continued use of parcels already being used for commercial purposes under conditional use permits is supported. Types of likely uses include food and beverage and convenience stores serving area residents, lake users and drive-by traffic.
- Placement of off-site signs (billboards) within the corridor is not supported.

Highway 169 north of Pokegama Lake will be a limited access route with the following policies used to the extent possible:

- New public street connections would be constructed with turn lanes and/or bypass lanes consistent with Mn/DOT guidelines.
- Direct private access to Highway 169 will be discouraged. Existing access to private property that does not conform to access policies could remain in use but may be subject to modification or closure when the land use is intensified, the property is redeveloped, or the highway improved.
- New access to private property would be provided by the existing local road network wherever possible. If reasonably convenient and suitable access is not attainable from the local road network, a parcel may be allowed one direct access to Highway 169.

Of particular interest on the north side of the lake is the need to adequately control water runoff and sedimentation. There is already an issue with this regarding sediment flowing into the lake on the east side of the causeway. Increased development will include additional amounts of impervious surfaces that could worsen the runoff issue. Site design for all new development within the corridor must fully incorporate water runoff measures so as to protect the lake from any degradation.

Map 3. Highway 169 Commercial Development Corridor



Related to the runoff issue is a concern about phosphorus loading into the lake from various locations including the Mishawaka Road / Hwy 169 area and large areas around the south shore of the lake.

Community Facilities

All existing recreational facilities will be retained and upgraded as appropriate. This includes boat accesses at which attempts will be made to expand parking. Connections to regional recreational trails, including those within Grand Rapids, will be sought to provide enhanced flow through Harris. Where possible, roads will be improved to provide safe walking/bicycling use. State and County will be encouraged to retain all existing publicly owned lands that support recreational opportunities, sound forestry management, and/or sustain desired rural character.

Roads

The two primary access routes through the township and into Grand Rapids are Highway 169 and the River Road (CR 3). The Harris Town Road is the major east-west route. All three routes will handle commercial through truck traffic.

The Airport Road will be a secondary access route into Grand Rapids but primarily for local traffic. It will not be a designated through truck route. Improvements may be made to enhance safety but the road alignment will not be changed.

All other roads will remain as local roads providing direct access to land or collecting traffic from local roads to feed to the primary road routes.

A new road parallel to the Mishawaka Road as it heads north would alleviate safety issues along this section of road, provide access to developable land, and facilitate local traffic flow into Grand Rapids. Map 4 shows a likely alignment for this new road.

Map 4. Possible Alignment for a Mishawaka Road Relief Road



**EXHIBIT C - NEW ROADWAY ALIGNMENT
MISHAWAKA ROAD IMPROVEMENTS
HARRIS TOWNSHIP, MINNESOTA**



HARRIS TOWNSHIP
COMPREHENSIVE PLAN: 2017

Chapter 5



Action Plan

Harris Township has identified strategies intended to bring about the future conditions described in this plan. Implementing actions are identified for each strategy.

	Land Use
	Recognizing that primary authority for land use controls rests with Itasca County, establish cooperative relationships with the County to secure type and administration of land use controls essential to implementing this plan.
1	Adopt this updated comprehensive plan.
2	Request Itasca County to incorporate the updated Township plan into the County comprehensive plan.
3	Encourage Itasca County to support requests to rezone property to Light Industrial / Commercial within the Highway 169 Commercial Development Corridor.
4	Encourage the county to enforce all land use and sanitary ordinances through vigorous and consistent action.
5	Work with the Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, and US Army Corps of Engineers to initiate a preliminary review of possible issues involving inadequate connections between Pokegama Lake and Woodtick Lake.

Roads & Transportation

Effectively implement transportation objectives through working agreements with MnDOT, Itasca County, and the City of Grand Rapids.

- | | |
|---|---|
| 1 | Work with MnDOT and Itasca County to implement the Highway 169 access management plan recommendations. |
| 2 | Annually update and implement a five-year road plan. |
| 3 | Develop plans and secure corridor easement for the Mishawaka Road parallel bypass road. |
| 4 | Work with Itasca County to improve safety at the Crystal Springs Road intersection near the Crystal Springs Park. |

Community Facilities

Focus on retaining facility functions and reducing operating costs while meeting community needs.

- | | |
|---|--|
| 1 | Retain and maintain all existing parks and picnic areas including undeveloped accesses to Pokegama Lake. |
| 2 | Participate on the Itasca County Trails Task Force to facilitate planning and development of trails through and within the community. |
| 3 | Evaluate viability and possibility of acquiring land to provide increased parking for Pokegama Lake accesses with priority given to Mishawaka, Casper and LaPlant. |

Governmental Services & Other

Continue self-governance in Harris and establish cooperative ventures for services and programs that exceed Township authorities.

- | | |
|---|---|
| 1 | Consider various means to enhance communication between the Town Board and residents to better inform residents about Township activities. |
| 2 | Conduct regular meetings with Itasca County and Grand Rapids city staff to discuss issues of mutual concern. |
| 3 | Conduct at least annual meetings with key community groups including the Greater Pokegama Lake Association and recreational trail user groups. |
| 4 | Work with Itasca County to secure conformance with individual on-site wastewater treatment regulations. |
| 5 | Work with statewide township associations to pursue changes in the state's annexation by ordinance legislation to provide legal recourse for townships. |
| 6 | Continue to contract for grading and snowplowing of Township roads, where appropriate. |

HARRIS TOWNSHIP
COMPREHENSIVE PLAN: 2017



Appendix

A. Roads

Road	Miles	Road	Miles
GRAVEL ROADS			
		Pine Crest Road	0.20
Bay View Place	0.30	River Ridge Road	0.20
Bear Creek Road	1.70	River View Drive	0.60
Breezy Lane	0.10	Root Road	0.30
Carol Street	0.20	Schmidt Road	0.45
Davis Road	0.10	Sunset Drive	0.20
Forest View Trail	0.10	Sunset Lane	0.30
Hauser Road	0.25	Vroman Road	0.25
Hughes Road	0.25	Wagon Wheel Court Road	0.25
Jane Lane	0.50	Wendigo Heights Road	0.10
Lake View Trail	0.30	Wendigo Park Circle	0.40
Metzenhuber Road	0.10	Wendigo Picnic Park (parking lot)	N/A
Nancy Drive	0.25		
Norway Road	0.10	Wendigo Park (parking lot)	N/A
Pennela Road	0.10		
Total Gravel Miles			7.30
PAVED ROADS			
Alicia Place	0.55	Mohawk Drive	0.08
Alicia Spur	0.10	Nicholas Street	0.40
Apache Drive	0.20	Norberg Road/Drive	0.60
Aspen Drive	0.75	Pine Landing Drive	0.45
Birch Hills Drive	0.38	Pine Street	0.15
Birch Street	0.80	Robinson Road	0.30
Casper Landing (Troop Town)	0.20	Romans Road	0.25

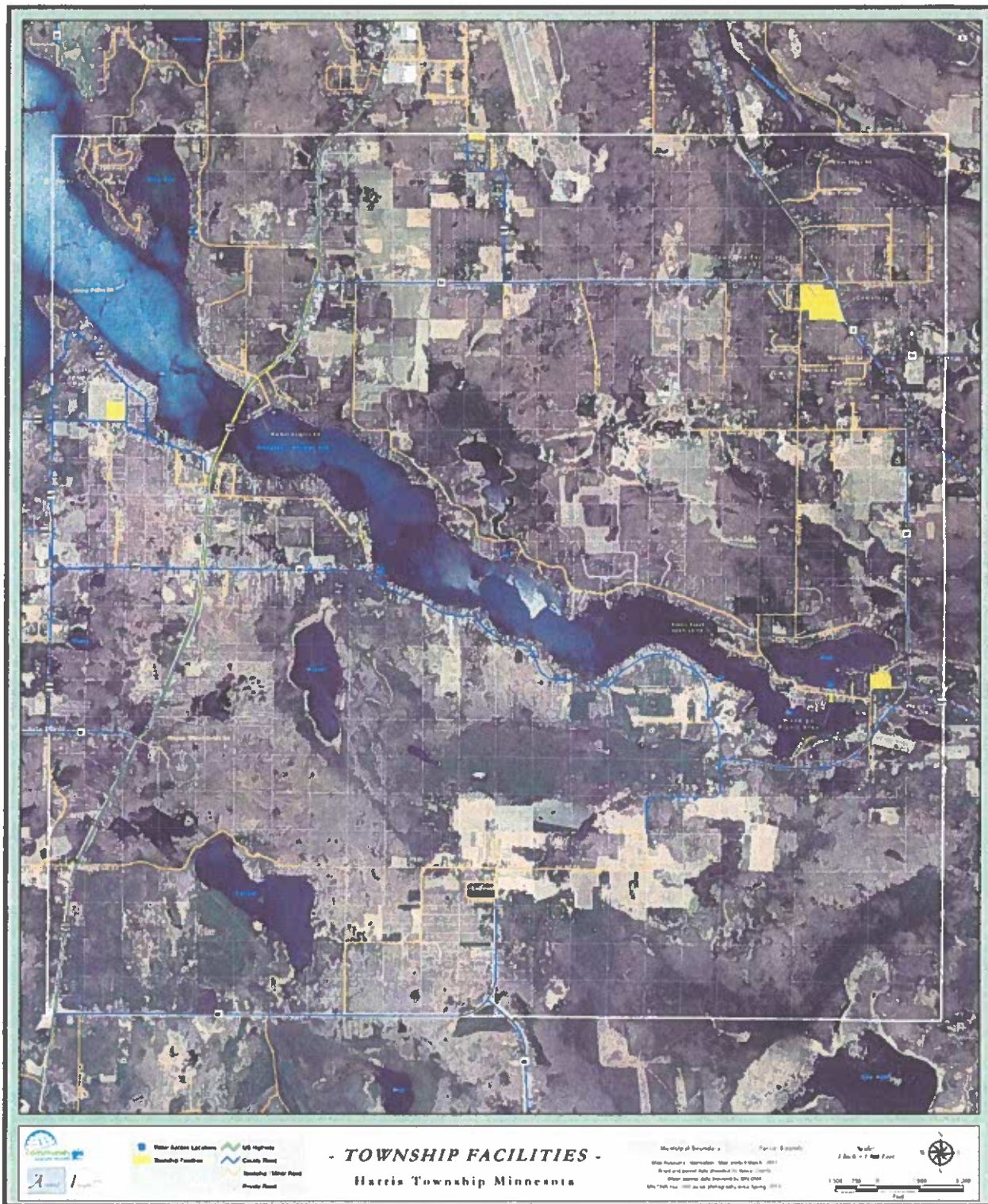
Table A-1. Harris Township Roads			
Road	Miles	Road	Miles
Cemetery	N/A	Ruff Shores Road	0.15
Chippewa Drive	0.30	Southwood Road	1.40
East Harris Road	0.60	Stoney Point Road	0.40
Field Crest Road	0.50	Sunny Beach Addition Rd	0.35
Gary Drive	0.45	Sunny Beach Road	5.70
Harbor Heights Road	0.30	Sunny Lane	0.20
Isleview Road	0.30	Tolerick Drive	0.40
Jess Harry Road corner	0.10	Town Hall Parking Lot	N/A
Key View Drive	0.50	Underwood Road	1.55
Lakeview Drive	0.40	Verde Lane	0.25
LaPlant Road Landing	N/A	Wendigo Park Road	2.90
Little Crystal Lane	0.50	Wesleyan Drive	0.30
Melody Lane/Road	0.25	Winston-Taylor Road	0.04
Mishawaka Landing	N/A	Woodbine Lane	0.15
Mishawaka Road	1.55	Woodland Park Road	0.30
Mishawaka Shores	0.60		
		Total Paved Miles	26.55
		TOTAL ROADS	32.8

Map A-1. Harris Township Roads



B. Community Facilities

Map A-2. Harris Township Facilities



C. Population

Table A-2. Harris Township Population, 2000 and 2010

Age Group	2000	2010	Change
<5	158	161	1.9%
5-9	195	187	-4.1%
10-14	279	207	-25.8%
15-19	274	210	-23.4%
20-24	145	127	-12.4%
25-29	112	136	21.4%
30-34	168	169	0.6%
35-39	254	180	-29.1%
40-44	299	192	-35.8%
45-49	349	255	-26.9%
50-54	284	297	4.6%
55-59	202	319	57.9%
60-64	174	243	39.7%
65-69	152	203	33.6%
70-74	133	153	15.0%
75-79	82	104	26.8%
80-84	33	64	93.9%
85+	35	46	31.4%
Total	3,328	3,253	-2.3%

Source: US Census

Table A-3. Harris Township and Itasca County Population and Household Trends

	Census				Change	
	1990	2000	2010	2015	1990-2000	2000-2015
Harris Township						
Population	2,888	3,328	3,253	3,276	15.2%	-1.6%
Households	1,028	1,290	1,297	1,311	25.5%	1.6%
Persons/Household	2.81	2.58	2.51	2.49	-8.3%	-3.5%
Itasca County						
Population	40,863	43,992	45,058	47,344	7.7%	7.6%
Households	15,478	18,103	18,773	19,206	17.0%	6.1%
Persons/Household	2.64	2.43	2.40	2.47	-8.0%	-4.5%

Note: 1990-2010 are decennial Census; 2015 is an estimate by State Demographic Center.

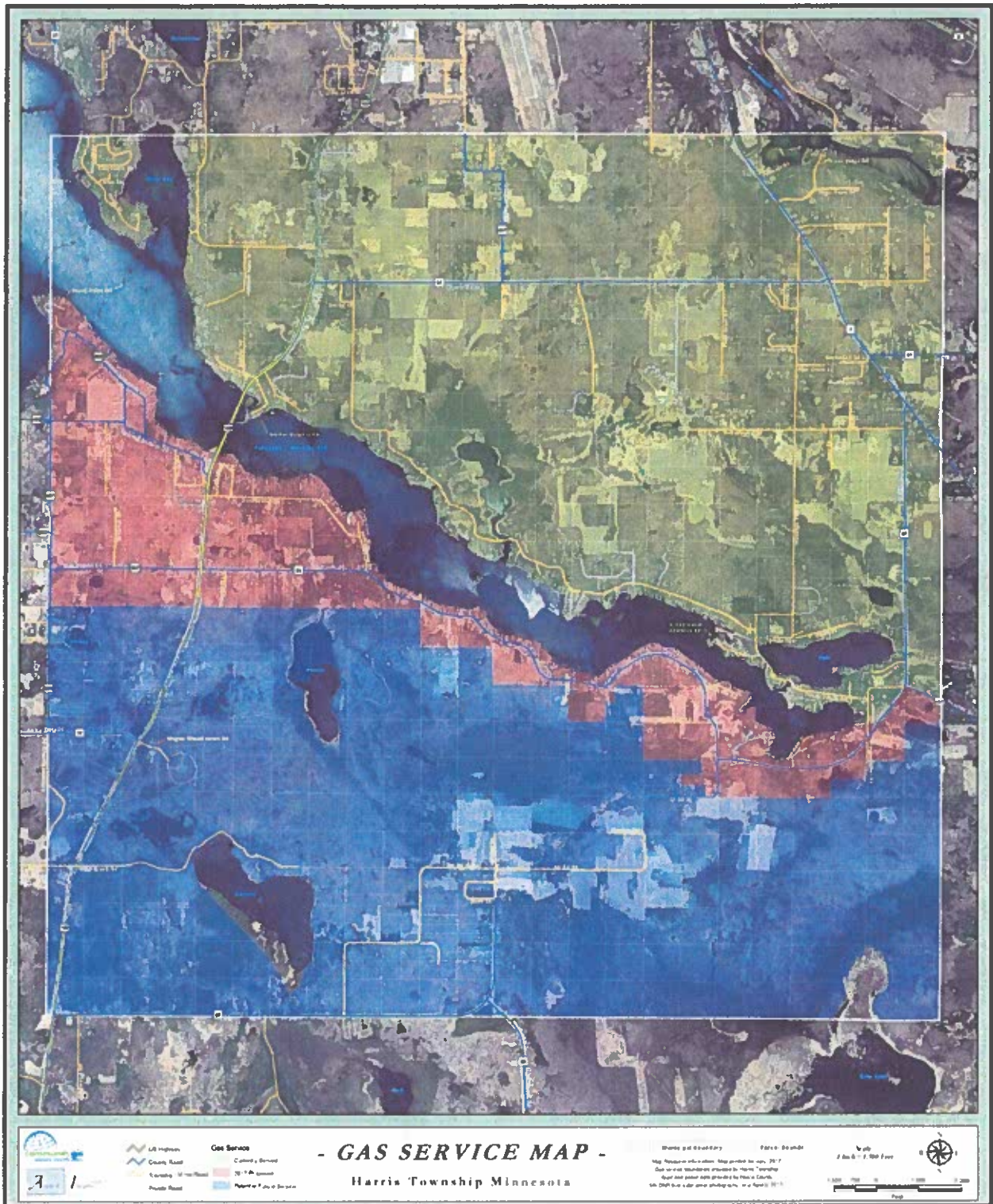
Place	Population				Change	
	1990	2000	2010	2015	1990-2000	2000-2015
Itasca County	40,863	43,992	45,058	47,344	3,129	3,352
Grand Rapids, city	7,976	7,764	10,189	11,281	-212	3,517
Harris Township	2,888	3,328	3,253	3,276	440	-52
Grand Rapids, township	3,199	3,378				
LaPrairie	438	605	665	668	167	63
Arbo Township	832	898	867	868	66	-30
Cohasset	1,970	2,481	2,698	2,767	511	286
Trout Lake Township	810	951	1,087	1,107	141	156
Blackberry Township	698	717	880	893	19	176
Spang Township	229	262	264	263	33	1
Wildwood Township	144	193	193	190	49	-3
Splithand Township	247	256	250	252	9	-4
Wabana Township	401	487	537	536	86	-49

Notes: 1990-2010 are decennial Census; 2015 is an estimate by State Demographic Center.

By 2010 Grand Rapids Township was dissolved with parts incorporated into the City of Grand Rapids, LaPrairie, Coleraine and Trout Lake Township.

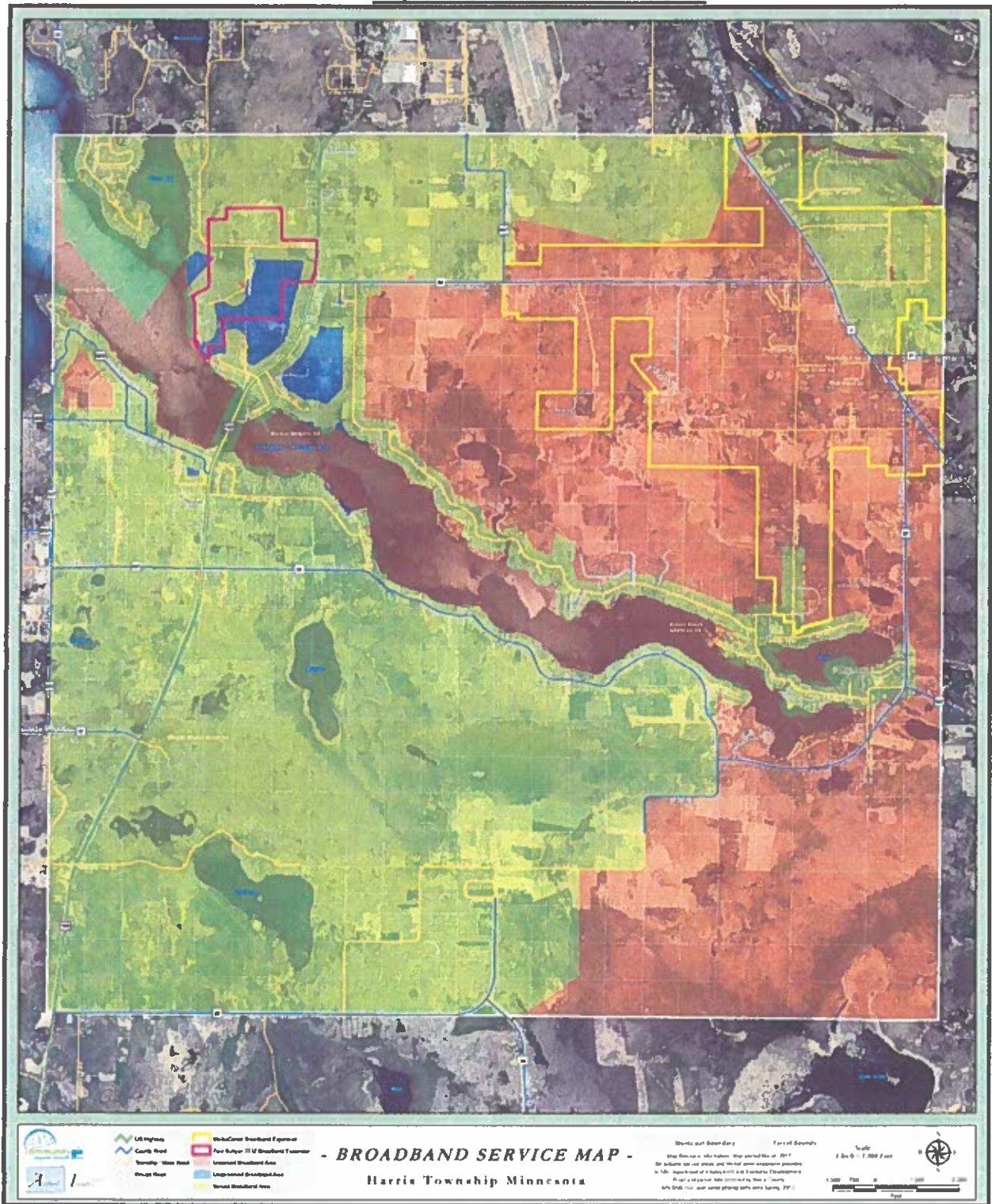
D. Natural Gas and Broadband Service Areas

Two significant expansions of utility service areas are occurring in Harris in 2017. First, Northwest Gas which had extended natural gas service into northern Harris earlier is now expanding service to the south side of Pokegama Lake [Map A-3]. Second, MediaCom is expanding high speed broadband service into a large swath of northern Harris. In addition, Paul Bunyan is also extending its service down Hwy 169 to the causeway [Map A-4].



Map A-3: natural gas service area

Map A-4: Broadband service area



Employee Acknowledgment Form

11 B.

The employees' handbook describes important information about Harris Township, and I understand that I should consult the Board of Supervisors regarding any questions not answered in the handbook. I have entered into my employment relationship with Harris Township voluntarily and acknowledge that there is no employment agreement nor specified length of employment. Either I or the Board of Supervisors can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Supervisors has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

HARRIS TOWNSHIP EMPLOYEE HANDBOOK

Introduction

The Harris Township Board believes that each employee contributes directly to Harris Township's growth and success, that you will take pride in being a member of our team. Your experience with the Township will be challenging, enjoyable and rewarding.

This handbook outlines the general employment policies, practices, rules and regulations of the Township that are currently in effect. Each employee is asked to read and comply with all the provisions in the handbook. No set of personnel policies can anticipate every circumstance or question about policy. These policies are not, and are not intended to be, exhaustive.

No provision in the manual is intended to create a contract between Harris Township and any employee, nor does it guarantee employment for any particular period of time. The need may arise to change the policies described in this manual. The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time in its sole and absolute discretion.

We hope you enjoy working for Harris Township.

Note:

In this Employee Handbook, reference to the Town Board only refers to Harris Township *Supervisors*, and not the Appointed Clerk and Appointed Treasurer, as set forth in Minnesota Statutes Section 366.01.

For the purposes of definition in and throughout the Employee Handbook, "employees" shall be defined as: regular full-time, regular part-time, and appointed.

The term "Maintenance Supervisor" refers to the Town Board Supervisor that has been designated.

Employment Practices

Nature of Employment

Employment with Harris Township is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Harris Township Board of Supervisors may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Harris Township and any of its employees.

Employee Relations

Harris Township believes that the work environment, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to express these concerns in writing to the Human Resources Representative.

Hiring of Relatives

The hiring of relatives for Regular or Temporary employment shall be discouraged within the Township. An exemption to the rule could be based on emergency situations (i.e. community disaster, etc.) not lasting more than ten (10) days. If the relative relationship is established after employment, the Board will evaluate the impact of continued employment in the current positions.

For purposes of the foregoing policy, a relative is a member of the employee's immediate family. The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents. The definition also includes any person whose relationship with the employee is similar to that of the above-named persons who are related by blood or marriage.

In the case where the relative is not a member of the employee's immediate family as defined above, they may be hired but shall not supervise the employee. Even in such cases, where a conflict or potential for conflict arises, even if there is no supervisory relationship involved, the relative may be terminated from employment.

Equal Employment Opportunity Policy

The policy of Harris Township is to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies.

Specifically, the Township will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, public assistance, disability, status with regard to public assistance, sexual orientation, age, or membership or activity in a local commission.

The Board of Supervisors is responsible for enforcing this policy. Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their designated supervisor or Human Resources Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Whistleblowing

Any Harris Township employee who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complains concerning the services that Harris Township provide shall not suffer harassment, retaliation, or adverse employment or other consequences.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment

Immigration Law Compliance

Harris Township is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of employment. In the event that the employee is unable to produce documentation as required by Form I-9, the Township may be forced to terminate the employee.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Full-time, Part-time, and Appointed Resumes:

All regular full-time, regular part-time, and appointed employees applying for said positions, must provide a resume etc. to the Chair of the Harris Town Board when a position is vacant and to be filled. Resumes will be rated/screened by HR (Chair and one other designated HR Supervisor) in order to determine if the applicant(s) meet the minimum qualifications. Those who meet all the minimum qualifications, may then be scheduled for an interview which will take place with and before the full Board of Supervisors.

Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate chosen must pass background, and reference checks, before a job offer will be made.

Temporary/Seasonal Resumes

Resumes will be taken only through a job service agency appointed by the Township Board. Those applicants will be first reviewed and screened through them. When all applicants have completed the job service screening, those who meet the designated criteria/ qualifications, may then be interviewed by two designated Town Board Supervisors. Harris Township reserves the right to interview any or all applicants and shall choose the best candidate available for the position. The candidate(s) chosen will then need to pass a background check, and any other necessary checks, as permitted by law.

Employment Classification

It is the intent of Harris Township to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Township.

All employees, and appointed employees, are classified as being either EXEMPT or NON EXEMPT under the requirements established under wage and hour federal and state law from time to time. Currently, all Harris Township employees, and appointed employees, are designated as NON EXEMPT from federal and state wage and hour laws. NON EXEMPT employees are entitled to overtime pay for overtime hours worked above and beyond 40 hours per week, as required under the specific provisions of federal and state laws.

For the purposes of payroll and personnel administration, Harris Township further classifies personnel as follows:

Regular Full-Time Employees are those who are not in a temporary or introductory probationary status and who are regularly scheduled to work Harris Township's full-time schedule of at least forty (40) hours per week. Compensation for regular full-time employees is normally on a per hour basis. Generally, they are eligible for the Township's benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees will also receive all legally mandated benefits, such as worker's compensation and Social Security benefits. All full-time employees are required to submit time sheets on a monthly basis to the Treasurer.

Regular Part-time Employees are those who are not in a temporary or introductory probationary status and who are scheduled to work *less than* forty (40) hours per week as needed, and who maintain continuous regular employment status. Compensation for regular part-time employees is generally on a negotiated basis. Regular part-time employees are eligible for the following benefits sponsored by the Township: Life

Insurance and the Pension Plan through PERA. They will also receive all legally mandated benefits, such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All part-time employees are required to submit time sheets on a monthly basis to the Treasurer.

Appointed Treasurer is appointed by the Town Board, and works between 25-30 hours every month. The appointed Treasurer is eligible for the pension plan through PERA.

Appointed Clerk is appointed by the Town Board, and works between 30-40 hours every month. The appointed Clerk is eligible for the pension plan through PERA.

Town hall caretaker is appointed by the Town Board and works up to 40 hours every month.

Temporary Employees are those who are hired for a specific job or for a specified period of time. Their schedule will be as needed, at the discretion of the Town Board. Temporary employees are paid on an hourly basis and are not eligible for any benefits sponsored by the Township. Temporary employees will receive all legally mandated benefits such as workers' compensation and Social Security benefits. Any exception to this section involving benefits will only apply to all employees currently working in this category. All Temporary employees are required to submit time sheets on a monthly basis to the Treasurer.

Probationary Employees are those who have just begun employment with the Township as full-time, part-time employees, or appointed employees. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. During this time, employee's capabilities, work habits, compatibility with other employees, and overall performance will also be evaluated by the Town Board to determine whether further employment in a specific position or with the Township is appropriate. During this introductory probationary period, an employee can be terminated at the option of the employee or the Board of Supervisors at any time, for any or no reason, with or without notice.

Introductory Probationary Period:

All new full-time, part-time, and appointed employees work on an introductory probationary basis for the first one hundred eighty (180) days of employment. Any significant absence will, at minimum, automatically extend the introductory probationary period by the length of the absence, and may result in termination. If the Board of Supervisors determines, either because of individual circumstances or the nature of a particular job, that the designated introductory probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory probationary period may be extended one or more times for a specified period. By the same token, the introductory probationary period may be reduced if deemed appropriate.

Upon satisfactory completion of the introductory probationary period, full time, part time, and appointed employees may enter the regular employment classification.

All probationary employees should receive a performance evaluation by the Board of Supervisors or immediate supervisor(s) at the completion of the introductory probationary period. The immediate supervisor will prepare written documentation of the evaluation for the employee's personnel file.

During the introductory probationary period, new full time and part time employees are eligible for those benefits that are required by law (such as workers' compensation insurance, PERA (over a certain wage), and Social Security benefits). Also, if applicable, vacation time accrues during this period accordingly. Appointed employees are eligible for PERA.

Non-employees:

Independent Contractors, Consultants and Volunteers perform, on contract or committee, a specific function that is usually task, project and/or term limited. Independent contractors and consultants generally work on schedules independent of Township hours, in their own offices or in the field, and are not subject to the terms typical of Township employees. Independent contractors, volunteers, and consultants do not receive benefits, nor are taxes withheld on payments to them for their services.

Hours of work:

Full-time employees are regularly scheduled to work forty (40) hours per week, from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon. Hours of work can be adjusted by their designated supervisor or by the employee with the prior permission and knowledge of their designated supervisor.

Part-time employees are scheduled to work *less than* 40 hours per week as needed, at the discretion of their designated supervisor. In the event that they work a full eight (8) hour day, they are offered a one-half hour non-paid lunch and a 15-minute break in the morning and a 15-minute break in the afternoon.

Appointed employees, and town hall caretaker are scheduled to work the designated hours on a monthly basis, as per their appointed position.

Temporary employees are scheduled to work as needed, at the discretion of their designated supervisor.

If an employee is going to be late or absent, that employee must notify their designated supervisor prior to the start of their shift. For any absence exceeding one day, the employee must call in each day, prior to their start time, unless their designated supervisor is aware that the absence will be longer than one day. In case their designated supervisor is going to be gone or unavailable, another supervisor will be appointed during the absence.

Overtime pay will be based on one and one-half of the eligible employee's regular hourly base rate, and paid after 40 or more hours of work, in a work week.

Overtime will be paid for the following, with prior approval of designated supervisor:

Full time employees:

- Hours worked Saturday and/or Sunday, since these are regularly scheduled days off
- Any time worked over 40 hours per week, Monday through Friday
- Hours worked on a call-out time.

Part-time employees:

- Not eligible for overtime pay, except as specifically required by state or federal law.

Call-out: One full time employee be available (reachable by phone) during weekends, holidays and after their regularly scheduled work hours. The employee who is available will not receive additional pay unless they are actually called out to work. In case of a call out, the employee will be compensated time and a half at a minimum of two (2) hours.

Employees are not required to attend regular monthly meetings unless requested in advance by a Board Member. *Exception: Appointed employees are required to attend mandated meetings, as per their appointed position.

The maintenance employees, and town hall caretaker will, however, provide a written report of their daily activities, which is to be given to their designated supervisor, so that it can be included in the agenda packet.

Supervision

All Employees will communicate with their designated supervisor, who will give guidance to the employee and endeavor to assist the employee to attain a clear understanding of the job assignment and the Townships expectations and to gain access to resources required to accomplish the tasks assigned. Their designated supervisor will help set weekly priorities for the employees. In the case of an emergency, their designated supervisor will be directing the employees to what needs to be done first.

Performance Evaluation

The primary objective of a performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, there needs to be open and ongoing communication between supervisors and employees.

In general, the Township's goal is to conduct a performance evaluation at the end of a regular employee's initial period of hire, known as the introductory probationary period (180 days), and to conduct a performance evaluation in April and October. The performance evaluation will provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

As stated above, it is the Board's intention to perform annual performance evaluation during the month of April. After the performance evaluation, changes to hourly wages and/or benefits may be recommended. A decision regarding such changes would then be made by the Town Board prior to the next Planning & Development meeting (April). Any approved changes would then become effective on the employee's next (May) check.

Conflict of Interest and Incompatible Activities

Employees have an obligation to conduct work relations within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Harris Township wishes the business to be conducted. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Board of Supervisors or the Human Resources Representative for more information or questions about conflicts of interest and incompatible activities. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Harris Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Moreover, Township employees and officials shall not receive a gift from any "interested person." An "interested person" is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. See Minnesota Statute § 471.895.

As a Township employee you have a responsibility to uphold a high standard of honesty and integrity. Employee dishonesty and theft, in any form, **WILL NOT BE TOLERATED**. Also, you may not engage in any activities which are inconsistent, incompatible or in conflict with the duties of your position. These incompatible activities include activities such as using your position or Township resources for personal gain or advantage, accepting money or gifts for performing your duties as a Township employee, or engaging in activities which impair your attendance or efficiency in the performance of your duties.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Supervisor's as soon as possible to the existence of any actual or potential conflict of interest or incompatible activity so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Harris Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township.

The employee will, however, be able to offer the kind of technical assistance, e.g. critiques of proposals, which normally falls within his/her job responsibility as an employee.

Employees who do not adhere to this policy are subject to disciplinary action up to and including termination.

Technology, Security & Equipment Use

All equipment and technology is the property of Harris Township and is to be used only for business and not personal purposes. There shall be no unauthorized passcodes or log ins into any electronic devices that the employees are able to use, that are provided to them by Harris Township. The computer, including all data files and applications, are the property of Harris Township. All devices (cell phones and computers) are exclusively for business use. Users should not have any expectation of privacy with respect to any materials and information stored on the phones/computers. This policy establishes standards for the appropriate use of email and internet. Employees are expected to adhere to the highest standards when conducting Township business by email or internet. Employee email and internet use should be able to withstand public scrutiny without causing embarrassment to the Township. Employees who violate this policy are subject to disciplinary action up to, and including, termination of employment.

Personnel Records

Personnel files will be kept in the Harris Town Hall, in a secure location.

Privacy of Employee Records

In order to obtain and maintain necessary work-related information on employees, and to protect from any abuse of this information, the following procedures will be followed:

1. **Inspection:** An employee may inspect his/her personnel record, as defined within Minnesota Statute, Chapter 181, while under the observation of an officer of the Township Board. Under no circumstances may the employee remove his/her original personnel record from the presence of the Township Board member. Other administrative matters relating to personnel records, copying, corrections, etc., shall be in accordance with the provisions of Minnesota Statutes Sections 181.960 to 181.966.
2. **Access to Files:** Access to the physical or electronic form of employee records is restricted to the Supervisors of the Township Board.
3. **Requests from Outside Sources:**
Employment Reference Checks: All requests for personnel records and data shall be handled in accordance with the provisions of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13 and, specifically, Minnesota Statutes Section 13.43 relating to Personnel Data. The Human Resources Representative will respond in writing only to those reference check inquiries that are submitted in writing.

Responses to inquiries will be limited to public data in the form of factual information that can be substantiated by the Township records (the fact of present or past employment, dates of employment, job title or duties). No private employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

4. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Representative of any changes in personnel data. Personal mailing addresses, telephone numbers, number, names and ages of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Confidentiality

All documents, files, working papers of the Township or those generated in connection with the work of the Township are the property of the Township. For purposes of this policy, confidential information means any information contained in a personnel record or any other files of the Township which cannot be made public under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.01 et. seq. Employees are prohibited from knowingly or willingly disclosing nonpublic government data, including confidential information regarding a fellow employee. Employees are cautioned to exercise care not to disclose confidential information unintentionally by indiscreet conversation or by careless handling of personal documents. Employees who violate this policy, either purposely or through a failure to exercise reasonable care, are subject to disciplinary action up to and including immediate dismissal.

Employee Discipline

The Harris Township Board will attempt to administer fair and equitable discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrences, and prepare the employee for satisfactory service in the future.

Progressive discipline: At the discretion of the Board of Supervisor's these steps **may** be followed:

- First offense: Verbal or written warning;
- Next offense: Probation
- Repeated offenses: Suspension without pay or termination of employment.

The Harris Township Board recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Probation

An employee may be placed on probation by the Board of Supervisors for unsatisfactory job performance which may include, but is not necessarily limited to:

1. Lack of achievement of duties as defined in the employee's job description.
2. Unsatisfactory relationships with staff, supervisors, and/or the public at large.
3. The inability to maintain a reliable work schedule as defined by each individual's position.
4. Improper use of Township property, equipment or tools

The terms and conditions of the probation shall be set forth by direction of the Board of Supervisors in writing, but in no case shall the probation period exceed thirty (30) working days. Vacation days will not be included. The period of disciplinary probation will be of sufficient length to provide reasonable opportunity for the employee to meet the conditions of the probation. Upon a written evaluation of satisfactory improvement, the probation period will end.

Placing an employee on probation is a serious and formal warning to the employee that termination will occur if the terms and conditions of probation are not satisfied. An employee who believes that his/her probation status is unwarranted should express so in writing to the Human Resources Representative with a copy to the Board of Supervisors.

Employees who have been placed on probation may not use their vacation benefits during the probation period.

Problem Resolution

Harris Township strives to ensure fair and honest treatment of all employees. The Township Board and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism with suggestions for improvements.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern in writing to the Board of Supervisors or the Human Resources Representative. No employee will be penalized, formally or informally, for voicing a complaint to the Town Board in a reasonable, business-like manner.

Employment Termination

VOLUNTARY – The Town Board recognizes that an employee may choose to terminate their employment with the Township. If an employee plans to terminate their employment, they should submit a two (2) week written resignation notice to the Township Board or the Human Resources Representative. Accrued vacation time may be scheduled during the notice period at the option of the Town Board. At the time of termination, the employee is entitled to compensation for accrued wages and unused vacation pay. In cases where the employee has authorized deductions from his/her paychecks for a deficit in accrued vacation or other financial obligations to the Township,

the amounts will be deducted from the employee's final pay. Any deductions from the final paycheck will not reduce the employee's net pay for hours worked to below minimum wage.

INVOLUNTARY – The right to discharge or release any employee at any time is retained by the Harris Township Board. Immediate discharge may result from serious infractions, or discharge may occur after disciplinary action has failed to result in improved employee performance or any other legal reasons.

LAYOFF - An employee's service may be terminated by the Town Board because of changes in the needs of the Township. In such an event, a decision will be made on the basis of Township needs as related to the employee's job functions and performance. If the needs of the Township do change and a layoff occurs, the Town Board will give the employee maximum possible notice, which will not be less than two (2) weeks.

Sexual or other Harassment

Harris Township is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated. Discrimination or harassment against an individual based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age or any other form of unlawful discrimination or harassment negatively affects morale, motivation, and job performance. Moreover, no employee shall make any false accusations against any other employee or other person. Such activities are inappropriate, offensive, illegal, and will not be tolerated.

This policy is designed to insure a workplace free of discrimination and harassment. As stated above, discrimination and harassment that violate the law are clearly prohibited. In addition, our policy also prohibits disparaging comments and unprofessional behavior that may not violate the specific terms of any law, but nevertheless create an inappropriate work environment.

Any employee found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include immediate termination

Definitions/Examples

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;

- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
- Such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

"Racial discrimination or harassment" is defined as deliberate behavior adversely affecting an employee because of that employee's race or color. Harassing behavior or decisions which adversely impact an employee are prohibited when based on:

- Physical, cultural, or linguistic characteristics of a particular race.
- Marriage to or association with members of a given race.

"Gender discrimination" occurs when the basis for an employment decision is the employee's gender. Examples could include using gender a factor to:

- Discharge or refuse to hire an individual.
- Adversely affect an individual's compensation.
- Adversely affect terms, conditions, or privileges of employment.

"Sexual orientation discrimination" occurs when an employee is harassed, discriminated against, or retaliated against because of their sexual orientation or perception thereof. Examples of such discrimination or harassing behavior include:

- Degrading verbal or written words and comments to describe an individual's sexual orientation.
- Jokes or graphic materials that demean or devalue an individual's sexual orientation.
- Using the individual's sexual orientation as a factor in hiring, promotion or discharge.

"Age discrimination or harassment" is defined as any employment related decisions which adversely affect an individual because of that individual's age. Age discrimination includes verbal or physical conduct relating to an individual's age when the conduct, unreasonably interferes with work opportunities or otherwise adversely affects an individual's employment opportunities. Examples of such discrimination could include:

- The use of "help wanted" advertisements suggesting a desire for youthful candidates.
- Verbal comments about age or activities which characterize older employees (i.e. rigid, inefficient, lazy or accident-prone).

"Disability discrimination" exists where a person is excluded from participating in, or deriving the benefits of employment in a job for which they are otherwise qualified because of an actual or perceived physical or mental impairment. Examples are:

- Failure to make reasonable accommodations for otherwise qualified employees with a disability.
- Denial of employment or selection opportunities to qualified candidates with a disability.
- Discrimination on a basis of a previous disability.

Any employee who wants to report an incident of sexual or other harassment should promptly report the matter to any Township Board member. All sexual harassment shall be reported in writing to the Human Resources representative. If the employee believes it would be inappropriate to contact a Board member, the employee should immediately contact the Human Resources Representative. Any Supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Board of Supervisors or the Human Resources Representative who will investigate and handle the matter in a timely and confidential manner.

The investigation of any incident may be conducted either by the Town Board itself or by a third party designated by the Town Board who is knowledgeable in conducting such investigations. If the facts appear to support the allegations of harassment or violation of this policy, disciplinary action up to and including immediate termination may result. All reports of harassment will be handled as confidentially as possible by the Township. Any employee found to have made a false complaint of the violation of this policy or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action.

Employees can raise concerns and make reports without fear of reprisal. Harris Township will not retaliate against or tolerate retaliation of an employee who files a claim under this policy. This policy applies to all of the Township's employees while performing their duties as an employee within or outside the workplace.

Employee Benefits

Employees of Harris Township are provided with benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification.

Benefit Programs:

The following benefit programs are currently available to Regular Full-time employees:

Paid time off for:

- Holidays
- Vacation
- Bereavement Leave
- Jury Duty Leave

Health Insurance

Life Insurance

Short-Term Disability and AD & D

Pension Plan (PERA)

Vacation Benefits

Dental and Vision Insurance coverage under Townships Insurance Program

Insurance Policies / Pension Plan

For specific information about Health Insurance, Life Insurance, Short-Term Disability, Accidental Death & Dismemberment and/or the Pension Plan (PERA), please contact the Township's Treasurer.

Paid Holidays are as follows:

- New Year's Day (January 1)
- One-half day on Good Friday (approved 5-9-01)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- Two floating holidays

Harris Township will grant paid holiday time off to all Regular Full-time eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for a designated holiday will be calculated on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday, unless otherwise communicated to employees.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees must receive prior approval of the Board of Supervisors if they see a need to work on a designated holiday. If a full time employee works on a designated holiday, he/she will receive one and one-half his/her straight-time rate for the hours worked on the holiday.

Paid Time Off (PTO)

Full-time employees are eligible to earn and use paid **PTO** as described in this policy. **PTO** should be approved by their designated supervisor, and requested sufficiently in advance (3 days) of the dates requested to provide continuity of operations. Employees start accruing **PTO** after their initial one hundred eighty (180) day probation period, at which point **PTO** shall accrue from the employee's start date. Employees shall earn **PTO** in one calendar year and use it in the following calendar year.

Eligible employees are entitled to **PTO** with pay, which accrues according to the following chart (unless otherwise negotiated and advised in writing upon hire):

PTO Accrual Chart

Period of Employment	Rate of Accumulation
Date of hire to second anniversary of employment	Five (5) workdays per calendar year
Second anniversary of employment to Sixth anniversary of employment	Ten (10) workdays per calendar year
From Sixth anniversary of employment to Tenth anniversary of employment	Fifteen (15) workdays per calendar year
From Tenth anniversary of employment and onward	Twenty (20) workdays per calendar year

For the purposes of this policy, "day" or "workday" means eight (8) hours.

An employee whose employment terminates will be paid for any accrued but unused **PTO** days. Upon termination, any **PTO** used but not earned will need to be paid back to the Township.

Employees may take time off without pay, with their designated supervisor's approval, after all **PTO** has been used.

The Harris Town Board feels that it is important for employees to take time off, in accordance with their **PTO** benefit schedule and with their designated supervisor's approval, for their own physical and mental well-being. Therefore, it is not the intention of the Harris Town Board to pay an employee **PTO** when corresponding time is not taken off. However, the Board may consider requests to be paid for unused **PTO** days without taking time off, on a case-by-case basis, but this is not recommended.

*Rollover of **PTO** is not permitted.

Sick Leave

Although the Township's current employee benefit program does not provide paid time off for sick days, Regular Full-time employees may use a **PTO** day in lieu of a day without pay.

Sick day leaves of more than five (5) days, which may be necessary because of illness or accident, require the submission of a doctor's statement, which must indicate the expected date of return to work.

Bereavement Leave

When death occurs in the immediate family, a Regular Full-time employee may request up to three (3) days off with pay. Employees will be paid the equivalent of their normal daily wages.

Employees who wish to take time off should notify their designated supervisor or Human Resources Representative as soon as possible.

The immediate family is considered to include the employee's spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, siblings, stepchildren and grandparents.

The employee must communicate the request for Bereavement leave and its timing with their designated supervisor.

Jury Duty

Harris Township encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay/compensation will be the same as a normally worked schedule for a regular full-time employee, less compensation received for such jury duty. Regular full-time Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Regular full-time employees are expected to report for work whenever the court schedule permits. Regular full-time employees are to provide jury duty compensation to the Treasurer so appropriate adjustments can be made on the payroll check. Regular full-time employees will be compensated for up to fifteen (15) days served for each such jury duty, less compensation received for such jury duty.

Township Owned Vehicles, Equipment and Tools

All employees who operate Harris Townships owned vehicles must be an active employee of the Township and have a valid and appropriate driver's license. Any employee shall have sixty (60) days from the date of notification by the Township to acquire any required driver's license. No one other than Township employees/officers will ride or use said vehicles unless travel is a bona fide action for the benefit of the Township.

Personal use of Township vehicles, equipment and tools is strictly prohibited

Use of Equipment/Injury

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Township equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment should not be removed from Township property without notifying the officer responsible for it.

Employees are to notify their designated supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's designated supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

If, at any time, an employee is involved in an accident with township equipment, the employee is responsible for contacting their direct supervisor immediately, and filling out an "Equipment and Property Damage Report" (Exhibit 1) immediately following the incident.

"Workplace Accident and Injury Reduction Program" as well as the "Annual Review" (Exhibit 3) shall be implemented and reviewed on an annual basis, by the Harris Town Board of Supervisors

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

If, at any time, an employee gets hurt on the job, the employee is responsible for contacting their direct supervisor immediately, and filling out a "First Report of Injury" (Exhibit 2) immediately following the incident.

Pay Days

All employees are paid monthly, after the Regular monthly Town Board meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period . Paychecks for part-time employees paid on an hourly basis will include earnings for hours as submitted for that pay period.

Drug-Free Workplace Policy

It is the policy of the Harris Township that the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol by an employee while participating in any Harris Township activity is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, meth, mescaline and LSD.

Any employee convicted of violating any criminal drug statute related to conduct occurring while on duty must report the same to their designated supervisor within three (3) days after the conviction. Any employee who violates this reporting requirement will be immediately terminated. Any independent contractor or consultant who violates this reporting requirement will have their contract immediately terminated.

This policy is applicable to all employees of the Township and shall be enforced by the Town Board. This policy incorporates and shall be applied in accordance with the provisions of Minnesota Statutes Sections 181.950-957 (1987), The Minnesota Drug and Alcohol Testing in the Workplace Act, as amended.

No employee shall be permitted to work or to continue to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect their alertness, coordination, reaction, response, judgment, decision-making or safety.

No employee shall operate, use or drive any equipment, machinery or vehicle of the Township while under the influence of alcohol, marijuana, controlled substances or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify their supervisor that they are not in appropriate mental or physical condition to operate, use or drive Township equipment.

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the Township's work is being performed. The Township shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession at work or on Township premises. Where appropriate, agencies shall also notify licensing boards.

Every employee engaged in the performance of work on federal grants or contracts is required to notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction as required by the [Drug-Free Workplace Act of 1988](#).

Definitions:

1. "Confirmatory Test, Confirmatory Retest" means a drug or alcohol test that uses a method of analysis approved by the commissioner of health under MS181.953 subdivision one as being reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
2. "Drug" means a controlled substance as defined in Minnesota statutes 152.01, subdivision 4.
3. "Drug and Alcohol Test" Drug and alcohol testing, drug or alcohol testing, and drug and alcohol test means analysis of a body component sample approved by the commissioner of health including blood in urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample

4. “Employee” means a person, independent contractor, or person working for an independent contractor who perform services for compensation, and in whatever form , for an employer.
5. “Employer” means a person or entity located or doing business in the state and having one or more employees, and includes the state and I’ll political or other governmental subdivisions of the state.
6. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage with threaten to health or safety of any person.
7. “Initial Screening Test” Means a drug or alcohol test which uses a method of analysis approved by the commissioner of health under M.S. 181.653, subdivision 1, as being capable of providing data as to general classes or drugs, alcohol, or than metabolites.
8. “Job Applicant” means a person, independent contractor or person working for an independent contractor who applies to become an employee of an employer, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
9. “Positive Test Result” means of finding of the presence of alcohol or drugs for the metabolites in the sample tested in levels at or above the threshold detection levels set by the commissioner of health under MS181.953, subdivision 1.
10. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rationale inferences drawn from those facts.
11. “Valid Medical Reason” means 1): a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of MS152.11 and names the applicant/employee as the person for whose use it is intended and; 2) the drug was prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, or described in MS152.12; 3) the drug was used in accordance with the terms of the prescription. Use of any over-the-counter medication in accordance with the terms of the products directions for use, shall also constitute a valid medical reason.

Persons Subject to Testing

All job applicants/employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the persons consent. The appointing authority will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

Drug and Alcohol Testing: Any alcohol and/or other drug testing undertaken by the Township shall be in accordance with [Minnesota Statues Sections 181.950-957](#). Any employee or job applicant requested or required by the Township to undergo any type of drug testing will be

required to sign a waiver form provided by the Township. The employee or job applicant has the right to refuse such testing. Refusal of drug testing will be means for withdrawal of job offer for job applicants or discipline of current employees in accordance with this policy.

The Township will not request or require an employee or job applicant to undergo drug and alcohol testing, except as set forth below:

1. Job applicant testing.

The Township may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If the job offer is withdrawn, as provided in Minnesota Statutes Section 181.953, subdivision 11, the Township shall inform the job applicant of the reason for its action.

2. Routine physical examination testing.

The Township may request or require an employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two (2) weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

3. Random testing.

The Township may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable suspicion testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee:

(1) is under the influence of drugs or alcohol;

(2) has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment, provided the work rules are in writing and contained in the employer's written drug and alcohol testing policy;

(3) has sustained a personal injury, as that term is defined in Minnesota Statutes Section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or

(4) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

4. Valid medical reasons. The township may request or require an employee to be tested, but not limited to: if the employee has provided information stating they are taking prescription drugs which may interfere with performing their job duties.

5. Treatment program testing.

The Township may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the Township for chemical dependency treatment or

evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

In the event of a positive test result: An employee or job applicant may request a confirmatory retest of the original sample at the employee's or job applicant's own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the Township in writing of the employee's or job applicant's intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the Township shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or transfer the sample to another laboratory licensed under state law to conduct the confirmatory retest. The original testing laboratory shall ensure that the chain-of-custody procedures specified under state law are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

Laboratory testing, test report, and sample retention requirements

The testing laboratory shall disclose to the appointing authority a written test report for each sample tested within three working days after a negative test result on an initial screening test. The lab shall conduct a confirmatory test and all samples producing a positive test result on an initial screening test. The lab shall retain and properly store for at least six months, all samples that produced a positive test result.

Disciplinary Action for Policy Violations. Any employee violating the provisions of this policy shall be subject to disciplinary action, up to and including discharge, as set forth in this policy. The following limitations on disciplinary action shall apply.

The Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Moreover, the Township will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of medical history information revealed to the Township pursuant to state law unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

Interim Disciplinary Action: The Township reserves the right to transfer an employee with a positive test to another position at the same rate of pay or to temporarily suspend the employee pending the outcome of the confirmatory test (and, if requested, the confirmatory retest) if the Township believes that it is reasonably necessary to do so to protect the health and safety of the employee, co-workers or the public. An employee who is suspended without pay will be reinstated with back pay if the confirmatory test or retest is negative. In the case of job applicants, a positive initial test result must be verified by a confirmatory test before a

conditional offer of employment will be withdrawn.

First Failed Test – Discharge: The Township will not discharge an employee if the employee tests positive on a confirmatory test and the positive confirmatory test was the first of such result. The Township may, however, discharge an employee for whom a positive confirmatory test is the first such result where:

(1) the Township has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Township after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

(2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

First Failed Test – Discipline: The Township may take any other disciplinary action, short of discharge, which it deems warranted in the event of an employee's first positive confirmatory test result.

Second Failed Test: The Township may discharge an employee who tests positive on a confirmatory test and who has previously had a positive confirmatory test result. This action may be taken without first referring the employee to a chemical dependency counseling or rehabilitation program.

Privacy of Test Results: Test results and any other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the Township or the laboratory to another employee or to third party individuals, government agencies, or private organizations, without written consent of the employee or applicant being treated.

Evidence of a positive test result on a confirmatory test, however, may be used in an arbitration proceeding, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.

The Township will give an employee access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

Refusal to Test

Right to refuse-

All job applicants/employees have the right to refuse to undergo drug and alcohol testing Exhibit 2 employees are exhibit for job applicants, shall be used to document the decision to refuse

testing.

If an employer refuses to undergo drug or alcohol testing requested or required by the appointing authority, no such test shall be given.

Attempts to delay the taking of the test, or failure to take the test at the appointed time and place designated by the appointing authority, may be considered a refusal to test.

An employee refusing to take a drug or alcohol test requested by the appointing authority will be considered insubordinate and subject to disciplinary action including possible dismissal.

A job applicant refuses to take a drug or alcohol test shall be disqualified from further consideration for the conditionally offered position, and shall be notified in writing of the reasons there of. Exhibit 7. Said test refusal shall not disqualify said individual for making subsequent application for appointment with the employer, and said test refusal should not be considered by the appointing authority in conjunction with any subsequent application.

Data Privacy

The purpose of collecting a body component sample of blood, breath or urine is to test that sample for the present of drugs or alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and date of birth of the person providing the sample I requested so that the sample can be identified accurately, but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test as reliable and determine whether there is a valid medical reason for any drugs or alcohol in the sample. All data collected, including that in the notification form and the test report, Is attended for use in determining the suitability of the employer applicant for employment. The employer applicant may refuse to supply the requested data, however, refusal to supply the requested data may affect a persons employment status.

The appointing authority will not disclose the test results reports and any other information acquired in the drug or alcohol testing process to another employer or to a third-party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law as outlined in MS181.954, subdivision 3 or consent order. All data on the request for a test, the testing, the test results, shall be kept separate from the regular personnel files, and locked cabinets, accessible only by the supervisors.

The Township recognizes that there are available drug counseling, rehabilitation and employee assistance programs. Employees who may have an alcohol or other drug abuse problems are encouraged to seek assistance through these programs.

Visitors in the Workplace

Employees are asked to treat public visitors cordially, and be as helpful as possible.

Personal visitors are not allowed during working hours.

Weapons in the Workplace

Harris Township does not allow any employee to possess guns while working, while on Township property, or while representing the Township off-site, except that an employee may carry or possess a properly permitted firearm in the Township parking area or structure. A violation of this work rule may result in disciplinary action up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Harris Township presents to the public it serves. Employees will be provided with work shirts and jackets with the Harris Township logo on them. Appropriate clothing would include long pants, sturdy shoes and a shirt.

Recycling

Harris Township supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment whenever practical.

Whenever possible, employees of Harris Township are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

Family Medical Leave

Purpose: In the event that the Township is obligated to provide benefits, and the employee is eligible to receive such benefits under the Family and Medical Leave Act of 1993 (FMLA), the following rules and procedures apply. FMLA provides for up to twelve (12) weeks of job protected leave to eligible employees for certain family and medical reasons. The purpose of this policy is to provide guidelines for implementation of the FMLA requirements. Terms used in this policy are intended to have the meaning set forth in the FMLA and accompanying US Department of Labor regulations.

Eligibility: An employee must meet the following requirements to be eligible for FMLA leave:

1. The employee must have worked for the Township at least twelve (12) months; and
2. The employee must have worked at least 1250 hours during the twelve (12) months immediately preceding the request.

FMLA leave may be requested for the following reasons:

3. For the birth of a child, and to care for the newborn child.
4. For the placement with the employee of a child for adoption or foster care;

5. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
6. For a serious health condition that makes the employee unable to perform the essential functions of the employees job.

Eligibility for FMLA leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child. Circumstances may require that leave for the birth of a child, or for placement for adoption or foster care, commence prior to actual birth or placement.

Length of Leave:

An eligible employee may qualify for up to twelve (12) weeks of FMLA leave in any 12-month period. From the 12-week maximum, any FMLA qualifying leave which the employee has taken during the twelve (12) months preceding the request, the requested leave will be subtracted to determine the maximum leave for which the employee may be eligible presently.

When FMLA leave is taken to care for a spouse, son or daughter, or parent, with a serious health condition, or for any employee's own serious health condition, leave may be taken intermittently or on a reduced schedule if shown to be "medically necessary". Where leave is taken for the birth or placement of a child for adoption or foster care, leave may be taken on an intermittent or reduced leave schedule only if the Employer agrees.

Unpaid leave:

Generally FMLA leave is unpaid. However, an employee will be required to substitute accumulated paid PTO or personal leave prior to utilizing FMLA leave.

Minnesota law allows for unpaid parental leave of up to six (6) weeks to care for dependent family member under certain circumstances. These leaves remain available under FMLA but do not extend the maximum FMLA leave for which an employee is eligible.

Authorization:

An eligible employee must ordinarily provide the Employer with thirty (30) days advance written notice when the FMLA leave is foreseeable. If thirty (30) days advance notice is not possible, the employee will be required to give the Employer notice as soon as practicable which shall normally be within two (2) business days after the employee learns of the need for the leave. The Employer reserves the right to deny a leave request, absent a timely advance notice. The employee must attempt to schedule foreseeable FMLA leave so as not to unduly disrupt the Employer's operation.

An employee requesting leave shall provide to the Employer, in writing, the proposed date the leave is to commence, the approximate duration of the leave, and the qualifying reason(s) for the leave. The Employer will normally require medical certification to support an FMLA leave request either to care for an employee's serious health condition, or family members. The medical certification shall be provided to the Employer as soon as possible, and not more than fifteen (15) days later. The employer reserves the right to require a second opinion at the Employer's expense, as allowed by the FMLA.

The employer reserves the right to require the employee to provide re-certification of the need for the leave every thirty (30) days. Re-certification may also be required sooner than every thirty (30) days if the employee requests an extension of the leave, if there are changed circumstances regarding the nature of the medical condition, or if the Employer receives information casting doubt on the continued validity of the most recent certification. The Employer must request a medical fitness-for-duty report upon the employee's return to work.

Benefit Continuation:

During an approved FMLA leave, the Employer's contribution to health insurance coverage shall be maintained on the same basis as coverage would have been provided if employee has been continuously employed during the entire leave period. Employees who pay a portion of their benefits must continue to pay their portion of the premiums in order to retain this coverage. If an employee fails to make their premium payment, the employee will lose coverage and will not be covered for any claims which may have occurred while on FMLA leave. However, an employee may voluntarily choose not to pay the premium and thus not retain these coverages.

An employee on FMLA leave may also continue other insurance coverages which the employee had in effect through the employer prior to going on FMLA leave. The employee will be required to pay the full cost of the premium.

The Employer's obligation to maintain health and dental insurance benefits ceases if and when the employee informs the Employer of the employee's intent not to return from leave; if the employee fails to return from leave, thereby terminating employment; or if the employee exhausts the employee's FMLA leave entitlement. In some of these situations, employees may be entitled by law to continue their health care coverage at their own expense.

Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer at least two (2) weeks prior to the return from leave.

An employee returning from FMLA leave shall be entitled to be restored to the same position and shift that the employee held when the FMLA leave began, or to an equivalent position and shift with equivalent benefits, pay and other terms and conditions of employment. Benefits of employment and seniority will be resumed at the same level and in the same manner as were provided at the time the leave began. Any increases in pay or changes in benefits that are not dependent upon seniority or accrual during the leave period also must be made effective upon the employee's return to work. However, an employee on FMLA leave shall not be entitled to benefit or seniority accrual during the leave.

Failure to Return to Work:

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer as soon as it is foreseeable that the employee will not be returning to work. If an employee does not return to work for reasons beyond the employee's control or because the

employee has a serious health condition which prevents the employee from returning to work, then the employee will not be required to repay health insurance premiums paid by the Employer during the FMLA leave. If the employee does not return to work for any other reason, then the employee will be required to repay the Employer for those premiums.

An employee who chooses not to return to work or is unable to return to work shall be considered to have voluntarily resigned.

Effective Date:

This Personnel Policy is effective immediately after adoption by Harris Township Board. Adopted this 23rd day of June, 1999.

Amended May 9, 2001
Amended October 27, 2004
Amended April 12, 2006
Amended June 13, 2007
Amended May 11, 2011

Amended August 28, 2016
Amended February 8, 2017
Amended November 28, 2018
Amended October 9, 2019
Amended November 22, 2021

Amended January 26, 2022

Employee Drug And Alcohol Exam Consent Form

Exhibit 1

Employee Name _____ Date of Birth ____/____/____

Date _____ Time _____ a.m./p.m.

Name of the Supervisor Requesting Exam

Name of Appointing Authority Authorizing Testing

Medical Consent:

I consent to an examination and the collection of blood, urine and other body component samples appropriate for drug and alcohol testing by _____ and the release of the test results by _____ as requested by appointing authority to determine the presence of alcohol and/or drugs or the metabolites, if any, in the sample tested.

Authorization to Release Information:

I authorize the testing facility, to release any and all medical information obtained during this exam and testing procedure related directly to the testing of drugs, or alcohol in accordance to this policy to the appointing authority.

Acknowledgment:

1. I have knowledge that I was given and/or have seen Harris Township's Drug and Alcohol Testing in the Workplace Policy.
2. I acknowledge that the results of this drug and alcohol testing may affect my employment status as stated in the policy.
3. I am currently taking or have recently taken the following over-the-counter or prescription medications (if none, right none). _____

Employees Signature

Witnessed by

Dated _____

Dated _____

Employee Notice of Test Results

Exhibit 2

To: _____ Employee Date: _____

The township has received the results of the chemical test of the sample collected from you on _____. The result is _____. The report is attached.

The result of the initial screening test is _____.

The result of the confirmatory test is _____.

In case of a positive test result, you may:

Within three days of this notice submit to the appointing authority at _____ any information you may have to explain the test results, in addition to the information previously submitted.

Within five days of this notice request in writing to the undersigned a confirmatory retest of the original sample at your own expense. If you wish a different license lab to perform a retest, you must include that information in your request.

Notice of Additional Rights:

You are notified that you may not be discharged, disciplined, discriminated against or be requested to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

Notwithstanding paragraph number one, you are notified that where the initial screening test is positive you may be temporarily suspended pending the outcome of the confirmatory test and, if requested, the confirmatory retest, in the event that your employer believes it is reasonably necessary to protect the health or safety of yourself, other employees, or public. However, in the event you are suspended without pay, you will be reinstated with backpay if the outcome of the confirmatory test or requested confirmatory retest is negative.

You are further notified that you may not be discharged on the basis of a positive test result on a confirmatory test which was the first such result for yourself on a drug or alcohol test requested by the employer.

Employee Notice of Test Results

You have been first given the opportunity to participate in, at your own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the employer and after consultation with a certified chemical used counselor or physician trained in the diagnosis and treatment of chemical dependency.

You have either refused to participate in said counseling or rehabilitation program or have failed to successfully complete the program as evidence by withdraw from the program before its completion, or by a positive test result on a confirmatory test after completion of the program.

You are further notified of any confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test.

If the confirmatory retest does not confirm the original positive test, no adverse personal action based on the original confirmatory test may be taken against you.

You are therefore further informed that you may not be discharged, disciplined, discriminated against or be requested or required to undergo rehabilitation on the basis of medical history information revealed in the drug and alcohol testing process unless you were under an affirmative duty to provide that information before, upon or after being hired.

You are entitled access to information in your personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on said reports or other required information.

Signature _____

Address _____

Employee Drug and Alcohol Test Refusal

Exhibit 3

Employee Name _____ Date of Birth ___/___/___

Date _____ Time _____ AM/PM

Name of Supervisor Requesting Exam

Name of Appointing Authority Authorizing Testing

Acknowledgments:

1. I acknowledge that I was given and or have seen Harris Township's Drug and Alcohol Testing in the workplace policy.
2. I acknowledge that I have the right to refuse to undergo drug and alcohol testing.
3. I understand that my refusal to permit drug and alcohol testing will affect my employment status in the policy.
4. I understand if I refuse to undergo drug and alcohol testing that has been requested, no such test shall be given.
5. I further understand if I were to consent to such drug and alcohol testing that I would have the opportunity to indicate any over-the-counter or prescription medications that I currently am taking or have taken recently and any other information relative to the reliability of, or explanation for, a positive test result.

Refusal

It is my considered decision to refused to undergo drug and alcohol testing.

Employee Signature

Witnessed by

Dated _____

Dated _____

Job Applicant Drug and Alcohol Test Consent Form

Exhibit 4

Employee Name _____ Date of Birth ___/___/___

Date _____ Time _____ AM/PM

Name of Supervisor Requesting Exam

Name of Appointing Authority Authorizing Testing

Acknowledges:

1. I acknowledge that I was given and/or have seen Harris Townships Drug and Alcohol Testing in the workplace policy.
2. I have been offered employment for the position of _____ which offer is contingent upon my passing drug and alcohol testing.
3. I understand and acknowledge that the results of this drug and alcohol testing may result in the withdrawal of said offer of employment.

Medical Consent:

I consent to an examination in the collection of blood, urine and other body component samples appropriate for the drug and alcohol testing by _____ and the release of test results by _____ as requested by the appointing authority to determine the presence of alcohol and/or drugs or the metabolites, if any, in the sample tested.

Authorization to Release information:

I authorize the testing facility, to release any and all medical information obtained during this exam and testing procedure related directly to the testing of drugs or alcohol in accordance to this policy, to the appointing authority.

Current Medications:

I am currently taking or have recently taken the following over-the-counter or prescription medicines (if none, write none:

Job Applicant Signature:

Witnessed by:

Dated _____

Dated _____

Job Applicant Refusal to Test

Exhibit 5

Job Applicant Name _____ Date of Birth ___/___/___

Date _____ Time _____ AM/PM

Name of Supervisor Requesting Exam

Name of Appointing Authority Authorizing Testing

Acknowledgments:

1. I acknowledge that I was given and/or have seen Harris Township's Drug and Alcohol Testing in the workplace policy.
2. I have been offered employment for the position of _____ which offer is contingent upon my passing drug and alcohol testing.
3. I understand that I have a right to refuse to undergo such drug and alcohol testing, and, if I do refuse, such offer of employment shall be withdrawn.
4. I understand if I were to consent to such drug and alcohol testing that I would have the opportunity to indicate any over-the-counter or prescription medications that I currently am taking or have taken recently and any other information relative to the reliability of, or explanation for, a posit

Refusal

It is my considered decision to refused to undergo drug and alcohol testing.

Employee Signature

Witnessed by

Dated _____

Dated _____

Job Applicants Notice of Test Results

Exhibit 6

To: _____ Job Applicant Date: _____

The township has received the results of the chemical test of the sample collected from you on _____. The result is _____. The lab report is attached.

The result of the initial screening test is _____.

The result of the confirmatory test is _____.

In case of a positive test result, you may:

Within three days of this notice submit to the appointing authority at _____ any information you may have to explain the test results, in addition to the information previously submitted.

Within five days of this notice request in writing to the undersigned a confirmatory retest of the original sample at your own expense. If you wish a different licensed lab to perform a retest, you must include that information in your request.

Notice of Additional Rights:

1. The job offer made to you may not be withdrawn on the basis of a positive test result from an initial screening test which has not been verified by a confirmatory test.
2. Should you request confirmatory retesting, said retesting must use the same drug or alcohol threshold detection levels used in the original confirmatory test.
3. You are further notified that if the confirmatory retest does not confirm the original positive test result, no adverse action may be taken against you based on the original confirmatory test.

Signature _____

Address _____

Notice of Withdrawal of Job Offer

Exhibit 7

To: _____, Job Applicant

This is to notify you that the job offer previously made to you for the position of _____ is hereby withdrawn.

The reason for this action is designated below:

_____ The confirmatory drug and alcohol test was positive, and the time within which to request confirmatory testing has expired. See notice of test results dated _____.

_____ The drug and alcohol confirmatory retest was also positive. See noticed of test results dated _____ (copy attached).

Sincerely Yours,

(Appointing Authority)

From: Ken Haubrich kshaubrich@gmail.com
Subject: Donations to Nonprofits
Date: Mar 9, 2022 at 8:09:44 AM
To: Peggy Clayton supervisorchtp@gmail.com

12A.

Peggy,

This issue was discussed at length several times when I was a Board member. I have researched the issue once again and have attached MAT document F1000 for your reference. I have also cut and pasted a portion of MAT document F1000 that you can use to remedy this illegal expenditure of Harris Township Taxes at the next Township meeting.

Motions made and passed at the meeting are not necessarily binding on the townboard. The legislature has indicated what the electors can do at the annual meeting, (Minn. Stat. § 365.56, subd. 4.) and they are limited to those powers. Likewise, certain powers are dele-gated to the town board, and the board is limited to those powers. The electors' decisions are binding on the town board only if a statute has granted electorssuch authority. In other words, the electors cannot force or prohibit the boardfrom acting on a matter assigned to the town board's discretion.

TM 6000 Annual Town Meeting

Thank you for your attention to this issue.

Ken Haubrich
Citizen/Taxpayer of Harris Township

pdf

F1000 - Co...nations.pdf

248 KB

STATE OF MINNESOTA)
)
COUNTY OF ITASCA)

TOWN OF HARRIS

RESOLUTION #2008-004
Donation or Contribution Request Policy

WHEREAS the Town Board of Harris Township has determined it necessary to review the position of the Board regarding those requests for donations and contributions which are presented at each township annual meeting for consideration of the electorate; and to establish a policy for dealing with such requests and advise the electorate and all organizations of the Town Board policy towards such requests:

The Town Board of Harris Township hereby determines it not appropriate to donate public township funds to private or non-profit organizations as the direct benefit to the citizens of the township is difficult to ascertain and the funds are better used by the township directly for the cost of providing township services. The Board hereby resolves that all future requests for donations or contributions made at annual meetings shall be denied by the Board, although this Resolution shall not prevent the Board from contributing through levy to the Itasca County Historical Society or Agricultural Fair Board where the same are specifically allowed by Minnesota statutes.

Adopted this 14th day of May, 2008 by the following vote:

TOWN SUPERVISORS			YES	NO
<u>Dennis Kortekaas</u>	-	-	X	
<u>Larry Key</u>	-	-	X	
<u>Gary Rosato</u>	-	-	X	

Attest:

Michele R. Smith

Clerk

Harris Town Board

Gary Rosato

Town Board Chair

TM 6000

- The moderator is responsible for deciding and declaring the vote on each question.³⁰ There are no parliamentary procedure rules required for an annual meeting, except as may be stated in statute 365.56. Robert's Rules of Order or other parliamentary rules are not required.
- Town officers eligible to vote within the township may vote at the annual meeting, but they do not act in their official capacity during the annual meeting. The supervisors can explain the proposed levy, answer questions, etc., but they *cannot* exercise town board authority during the meeting.
- The first agenda item is usually to review the minutes from the previous annual meeting. This is not required but is common practice. However, the minutes of each Annual Meeting are filed, and complete two days after the Annual Meeting, so the voters cannot change the minutes for the prior years. If voters want to change the minutes of a prior meeting, those changes should be provided on a separate document and attached to the meeting minutes filed the prior year. A second common agenda item is to approve the site and time for the next annual meeting.
- A town cannot act on a proposition to vote on a tax out of the order stated by the moderator at the outset of the meeting.³¹
- Votes on the levy amounts should be for the total dollars to go into each individual fund (General, Road and Bridge, Fire, etc.). Voters do not approve specific line items of spending or place prohibitions on spending other than may be allowed by statute.
- Voters must make a motion to reconsider within thirty minutes of the original vote.³² Because of this time limitation, the clerk should note in the minutes the time when voters voted on the motions.
- Motions made and passed at the meeting are not necessarily binding on the town board. The legislature has indicated what the electors can do at the annual meeting,³³ and they are limited to those powers. Likewise, certain powers are delegated to the town board, and the board is limited to those powers. The electors' decisions are binding on the town board only if a statute has granted electors such authority. In other words, the electors cannot force or prohibit the board from acting on a matter assigned to the town board's discretion.
- There are no predetermined methods of submitting a question or taking a vote at the annual meeting. Therefore, a vote can usually be taken by a show of

365.56
subd 4

³⁰ Minn. Stat. § 365.56, subd. 6.

³¹ Minn. Stat. § 365.56, subd. 3.

³² Minn. Stat. § 365.56, subd. 4.

³³ See, e.g., Minn. Stat. § 365.10.

CONTRIBUTIONS AND DONATIONS BY TOWNSHIPS

This resource helps town boards understand what contributions and donations may be made by a township and to whom. Donation requests often arise at the town's annual meeting. Some towns are presented with so many requests from so many sources that it is often difficult to determine which ones the town may fund. It is important to note that even if a donation is authorized by law does not mean the town needs to make the donation. Ultimately, the town board decides whether to donate or contribute.

Although the title of this paper refers to contributions and donations, some of the items listed include expenditures and appropriations that are not strictly contributions. Furthermore, each contribution, donation, appropriation, is accompanied by its own set of conditions and requirements. Not all requested contributions can be made and not all contributions can be made in the same way. As always, a board should seek the appropriate legal assistance before making any contribution.

I. DETERMINING AUTHORITY

Expenditures by towns are limited to those authorized by statute. If there is no statute to authorize the contribution, then it cannot be made, not even if the voters approved the expense. Town expenditures must also be for a "public purpose." Because of these underlying requirements, a town board should ask itself three questions whenever it reviews a contribution request:

1. Is the contribution statutorily authorized?

This question reflects the statutory basis of town authority because town spending authority is limited to that which is provided by statute. To answer this question affirmatively, the board must be able find a statute that expressly, or in a few instances impliedly authorizes the contribution. A list of some of the authorized expenditures is provided later in this paper.

2. Is the contribution for a public purpose and in the town's interest?

The public purpose doctrine is based on constitutional provisions and states that public funds may only be spent for public purposes.¹ Although "public purpose"

¹ *City of Pipestone v. Madsen*, 178 N.W.2d 594, 599 (Minn. 1970).

cannot be precisely defined, the courts typically define it to mean “such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government.”² The primary object of the expenditure must serve a public purpose rather than promote some private end. Whether something is a public purpose is ultimately decided by the courts.

Determining if an expenditure is in the town’s interest is typically decided by the board. This aspect of the question reflects that even though a contribution may be statutorily authorized and for a public purpose, a board may still decide not make the contribution on the basis that it is not in the town’s interest.

3. Can the town board satisfy all the conditions, requirements, and procedures associated with the contribution?

Each authorized contribution carries its own set of conditions and requirements. Some contributions are very simple and straight forward while others are much more complicated and may involve elector authorization, a written agreement, or a variety of other requirements. If a town board is not able to satisfy all the statutory requirements, the contribution may not be made.

As a town board works through the procedure to contribute, it should carefully document in its minutes that each statutory requirement has been satisfied. Such documentation will serve both as working checklist for the board to make sure all the steps have been completed, and as a defense against claims that the board is not authorized to make the contribution.

The board may not make the contribution if the answer to any of these questions is no. If the answer to all these questions is yes, then the next question the board needs to answer is whether the town should make the donation. That, of course, is a policy question the board must answer on behalf of the best interests of the town.

II. AUTHORIZED CONTRIBUTIONS & APPROPRIATIONS

Airports:

- A town board may assist another town, city, or county in the building and operation of an airport by giving or leasing the political subdivision real or personal property or by appropriating money. Minn. Stat. § 360.043.

² *Id.* (quoting *Isina v. Freeman*, 89 N.W.2d 635, 643 (Minn. 1958)).

Ambulance:

- A town board may provide ambulance service directly, by contract with a private or public entity, or in cooperating with other local governments. A town may also levy for this purpose. Minn. Stat. § 471.476.
- The electors may authorize the town board to make a grant to a private, nonprofit, or public hospital, or emergency medical services agency (including first responders), that serves the town. Minn. Stat. § 465.037.

Artistic Organizations

- A town board appropriate money to support "artistic organizations." What qualifies as an artistic organization is set out in the statute. Minn. Stat. § 471.941.

Cemeteries

- A town board may disburse funds for general maintenance of abandoned or neglected cemeteries. Minn. Stat. § 306.246.
- A town board may appropriate up to \$10,000 a year to a public or privately-owned cemetery located in or out of the town that is used to bury the dead of the town without restriction. Minn. Stat. § 471.84.
- A town board may operate a cemetery jointly with another town or city and levy a tax or appropriate up to \$10,000 a year. Minn. Stat. § 471.24.

Civil Defense

- A town board may levy a tax and make appropriations for the expenses of local civil defense organizations and a local civil air patrol contingent. Minn. Stat. § 12.26.

County Fairs

- A town board may appropriate money to a county agricultural society that is a member of the state agricultural society that holds a fair in the town near the town. Minn. Stat. § 38.12. This authority is supplemental to any other existing appropriation authority. Minn. Stat. § 38.20.
- A town board of a town with a taxable market value of over \$105,000,000 may appropriate and pay the county up to \$10,000 to aid in the improvement of county fairgrounds located in the town. Minn. Stat. §§ 38.18-.19.

County Historical Society

- A town board may annually appropriate from its general fund up to 0.02418 percent of its taxable market value to be paid to the county historical society if the society is approved by the state historical society. Minn. Stat. § 138.053.

County Park

- A town board may contribute to any county park. Minn. Stat. § 398.33.

Economic Development

- An urban town board may appropriate up to \$50,000 a year out of the general fund to be paid to any incorporated development society or organization of this state for promoting and developing the economic and agricultural resources of the town. Minn. Stat. § 469.191.

Entertainment

- Upon a petition and positive vote of the electors, a town board may levy a tax to create a fund to employ a band, orchestra, or chorus for town purposes. Minn. Stat. § 449.09-.10.
- The electors may authorize the board to approve funds to commemorate an event of historical significance to the town, or host a community celebration. Minn. Stat. § 365.10, subd. 12.

Food Shelves

- A town board may contribute to a non-profit organization operating a community food shelf that provides food to the needy without charge. Minn. Stat. § 465.039.

Gifts to Municipalities

- A town board may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Acceptance must be by resolution adopted by a two-thirds majority of the board. Minn. Stat. § 465.03.
- A town board may lease or convey its lands without consideration or for nominal consideration to the state, any political subdivision, or to the United States. Minn. Stat. § 465.035.
- Any county, city, town, or school district may transfer its personal property for a nominal or without consideration to another public corporation for public use when duly authorized by its governing body. Minn. Stat. § 471.85. The Attorney General's office issued an opinion indicating "personal property" as used in this statute includes cash so that a listed public entity could give cash to another public corporation.³
- A Minnesota corporation may contribute to a political subdivision for exclusive public purposes. Minn. Stat. § 300.66.
- A lawful gambling organization may expend gross profits from their lawful gambling operation by contributing to a town (such contributions are considered a "lawful purpose" for the use of gambling proceeds). Minn. Stat. §§ 349.15, subd. 1; 349.12, subd. 25(10).

³ Op. Atty. Gen., 904, June 27, 1963.

Health

- The electors may authorize the town board to make a grant to a private, nonprofit, or public hospital, or emergency medical services agency (including first responders), that serves the town. Minn. Stat. § 465.037.
- The electors may authorize the town board to contract with a nonprofit organization for up to \$10,000 a year to provide health services. The board must consider the services to be in the public interest and good for the town. Minn. Stat. § 365.10, subd. 14.
- A town board may expend funds or levy a tax for vocational rehabilitation facilities. Minn. Stat. § 268A.06.

Library

- The electors may authorize the town board to enter into an agreement to expend funds or levy a tax to discharge the costs incurred in the construction of a library. Minn. Stat. § 134.41.
- Towns have the authority to contract with a library board to loan materials to residents of the town. Minn. Stat. § 134.12, subd. 2.

Membership Fees & Dues

- A town board may appropriate out of its general fund to pay the dues of the Minnesota Association of Townships or a county unit that belongs to the Association. The board may also pay the actual and necessary expenses of its officers to attend meetings related to town business, including meetings of the Association. Minn. Stat. § 366.01, subd. 3.
- A town board may appropriate necessary funds to provide membership in county, regional, state, and national associations of a civic, educational, or governmental nature, which have as their purpose the betterment and improvement of municipal governmental operations. Expenses of town officers to participate in related meetings may be paid. Minn. Stat. § 471.96.

Pest Control

- A town board may appropriate and levy a tax to control insect pests, plant diseases, bee diseases, or destructive or nuisance animals when recommended to do so by the Commissioner of Agriculture. Minn. Stat. § 18.022.

Rail Service Improvement

- The governing body of a political subdivision may appropriate money for rail service improvement when approved by the Commissioner of Transportation. Minn. Stat. § 222.51. Note: "Political Subdivision" is not specifically defined in the section, but is commonly understood to include towns.

Recreation

- A town board may, independently or jointly with another political subdivision, operate a program of public recreation and playgrounds. Land, facilities, and equipment may be

purchased and up to \$800 a year may be spent on the purchase of awards and trophies. Minn. Stat. §§ 471.15 -.16.

- The electors may authorize the board to contract with a nonprofit organization for up to \$10,000 a year to provide social and recreational services. The board must consider the services to be in the public interest and good for the town. Minn. Stat. § 365.10, subd. 14.

Safety Council

- A municipality in certain counties may appropriate or set aside funds to help defray the cost of necessary supplies and administrative expenses of a local safety council that is recognized by the state safety council. Minn. Stat. § 471.63. Note: "Municipality" is not specifically defined in the section, but appears to include towns.

Senior Centers

- A statutory or home rule charter city, county, or town may appropriate money to support the facilities, programs, and services of a public or private, not-for-profit senior citizen center. Minn. Stat. § 471.935.

Watershed Districts

- A town board may appropriate money necessary to pay its proportional share of the preliminary expenses of a watershed district. Minn. Stat. § 103D.921, subd. 4.

Youth Centers

- A statutory or home rule charter city, county, or town may appropriate money to support the facilities, programs, and services of a public or private, not-for-profit youth center. Minn. Stat. § 471.935.

Office of the Revisor of Statutes

2021 Minnesota Statutes

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365.10 ANNUAL TOWN MEETING; POWERS OF ELECTORS.

Subdivision 1. **Powers listed here.** The electors of a town, at their annual town meeting, may do what is in this section.

Subd. 1a. **Pounds, poundmasters.** The electors may (1) decide the locations of pounds, (2) set the number of poundmasters, and (3) discontinue a pound.

Subd. 2. [Repealed, [1999 c 132 s 46](#)]

Subd. 3. **Animals at large.** The electors may make orders and bylaws on restraining horses, cattle, sheep, swine, and other domestic animals from going at large on roads. They may also make orders and bylaws on the impounding of domestic animals going at large and fix penalties for violations of the orders and bylaws.

Subd. 4. **Roads, bridges, other expenses.** The electors may vote money to repair and build roads and bridges. They may also vote as much money as they consider expedient for the good of the town for other town expenses, including the building and maintenance of docks and breakwaters.

Subd. 5. **Adjoining town's roads.** The electors may direct that a certain amount of the road tax be spent on the roads of an adjoining town. The spending must be for the good of the town and under the control of the town board.

Subd. 6. **Build town building.** The electors may let the town board buy or build a town hall or other building for the use of the town. The electors must decide the amount of money to be raised for that purpose. Once the town gets a site for a town hall the site must not be changed for another site, except by a vote choosing a new site. To get a new site two-thirds of those voting on the question must vote for it.

Subd. 7. **Buy town cemetery.** The electors may let the town board vote to buy grounds for a town cemetery. The electors may limit the price to be paid for the cemetery and may vote a tax to pay for it.

Subd. 8. **Buy, beautify park.** The electors may let the town board, by itself or with other towns, buy grounds for a public park and may limit the price to be paid for the grounds. The electors may let the town, alone or with the other towns, care for, improve, and beautify the parks. The electors may vote a tax to pay for what they allow under this subdivision.

Subd. 9. **Community halls.** The electors may vote money to help build community halls. The community halls may be built by farm bureaus, farmers clubs, or other like organizations.

Subd. 10. **Tax for dump.** The electors may vote a tax to buy and maintain a public dump.

Subd. 11. **Abandoned town roads.** The electors may let the town board, by resolution, determine whether to open or maintain town roads or town cartways under the jurisdiction of the town board upon which no maintenance or construction has been conducted for 25 years or more. For purposes of this subdivision, section [163.16](#) does not apply to town roads described in this subdivision. This subdivision does not limit the right of town voters or land owners to petition to establish a cartway under section [164.08](#).

Subd. 12. **Fund town celebration, recognition of service.** The electors may set an amount of money and let the town board spend it to commemorate an event of historical significance to the town, to recognize volunteers, service efforts, and retiring town officers, or to host or support a community celebration.

Subd. 13. **Control dogs, cats.** The electors may let the town board pass an ordinance for licensing dogs and cats and regulating their presence, keeping, and running at large in the town.

Subd. 14. **Health, social, recreational services.** The electors may let the town board contract with nonprofit organizations for not more than \$10,000 per year of health, social, and recreational services. To do so, the town board must consider the services to be in the public interest and good for the town.

Subd. 15. **Refuse, household waste.** The electors may let the town board find a way to collect and get rid of household waste and other refuse. The way must be consistent with other law.

Subd. 16. **Cemetery perpetual care.** The electors may let the town board set up a perpetual care program to administer and maintain a cemetery in the town. The town board must first decide that it has enough money available from burial plot sales, gifts, and private assistance to administer and maintain the cemetery. Cemetery administration may include the sale of burial plots and the supervision of burials. The town may accept gifts of money and other help from individuals to set up the perpetual care program.

Subd. 17. **Other activities.** (a) To grant the town board authority to provide for a specific activity that is within any of the following categories:

- (1) the government and good order of the town,
- (2) the suppression of vice and immorality,
- (3) the prevention of crime,
- (4) the protection of public and private property,
- (5) the benefit of residence, trade, and commerce,
- (6) the promotion of health, safety, order, and convenience, and
- (7) the general welfare.

(b) Authority under this subdivision may be exercised by ordinances that the board deems expedient and that are consistent with the Constitution and laws of the United States and this state.

Subd. 18. **Capital reserve fund.** The electors may authorize creation of a capital reserve fund and designate its use for any lawful purpose.

History: [\(1002\) RL s 625](#); [1909 c 350 s 1](#); [1913 c 14 s 1](#); [1921 c 246 s 1](#); [1925 c 158 s 1](#); [1953 c 70 s 1](#); [1967 c 95 s 1](#); [1978 c 497 s 1](#); [1981 c 77 s 2](#); [1984 c 536 s 1](#); [1984 c 562 s 12](#); [1985 c 169 s 7](#); [1986 c 327 s 1](#); [1986 c 333 s 1](#); [1987 c 90 s 1](#); [1987 c 229 art 8 s 1](#); [1999 c 113 s 1](#); [2001 c 11 s 1](#); [2008 c 166 s 1, 2](#)

Official Publication of the State of Minnesota
Revisor of Statutes

12 B.

2022 DONATION REQUESTS

From: Dale Anderson danderson@ci.grand-rapids.mn.us
Subject: Fireworks
Date: Feb 10, 2022 at 9:12:19 AM
To: supervisorchtp@gmail.com
Cc: Laura L. Pfeifer lpfeifer@ci.grand-rapids.mn.us, Barb Baird
bbaird@ci.grand-rapids.mn.us

Dear Harris Township,

Our strong partnership has provided area residents and visitors alike a great 4th of July Fireworks Show for years. We intend to have the display shot off from Pokegama Golf Course again this year with Arrowhead Transit assisting with transportation of spectators. We hope your organization will consider a contribution towards the event. This year's contract is \$19,800...our hope is to fund as follows:

City of Grand Rapids	\$5267.00
City of Cohasset	\$5266.00
Harris Township	\$5266.00
Greater Pokegama Lake Assoc.	\$3000.00
Blandin Foundation	\$1000.00

Please confirm that you've received this and let me know if need anything else from us at this time.

Best regards,

Dale Anderson
Director of Parks & Recreation
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN, 55744-2662
Office: [218-326-2500](tel:218-326-2500)
Mobile: [218-259-4485](tel:218-259-4485)

Rec'd 2/10/22
approved 3/8/22
\$5266.00

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400 River Road, Suite One • Grand Rapids, MN 55744 • 218.999.9233 • fax 218.999.7543 • ecircle@eldercircle.org

February 3, 2022

Dear Township Board of Supervisors,

ElderCircle is an Itasca County nonprofit whose mission is empowering older adults to remain living in their own homes as long as possible through a wide array of services, and there is no more basic need than rides to medical appointments. At your annual meeting on Tuesday, March 8, 2022, please consider a donation to our Assisted Transportation Program.

Assisted Transportation volunteers provide transportation to/from medical appointments anywhere in Minnesota for Itasca County adults who are 60+ and are unable to drive. In 2021, volunteers provided transportation to medical and essential appointments, logging **78,796 miles**. Without this valuable service, many older adults would not have access to medical care, physical therapy, dental or optical care.

The most significant cost to the program is mileage reimbursement to volunteer drivers. Unfortunately, we have not seen increase in funding for this program since a 15% decrease back in 2017. The Federal mileage reimbursement rate has changed to \$.58 per mile in 2022. In 2021 we reimbursed \$21,376 in mileage to the volunteers. In 2021, we **reimbursed \$41,912** to volunteers. This funding challenge, combined with a **107% increase in the number of miles driven** results in a gap that ElderCircle is seeking to fill so this vital service can continue. Current funding sources include the Arrowhead Area Agency on Aging, United Way of 1,000 Lakes, a suggested donation by clients who are able to contribute, and private donations.

Assisted Transportation qualifies under MN Statutes 365.10, subd. 14, which allows townships to contract for up to \$10,000 per year with a nonprofit organization to provide health or social services. In addition, according to MN Association Townships Document F1000, "townships may appropriate money to support the facilities, programs and services of a public or private, not-for-profit senior citizen center." While we are not specifically a senior center, we do coordinate 16 programs that offer services to seniors.

We appreciate your consideration of a donation to ElderCircle as we continue to serve Itasca County seniors.

Sincerely,

Renee Bymark
Executive Director

Denise 3/8/22



Adult Day Stay • Assisted Transportation • Caregiver Supports • Community Education • Health and Wellness
Grocery Shopping and Delivery • Guardianship • Home Repairs • Home Visitor • In-Home Care • Lawn Mowing
Snowplowing and Shoveling • Support Groups • Virtual Dementia Tour • Volunteer Services



January 25, 2022

**Harris Township
c/o City Clerk
20876 Wendigo Park Rd.
Grand Rapids, MN 55744**

Dear Harris Township:

My name is Cre Larson and I am the Executive Director of First Call for Help 2-1-1 which is the designated Information and Referral Center for your entire community/county. We have found that **urgent needs and/or crisis does not just occur Monday-Friday 8:00 to 4:30** so we are available 24 hours a day, 7 days a week to help connect each of the residents of your township to resources that meet their needs. We have a data base of 14,000 resources that residents may access that range from where a local AA meeting is, where the closest animal shelter is located, what services are available to keep elders in their home and avoid nursing facilities, how do I access local transportation, where do I apply for heat assistance, where is the closest food shelf, where do I go for free tax services, etc.

In 2021, we served 4,022 callers through our 2-1-1 HUB. We registered 1,762 calls and 2,227 referrals provided for your area (Data collected by Zip Code 55744), which includes your township in 2021. We **DO NOT** have, nor have we ever had, any eligibility requirements for our callers! Every call important to us and is answered quickly with live staff on the phone to meet your needs.

First Call does not receive any state or federal funding so your local support is vital to us! Our operating funds come directly from Granting foundations like Blandin, county support, support from local Cities, Townships, and private donations. Donations account for 20% of our overall budget.

Last year individual "townships" financial support ranged from \$100.00 to \$500.00 and we are looking forward to partnering with you in 2022.

If you have any questions or would like to schedule a presentation, please feel free to call me at 326-8565 (or 1-800-442-8565).

Thank you in advance for your consideration
Sincerely,

Cre Larson

Cre Larson
Executive Director

*Approved 3/8/22
\$1,000.00*

**RECEIVED
2-4-22**

1007 NW 4th St Suite B; Grand Rapids, MN 55744

CONTRACT FOR HEALTH, SOCIAL, OR RECREATIONAL SERVICES

Minn. Stat. § 365.10 subd. 14

WHEREAS, HARRIS Township, Itasca County, Minnesota (hereinafter "Town") is authorized under Minn. Stat. § 365.10, subd. 14 to contract with nonprofit organizations for up to \$10,000 a year for health, social, and recreation services if authorized by the town electors and the Town Board considers the services to be in the public interest and good for the town;

WHEREAS, FCFH (hereinafter "Organization") is a nonprofit organization that has the capability to provide health, social, or recreational services to those within Town;

WHEREAS, at the annual Town meeting held on March 8, 2020, the Town electors voted to authorize Town to expend up to \$1,000.00 to contract for services from the Organization;

WHEREAS, The amount authorized to be expended on the contract with Organization does not cause Town to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. §365.10, subd. 14 in a year; and

WHEREAS, the Town Board fo Supervisors considers the services delivered by Organization to be in the public interest and good for Town;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, Town and Organization agree as follow:

1. **Services Provided.** Organization agrees to provide or make available the following services to those living within Town:

To provide free, confidential and nonjudgmental crisis intervention, active listening, and information and referral services 24 hours a day, 365 days a year, to the residents and agencies within your Township area.

2. **Term.** This Agreement shall be in effect for one year from the date of execution indicated below unless a different term is set forth here:
3. **Cost.** Town agrees to pay Organization a lump sum total of \$1,000.00 for the services it is to provide under this Agreement.
4. **Indemnification, Hold Harmless, and Defend.** Any and all claims that arise or may arise against Organization, it agents, servants, or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Town. Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages,

expenses, claims or actions, including attorney fees which Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants or employee, in the execution, performance, or failure to adequately perform Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by Town of any statutory limits or immunities from liability.

- 5. **Independent Contractor.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Organization or of any obligations or commitments beyond the terms of this Agreement.
- 6. **Modifications & Termination.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Organization. Town may terminate this Agreement, with or without cause, upon 30 days written notice.
- 7. **Legal Compliance.** Organization shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision for the services contemplated by this Agreement. IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the

_____ day of _____, 20_____.

Township Information

_____ Township

By: _____
Signature of Chairperson

Date: _____

Attest: _____
(Town Clerk)

Organization Information:

By: _____
Print Name and Title

Signature

Date: _____



ITASCA COUNTY AGRICULTURAL ASSOCIATION

PO Box 673 ~ Grand Rapids, MN 55744

RECEIVED
2-4-22

DIRECTORS

Tammi Anderson
PRESIDENT
Owner: T&T Designs

Brian Carlson
VICE-PRESIDENT
*Owner Operator:
Commercial Residential Painter
Grant Writer
Retired: Funeral Director*

Lilah Crowe
SECRETARY
*Executive Director:
Itasca County Historical Society*

Wendy Uzelac
DIRECTOR
*Broker Owner:
Remax Thousand Lakes*

Karl Greniger
DIRECTOR
Accountant

To: Township Board of Directors

Re: Donation of funds to the Itasca County Agricultural Association (ICAA). Permitted under MN STATUTE 38.12

With the start of the new year, we at ICAA are beginning to plan for the 129th Annual Itasca County Fair. The Fair will be held August 17-21, 2022.

We are excited to start organizing all of our children's activities. Some of them are: Straw Bale decorating contest, Sawdust Pile, Adopt a family for the day each day of the fair, Children's Barn activities, and Kids Cupcake Baking Contest.

Some of the funds raised will go towards the cost of judging, ribbons, educational programs, and premiums for open class competitors and 4H participants.

We would like to thank all of the Townships that donated to us last year. Arbo \$1,000, Balsam \$100, Bearville \$100, Blackberry \$500, Carpenter \$300, Deer River \$100, Feeley \$100, Goodland \$80, Harris \$1,000, Kinghurst \$100, Lawrence \$100, Lone Pine \$100, Nashwauk \$150, Sago \$200, Splithand \$150, Stokes \$100, Wabana \$200, Wawina \$100.

A fair is not just about the rides, your support is greatly appreciated.

Respectfully,

Tammi Anderson, President
Itasca County Fair Board

approved
3/8/22

100% of the proceeds will go toward youth programming.

CONTRACT FOR HEALTH, SOCIAL, OR RECREATIONAL SERVICES

Minn. Stat. § 365.10, subd. 14

WHEREAS, Harris Township, Itasca County, Minnesota (hereinafter "Town") is authorized under Minn. Stat. § 365.10, subd. 14 to contract with nonprofit organizations for up to \$10,000 a year for health, social, and recreational services if authorized by the town electors and the Town Board considers the services to be in the public interest and good for the town;

WHEREAS, Itasca Agri. Assoc (hereinafter "Organization") is a nonprofit organization that has the capability to provide health, social, or recreational services to those within Town;

WHEREAS, at the annual Town meeting held on March 8, 2022, the Town electors voted to authorize Town to expend up to \$1,000.00 to contract for services from the Organization;

WHEREAS, the amount authorized to be expended on the contract with Organization does not cause Town to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. § 365.10, subd. 14 in a year; and

WHEREAS, the Town Board of Supervisors considers the services delivered by Organization to be in the public interest and good for Town;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, Town and Organization agree as follows:

1. **Services Provided.** Organization agrees to provide or make available the following services to those living within Town:

Focus on youth programming while providing annual County fair, general promotions of agricultural, horticultural and animal husbandry.

2. **Term.** This Agreement shall be in effect for one year from the date of execution indicated below unless a different term is set forth here:
3. **Cost.** Town agrees to pay Organization a lump sum of \$ 1,000.00 for the services it is to provide under this Agreement.
4. **Indemnification, Hold Harmless and Defend.** Any and all claims that arise or may arise against Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Town.

Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants or employee, in the execution, performance, or failure to adequately perform Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by Town of any statutory limits or immunities from liability.

5. **Independent Contractor.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Organization or of any obligations or commitments beyond the terms of this Agreement.

6. **Modification & Termination.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Organization. Town may terminate this Agreement, with or without cause, upon 30 days written notice.

7. **Legal Compliance.** Organization shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the ___ day of _____, 20 ____.

For _____ Township

For the Organization

Chairperson

Signature

Date: _____

Tammi Anderson

Printed Name

Attested by: _____
Clerk

Date: _____



ITASCA COUNTY HISTORICAL SOCIETY

KARJALA GENEALOGY & HISTORY RESEARCH CENTER
201 North Pokegama Avenue • Grand Rapids, MN 55744

RECEIVED
1-18-22

Board of Directors:

January 26, 2022

Representing all Five Commission Districts

To: Township Supervisors, Officers and Residents

President
Andy Nintzel

Regarding: Township donation to the Itasca County Historical Society (ICHS)

Vice-President
Jim Uzelac

We are again asking the townships of Itasca County to put in their budgets up to \$1.00 per person for the Itasca County Historical Society. Our genealogy and history is emphatically our story, and we need your assistance in order to make preservation of the past a truly collective endeavor.

Treasurer
Sue Kujala

Liberty Township would have turned 100 on January 23rd 2022. Liberty Township sat east of Wirt Township and, in fact, detached from that township in 1922 to establish its own identity by becoming a legally organized township. The residents elected to dissolve the township during the 2014 election.

Secretary
Richard Lacher

Directors
Barb Adams
Randy Bragonier
Ginny Frahm
Peggy Hagen
Jean Harkins
Leona Litchke
Wesley Sisson
Roberta Truempier
John Weber

Covid-19 is hanging around for another year. Volunteers are in hybrid mode, some in-house, others at home. The "River Room" was completed and opened in October 2021. We are now an Interpretive site along the mighty Mississippi River. Visitors can learn about the "Oxbow", steamships, Showboat, wild ricing, and the legacy of Chief Charles Rabbit.

While it is important to preserve history, it is equally important that it be disseminated to the public. We work hard to meet our mission of connecting people to the history of Itasca County. Stop in some time and see, hear, and investigate your history with us.

Sincerely yours,

Lilah J. Crowe

Lilah J. Crowe

approved
\$3,253.00
3/8/2022

P.S. The Itasca County Schools Gallery will be opening in February.

**An understanding of the past is essential to a coherent view of the world.
A society that has forgotten its past is no different than a man with amnesia; history
is our collective memory.**

CONTRACT FOR HEALTH, SOCIAL, OR RECREATIONAL SERVICES

Minn. Stat. § 365.10, subd. 14

WHEREAS, Harris Township, Itasca County, Minnesota (hereinafter "Town") is authorized under Minn. Stat. § 365.10, subd. 14 to contract with nonprofit organizations for up to \$10,000 a year for health, social, and recreational services if authorized by the town electors and the Town Board considers the services to be in the public interest and good for the town;

WHEREAS, Itasca County Historical Society (hereinafter "Organization") is a nonprofit organization that has the capability to provide health, social, or recreational services to those within Town;

WHEREAS, at the annual Town meeting held on March 8, 2022, the Town electors voted to authorize Town to expend up to \$3,253.00 to contract for services from the Organization;

WHEREAS, the amount authorized to be expended on the contract with Organization does not cause Town to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. § 365.10, subd. 14 in a year; and

WHEREAS, the Town Board of Supervisors considers the services delivered by Organization to be in the public interest and good for Town;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, Town and Organization agree as follows:

1. **Services Provided.** Organization agrees to provide or make available the following services to those living within Town: Facilities for Research and Documentation of Historical and Genealogical information, photos and artifacts about and within Itasca County.
2. **Term.** This Agreement shall be in effect for one year from the date of execution indicated below unless a different term is set forth here:
3. **Cost.** Town agrees to pay Organization a lump sum of \$3,253.00 for the services it is to provide under this Agreement.
4. **Indemnification, Hold Harmless and Defend.** Any and all claims that arise or may arise against Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Town.

Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants or employee, in the execution, performance, or failure to adequately perform Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by Town of any statutory limits or immunities from liability.

5. **Independent Contractor.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Organization or of any obligations or commitments beyond the terms of this Agreement.

6. **Modification & Termination.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Organization. Town may terminate this Agreement, with or without cause, upon 30 days written notice.

7. **Legal Compliance.** Organization shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the ___ day of _____, 20__.

For _____ Township

For the Organization

Chairperson

Signature

Date: _____

Printed Name

Attested by: _____
Clerk

Date: _____



Fourteen Reasons **WHY PROPERTY TAXES VARY FROM YEAR TO YEAR**

1. THE MARKET VALUE OF A PROPERTY MAY CHANGE.

- Each parcel of property is assessed at least once every five years and a sales ratio study is done to determine if the property is assessed similarly to like properties. If not, the Commissioner of Revenue may issue an 'order' that would affect the taxable value of a parcel.
- Additions and improvement made to a property generally increases its market value.

2. THE MARKET VALUE OF OTHER PROPERTIES IN YOUR TAXING DISTRICT MAY CHANGE, SHIFTING TAXES FROM ONE PROPERTY TO ANOTHER.

- If the market value of a property increases more or less than the average increase or decrease in a taxing district, the taxes on that property will also change.
- New construction in a taxing district increases the tax base and will affect the district's tax rate.

3. THE STATE GENERAL PROPERTY TAX MAY CHANGE.

- The state legislature directly applies a State General Property Tax to commercial/industrial and season/recreational property classes.

4.

THE CITY BUDGET AND LEVY MAY CHANGE.

- Each year, cities review the needs and wants of their citizens and how to meet those needs and wants. This is called 'discretionary spending' in the city budget. Also included in the budget is non-discretionary spending which is required by state and federal mandates and court decisions and orders.

5.

THE TOWNSHIP BUDGET AND LEVY MAY CHANGE.

- Each March, townships set the levy and budget for the next year.

6.

THE COUNTY BUDGET AND LEVY MAY CHANGE.

- Each year, counties review the needs and wants of their citizens and how to meet those discretionary needs and wants. In addition, also included in the county budget is non-discretionary spending which is required by state and federal mandates and court decisions and orders. As much as sixty to eighty-five percent of the county expenditures are used to deliver mandated services.

7.

THE SCHOOL DISTRICT'S BUDGET AND LEVY MAY CHANGE.

- The Legislature determines basic funding levels for K-12 education and mandates services that schools must perform. On average, approximately seventy percent of school costs are paid by the state.
- Local school districts set levies for purposes including safe school and community education, etc.

8.

A SPECIAL DISTRICT'S BUDGET AND LEVY MAY CHANGE.

- Special districts such as the Metropolitan Council, hospital districts, watershed districts, drainage districts, etc. set levies to balance their budgets.

9.

SPECIAL ASSESSMENTS MAY BE ADDED TO YOUR PROPERTY TAX BILL.

- Water lines, curb and gutter, and street improvements that directly benefit your property may be funded, in whole or in part, through a special assessment that is added to your tax bill.

10. VOTERS MAY HAVE APPROVED A SCHOOL, CITY/TOWNSHIP, COUNTY, OR SPECIAL DISTRICT REFERENDUM.

- Local referendums may be held for local government construction projects, excess operating levies for schools or many other purposes.
- Referendum levies may be spread on the market value or the tax capacity of a property depending on process and type of referendum levy.

11. FEDERAL AND STATE MANDATES MAY HAVE CHANGED.

- Both the state and federal governments require local governments to provide certain services and follow certain rules. These mandates often require an increase in the cost and level of service delivery.

12. AID AND REVENUE FROM THE STATE AND FEDERAL GOVERNMENTS MAY HAVE CHANGED.

- Each year the state legislature reviews and adjusts the level of funding for a variety of aids provided to local governments including Local Government Aid and County Program Aid. The formulas for how aid is determined and distributed among local governments may have changed.
- While direct aid and revenue from the federal government to local governments has declined greatly in recent years, federal revenue continues to be a key portion of the local government revenue stream and that revenue stream may have changed.

13. THE STATE LEGISLATURE MAY HAVE CHANGED THE PORTION OF THE TAX BASE PAID BY DIFFERENT TYPES OF PROPERTIES.

- A change in class rates will require a change in the tax rate to raise the same amount of money.

14. OTHER STATE LAW CHANGES MAY ADJUST THE TAX BASE.

- Fiscal disparities, personal property taxes on utility properties, limited market value, and tax increment financing are example of laws that affect property taxes.

Glossary of Terms

CATEGORICAL AID: Aid given to a local unit of government to be used only for a specific purpose.

CIRCUIT BREAKER: See "Property Tax Refund."

CLASS RATES: The percent of market value set by state law that establishes the property's tax capacity subject to the property tax.

COUNTY PROGRAM AID: State property tax relief aid to counties, distributed with a formula based on needs (households on foodstamps, age of the population, number of serious crimes) and tax base equalization for counties with smaller tax bases.

EDUCATION AID: The total amount of state dollars paid for K-12 education. This aid is paid to the school districts.

FISCAL DISPARITIES: A program in the Twin Cities metropolitan area and on the iron range in which a portion of the commercial and industrial property value of each city and township is contributed to a tax base sharing pool. Each city and township then receives a distribution of property value from the pool based on market value and population in each city.

GENERAL PURPOSE AID: Aid given to units of government to be used at their own discretion. Examples are Local Government Aid and County Program Aid.

HIGHWAY AID: Motor fuels tax and license tab money the state distributes to counties, cities and townships for highways and bridges.

HOMESTEAD: A residence occupied by the owner.

INDIVIDUAL INCOME TAX: A state tax on the income of residents and non-residents with Minnesota sources of income that is deposited into the state general fund.

LEVY: The imposition of a tax, associated with the property tax.

LEVY LIMIT: The amount a local unit of government is permitted to levy for specific services under state law.

LIMITED MARKET VALUE: A state imposed limit on property value increases for the purpose of calculating property taxes.

LOCAL GOVERNMENT AID (LGA): A state government revenue sharing program for cities with low property wealth or high service burdens that is intended to provide an alternative to the property tax.

LOCAL SALES TAX: A local tax, authorized by the state, levied on the sale of goods and services to be used for specific purposes by the local government.

LOCAL TAX RATE: The tax rate usually expressed as a percentage of tax capacity, used to determine the property tax due on a property.

MARKET VALUE: An assessor's estimate of what property would be worth if it were sold.

MARKET VALUE AGRICULTURE CREDIT: A state credit to reduce the property tax paid by agricultural homesteads to the local taxing jurisdiction.

MARKET VALUE HOMESTEAD CREDIT: A state credit to reduce the property tax paid by a residential homestead to the local taxing jurisdiction.

PROPERTY TAX: A tax levied on any kind of property.

PROPERTY TAX REFUND: A partial property tax refund program for those who have property taxes out of proportion with their income. This program is available to homeowners and renters.

SALES RATIO STUDY: A study conducted by the Department of Revenue of open market property sales, which is then compared to local assessments to ensure that local assessments adequately reflect the market.

STATE GENERAL PROPERTY TAX: A state-imposed property tax on commercial, industrial, and seasonal recreational properties.

STATE SALES TAX: A state tax (6.5%) levied on the sale of goods and services that is deposited into the state general fund.

TAX CAPACITY: The valuation of property based on market value and class rates, on which property taxes are determined.

November 2006



www.mncounties.org

Minnesota School



Boards Association

www.mnmsba.org



www.lmnc.org

ASSESSOR'S ROLE

3. OPPORTUNITIES TO APPEAL

Property owners with questions should first contact their county assessor. They may then work with the Boards of Appeal and Equalization for the city/township and county. Hearings are held in late spring.

4. PROPERTY TAX BASE DETERMINED

Assessors office finalizes the estimated market value of all properties.

5. PROPOSED PROPERTY TAX STATEMENT

Based on the levies set by taxing districts (county, city/townships, school districts and any other special taxing districts), this estimate is sent to property owners in November.

6. OPPORTUNITY TO COMMENT

Property owners may speak to Commissioners and ask questions about their property tax statement.

AUDITOR'S ROLE

7. STATEMENT OF PROPERTY TAXES PAYABLE

In March, property owners receive their amount due based on final budgets/levies set by all taxing districts.

8. TAXES PAID

If not paid through escrow account, taxes are due on May 15 and October 15. The County Auditors Office distributes the appropriate share to all taxing districts.

1. APPRAISAL

Assessor visits properties at a minimum of every 5 years to estimate market value and classification.

2. VALUATION NOTICE

Used as a base for the following year's property taxes, these notices are very important documents and give pertinent information for board of appeal.



Itasca County
Minnesota

A GUIDE TO THE PROPERTY TAX PROCESS

12 D.

RESOLUTION 2022-011
Harris Township, Itasca County, Minnesota
Discrimination and Harassment In the Workplace

Whereas, Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws prohibit unlawful discrimination and harassment in employment and provision of government services; and

Whereas, the Township is committed to promoting a workplace free of unlawful discrimination and harassment; and

Whereas, the Township supports those subjected to illegal discrimination and harassment in reporting such conduct; and

Whereas, the discrimination and harassment interfere with the efficient and productive administration of the Township's activities, increase the cost of the Township's activities, and undermine trust in local government; and

Whereas, the Township believes the use of a policy describing prohibited discrimination and harassment will help prevent illegal discrimination and harassment, support those subject to illegal conduct in reporting such conduct, and ensure the problem is addressed properly;

Now Therefore, Be It Resolved, Harris Township had approved the "Sexual or other harassment" policy which is included in their Employee Handbook;

Now Therefore, Be It Further Resolved, that the Town Board of Harris Township, Itasca County, Minnesota, adopts Resolution #2022-011, Re: Discrimination and Harassment in the Workplace.

Adopted this _____ day of _____, 20____.

By the Harris Town Board

Attested by

Peggy Clayton, Harris Board Chair

Beth Riendeau, Clerk

the amounts will be deducted from the employee's final pay. Any deductions from the final paycheck will not reduce the employee's net pay for hours worked to below minimum wage.

INVOLUNTARY – The right to discharge or release any employee at any time is retained by the Harris Township Board. Immediate discharge may result from serious infractions, or discharge may occur after disciplinary action has failed to result in improved employee performance or any other legal reasons.

LAYOFF - An employee's service may be terminated by the Town Board because of changes in the needs of the Township. In such an event, a decision will be made on the basis of Township needs as related to the employee's job functions and performance. If the needs of the Township do change and a layoff occurs, the Town Board will give the employee maximum possible notice, which will not be less than two (2) weeks.

Sexual or other Harassment

Harris Township is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated. Discrimination or harassment against an individual based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age or any other form of unlawful discrimination or harassment negatively affects morale, motivation, and job performance. Moreover, no employee shall make any false accusations against any other employee or other person. Such activities are inappropriate, offensive, illegal, and will not be tolerated.

This policy is designed to insure a workplace free of discrimination and harassment. As stated above, discrimination and harassment that violate the law are clearly prohibited. In addition, our policy also prohibits disparaging comments and unprofessional behavior that may not violate the specific terms of any law, but nevertheless create an inappropriate work environment.

Any employee found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include immediate termination

Definitions/Examples

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment;

- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
- Such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

"Racial discrimination or harassment" is defined as deliberate behavior adversely affecting an employee because of that employee's race or color. Harassing behavior or decisions which adversely impact an employee are prohibited when based on:

- Physical, cultural, or linguistic characteristics of a particular race.
- Marriage to or association with members of a given race.

"Gender discrimination" occurs when the basis for an employment decision is the employee's gender. Examples could include using gender a factor to:

- Discharge or refuse to hire an individual.
- Adversely affect an individual's compensation.
- Adversely affect terms, conditions, or privileges of employment.

"Sexual orientation discrimination" occurs when an employee is harassed, discriminated against, or retaliated against because of their sexual orientation or perception thereof. Examples of such discrimination or harassing behavior include:

- Degrading verbal or written words and comments to describe an individual's sexual orientation.
- Jokes or graphic materials that demean or devalue an individual's sexual orientation.
- Using the individual's sexual orientation as a factor in hiring, promotion or discharge.

"Age discrimination or harassment" is defined as any employment related decisions which adversely affect an individual because of that individual's age. Age discrimination includes verbal or physical conduct relating to an individual's age when the conduct, unreasonably interferes with work opportunities or otherwise adversely affects an individual's employment opportunities. Examples of such discrimination could include:

- The use of "help wanted" advertisements suggesting a desire for youthful candidates.
- Verbal comments about age or activities which characterize older employees (i.e. rigid, inefficient, lazy or accident-prone).

"Disability discrimination" exists where a person is excluded from participating in, or deriving the benefits of employment in a job for which they are otherwise qualified because of an actual or perceived physical or mental impairment. Examples are:

- Failure to make reasonable accommodations for otherwise qualified employees with a disability.
- Denial of employment or selection opportunities to qualified candidates with a disability.
- Discrimination on a basis of a previous disability.

Any employee who wants to report an incident of sexual or other harassment should promptly report the matter to any Township Board member. All sexual harassment shall be reported in writing to the Human Resources representative. If the employee believes it would be inappropriate to contact a Board member, the employee should immediately contact the Human Resources Representative. Any Supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Board of Supervisors or the Human Resources Representative who will investigate and handle the matter in a timely and confidential manner.

The investigation of any incident may be conducted either by the Town Board itself or by a third party designated by the Town Board who is knowledgeable in conducting such investigations. If the facts appear to support the allegations of harassment or violation of this policy, disciplinary action up to and including immediate termination may result. All reports of harassment will be handled as confidentially as possible by the Township. Any employee found to have made a false complaint of the violation of this policy or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action.

Employees can raise concerns and make reports without fear of reprisal. Harris Township will not retaliate against or tolerate retaliation of an employee who files a claim under this policy. This policy applies to all of the Township's employees while performing their duties as an employee within or outside the workplace.

Employee Benefits

Employees of Harris Township are provided with benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification.

Benefit Programs:

The following benefit programs are currently available to Regular Full-time employees:

Paid time off for:

- Holidays
- Vacation
- Bereavement Leave
- Jury Duty Leave

Health Insurance

Life Insurance

Short-Term Disability and AD & D

Pension Plan (PERA)

Vacation Benefits

Dental and Vision Insurance coverage under Townships Insurance Program

Insurance Policies / Pension Plan

For specific information about Health Insurance, Life Insurance, Short-Term Disability, Accidental Death & Dismemberment and/or the Pension Plan (PERA), please contact the Township's Treasurer.

Paid Holidays are as follows:

- New Year's Day (January 1)
- One-half day on Good Friday (approved 5-9-01)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- Two floating holidays

Harris Township will grant paid holiday time off to all Regular Full-time eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for a designated holiday will be calculated on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday, unless otherwise communicated to employees.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Payment Request - Caretaker

Harris Township

Itasca County

Name: Terri Friesen

13A.

3/5/2022 to 3/18/2022

Date	Description	# Hours	Rate	Amount
KM/Cleaning				
3/8/2022	clean hall & laundry	2	\$15.00	\$30.00
3/8/2022	KM (Dean)	0.5	\$15.00	\$7.50
3/11/2022	tidy up	0.5	\$15.00	\$7.50
3/14/2022	clean, mop floor	1.25	\$15.00	\$18.75
3/17/2022	KM (Krista)	0.5	\$15.00	\$7.50
3/17/2022	KM (Vintage Car)	0.5	\$15.00	\$7.50
3/18/2022	meet to return deposit	0.5	\$15.00	\$7.50
3/18/2022	KM (Joelle)	0.5	\$15.00	\$7.50
Text/Calls				\$0.00
3/7/2022	text rental Q	0.25	\$15.00	\$3.75
3/7/2022	follow up - vacation	0.25	\$15.00	\$3.75
3/8/2022	text Peg	0.25	\$15.00	\$3.75
3/9/2022	rental Q	0.25	\$15.00	\$3.75
3/9/2022	schedule 4 KM	0.75	\$15.00	\$11.25
3/9/2022	paperwork catch-up	0.75	\$15.00	\$11.25
3/11/2022	text rental Q	0.25	\$15.00	\$3.75
3/12/2022	2 rental Q	0.5	\$15.00	\$7.50
3/14/2022	rental Q and follow ups	0.5	\$15.00	\$7.50
3/15/2022	reschedule KM	0.25	\$15.00	\$3.75
3/16/2022	2 rental Q	0.5	\$15.00	\$7.50
3/18/2022	paperwork	2	\$15.00	\$0.00
	TOTALS	12.75	\$15.00	\$161.25
Reimbursements:				
	Description:			Amount
	<i>Total reimbursements requested:</i>			\$0.00

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

3/18/2022 Terri Friesen

Signature

Terri Friesen

**Larris Township
Pay Request**

Derrick Marttila

	General	Equipment	Road/Bridge	Cemetery	Recreation	Buildings/Grounds	TOTAL
Date	100	200	300	400	500	600	
							0
7-Mar	2	PTO		1.5	2	2.5	8
8-Mar		5				3	8
9-Mar	2 PTO	1.5			1.5	3	8
10-Mar	0.5	5.5				2	8
11-Mar	2	5				1	8
14-Mar	1 PTO	1		3.5	2.5		8
15-Mar	1	1.5		1.5	2.5	1.5	8
16-Mar	2.5		2.5			3	8
17-Mar	8	PTO					8
18-Mar	8	PTO					8
							0
							0
11-Mar	2 Call-in	overtime	0.5				2.5
							0
	29	19.5	3	6.5	8.5	16	82.5
	35.2%	23.6%	3.6%	7.9%	10.3%	19.4%	1
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Derrick Marttila 3/16/2022

 Signature Date

Payment Request - Clerk

Harris Township
Itasca County

Name: Beth Riendeau

Date	Description	# Hours	Rate	Amount
		fixed rate	\$19.00	
3/8/2022	Annual meeting			\$60.00
3/9/2022	regular meeting			\$60.00
				\$0.00
				\$0.00
Additional Hourly Work				
3/5/2022	mail & send draft agenda	0.25		\$4.75
3/5/2022	text & call with treasurer	0.5		\$9.50
3/6/2022	prepare agenda packets	1.75		\$33.25
3/7/2022	email	0.25		\$4.75
3/8/2022	annual meeting prep/set up and text	2.25		\$42.75
3/9/2022	worked on minutes	2.75		\$52.25
3/9/2022	text/email/after mtg duties	1		\$19.00
3/10/2022	email/work on minutes	1.5		\$28.50
3/11/2022	text / binder project for 2020	1		\$19.00
3/12/2022	email	0.25		\$4.75
3/13/2022	minutes / binder project for 2020	1.5		\$28.50
3/15/2002	email	0.25		\$4.75
3/16/2022	training	3.5		\$66.50
3/17/2022	email	0.25		\$4.75
3/18/2022	email / text	0.25		\$4.75
3/18/2022	email / mail	0.75		\$14.25
				\$0.00
				\$0.00
				\$0.00
TOTALS		18	\$19.00	\$462.00
Reimbursements:				
			rate	Amount
Mar-22	mail 3/5/22	8.60	\$0.58	\$4.99
Mar-22	batteries	10.49	\$0.58	\$6.08
Mar-22	stamps	11.60	\$0.58	\$6.73
Mar-22	mileage for batteries & stamps	2.80	\$0.58	\$1.62
Mar-22	mail 3/12/11	8.60	\$0.58	\$4.99
Mar-22	mail 3/18/22	8.60		
				\$0.00
<i>Total reimbursements requested:</i>				\$24.41

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

B. Riendeau
Signature

Beth Riendeau

3-19-22
Date

Date



Grand Rapids - 218-326-3011
 2140 S Pokegama Ave
 Grand Rapids, Minnesota 55744-5124
 03/08/2022 02:16 PM



ELECTRONICS

DIRD031050 PURCHASE: 110.49
 Return By 04/07/2022

GROCERY
 271900224 COKE DIET TF \$2.19
 055090672 EXTRA TF \$1.19

SUBTOTAL \$13.87
 RedCard Savings \$0.60
 T = MN TAX 6.87500 on \$13.18 \$0.91
 TOTAL \$14.09
 *7011 TARGET DEBIT CARD \$14.09
 AID: A0000006123333
 Target Debit
 AUTH CODE: 089056

Questions about this
 Target Debit Card transaction
 Call 1-888-729-7331 or write
 PO Box 673
 Minneapolis, MN 55440-0673

SOME PROMOTIONS MAY REDUCE THE
 REFUND VALUE OF ITEMS

TOTAL SAVINGS THIS TRIP
 \$0.69

REC.#2-2067-0904-0161 1899-4 VCD#702-166-742

Help make your Target Run better.
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7793 2909 6983
 Password: 881*006

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days



Grand Rapids Super One Foods
 2410 South Pokegama Ave.
 Grand Rapids, MN
 (218) 326-8528

#515-013 3/9/2022 17:56:41 515 - Jean
 Inv#:00029500 Trs#:173799

MISC. DEPT POSTAGE BOOK 20 CT \$11.60

Items Subtotal \$11.60
 Subtotal \$11.60

TOTAL \$11.60
 Debit card \$11.60

*****5346 \$0.00
 Balance

03/09/2022 17:56:38
 Debit Entry Method: Chip
 CARD #: XXXXXXXXXXXX5346
 PURCHASE - APPROVED
 AUTH CODE:205703

Mode: Issuer
 AID: A0000000042203
 TVR: 8000048000
 IAD: 0110A000012208000000000000000000
 000FF 6800
 TSI: 00
 ARC: 8631B1F6CB0D2187
 TC: 001 SEQ: 135822
 MID: 370151 TID:

Total: USD\$ 11.60

THANK YOU!



097010515013173799



MINNESOTA LLC

PO Box 410 || Ashland, Wisconsin 54806

ADVERTISING & PRINTING INVOICE

Billed Account Name and Address:

HARRIS TOWNSHIP
HARRIS SERVICE CTR/TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Table with columns: BILLED ACCOUNT NO., ADVERTISER/CLIENT NAME, CURRENT NET AMT DUE, 30 DAYS, 60 DAYS, 90 DAYS, OVER 120, BILLING PERIOD, TOTAL AMOUNT DUE, PAGE.

YOUR SALES REPRESENTATIVE IS
Gabby Jerulle
gjerulle@grandrapidsheraldreview.net



MINNESOTA LLC

REMIT TO:

APG Media of Minnesota
P.O. Box 410
Ashland, WI 54806

Accounts Not Paid within 30 days of the invoice:
a 1.5% monthly finance fee is charged to the account.

To pay by credit card please call - (715) 858-7330

Billed Account Name and Address:

HARRIS TOWNSHIP
HARRIS SERVICE CTR/TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744

Table with rows: BILLING DATE (2/28/22), CUSTOMER NUMBER (GRH3017010), INVOICE NUMBER (GRH3017010-0222), AMOUNT DUE (\$ 357.00), AMOUNT PAID (\$ _____)



PO Box 410 || Ashland, Wisconsin 54806

**ADVERTISING &
PRINTING INVOICE**

Billed Account Name and Address:
 HARRIS TOWNSHIP
 HARRIS SERVICE CTR/TREASURER
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744

BILLED ACCOUNT NO.	ADVERTISER/CLIENT NAME			
GRH3017010	HARRIS TOWNSHIP			
CURRENT NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120
\$357.00	\$0.00	\$0.00	\$0.00	\$0.00
BILLING PERIOD	TOTAL AMOUNT DUE		PAGE	
2/1/22-2/28/22	\$357.00		1	

DATE	PUBLICATION	AD ID	DESCRIPTION - OTHER COMMENTS/CH	PAGES	SIZE	BILLED UNITS	NET AMT
			PREVIOUS BALANCE				621.18
2/7/2022			Payment-Thank You				-612.00
2/13/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	0.00
2/13/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	119.00
2/20/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	0.00
2/20/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	119.00
2/27/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	0.00
2/27/2022	Grand Rapids Herald Review	25113	Annual Meeting		2.00 x 4.00"	0	119.00
2/28/2022			Finance Chg Adjust				-9.18

RECEIVED
 2-13-22



P.O. Box 64560
St. Paul, MN 55164
Phone: (651)662-0088

HARRIS TOWNSHIP
20876 Wendigo Park Rd
Grand Rapids, MN 55744

REGULAR

INVOICE SUMMARY
Page 1 of 4

BILL ACCOUNT NUMBER: 2028950001
BILL ACCOUNT NAME: HARRIS TOWNSHIP
CLIENT NUMBER: 202895
CLIENT NAME: HARRIS TOWNSHIP

INVOICE NUMBER: 220302475924
INVOICE MONTH(S): APR 22 - JUN 22
PREPARED DATE: 03/02/2022
PAYMENT DUE DATE: **03/21/2022**

Prior Billing Information

Last Bill Amount	\$	1,582.08	
Payments Received Through 03/01/2022	(\$	1,582.08)	
Balance Forward			\$ 0.00
Current Charges			
Premium Summary	\$	1,582.08	
Total Current Charges			\$ 1,582.08
Total Due			\$ 1,582.08

Please note: If you are a current EFT or eBill Customer with recurring payment, DO NOT PAY. This invoice is for your reference, the total amount due will be withdrawn from your account on (or shortly after) the payment due date.



DETACH AND RETURN THIS PORTION WITH PAYMENT

MAKE CHECK PAYABLE TO "Blue Cross Blue Shield of Minnesota"
See page 2 for remittance address **Lock Box - PO Box 860448**

INVOICE NUMBER: 220302475924
BILL ACCOUNT NUMBER: 2028950001

AMOUNT PAID \$

HARRIS TOWNSHIP

**20876 Wendigo Park Rd
Grand Rapids, MN 55744**

INVOICE MONTH(S): **APR 22 - JUN 22**
PAYMENT DUE DATE: **03/21/2022**
TOTAL AMOUNT DUE: **\$ 1,582.08**

DO NOT WRITE BELOW THIS LINE

If you have a change to your address please contact your billing administrator via email at Membership.Service.Line@bluecrossmn.com

22030247592410000000202895000100001582086



P.O. Box 64560
 St. Paul, MN 55164
 Phone: (651)662-0088

PREMIUM SUMMARY

BILL ACCOUNT NUMBER:	2028950001	INVOICE NUMBER:	220302475924
BILL ACCOUNT NAME:	HARRIS TOWNSHIP	INVOICE MONTH(S):	APR 22 - JUN 22
CLIENT NUMBER:	202895	PREPARED DATE:	03/02/2022
CLIENT NAME:	HARRIS TOWNSHIP		

Product	Member Name	Member ID	Rate	Coverage Period	Current Premium
Group: PPO			\$527.36	04/01/2022-06/30/2022	\$1,582.08
Product: PPO		1			\$1,582.08
Group:	Actual Member Count:	1			\$1,582.08
Premium Total:					\$1,582.08



P.O. Box 64560
 St. Paul, MN 55164
 Phone: (651)662-0088

MEMBER RATE DETAILS

BILL ACCOUNT NUMBER:	2028950001	INVOICE NUMBER:	220302475924
BILL ACCOUNT NAME:	HARRIS TOWNSHIP	INVOICE MONTH(S):	APR 22 - JUN 22
CLIENT NUMBER:	202895	PREPARED DATE:	03/02/2022
CLIENT NAME:	HARRIS TOWNSHIP		

Member Name	Member ID	Product	Individual	Period Ending	Age or Contract Type	Tobacco Surcharge	Premium	Member Total	
			INDIVIDUAL	06/30/2022	40	N	\$527.36	\$527.36	
Group:									
Group:		Contract: 1							
Premium Total:		Contract total: 1							\$527.36

Davis Oil Inc.
 1301 NW 4th St
 PO Box 508
 Grand Rapids, MN 55744

Statement

Date
3/2/2022

To:
 Harris Township
 20876 Wendigo Park Road
 Grand Rapids, MN 55744

RECEIVED
 3-13-22

Amount Due	Amount Enc.
\$360.05	

Date	Transaction	Amount	Balance
01/31/2022	Balance forward		623.25
02/01/2022	INV #1546.	107.31	730.56
02/10/2022	INV #2333.	17.87	748.43
02/14/2022	INV #2532.	118.27	866.70
02/16/2022	PMT #20412.	-623.25	243.45
02/22/2022	INV #3176.	116.60	360.05

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
360.05	0.00	0.00	0.00	0.00	\$360.05

Northern Drug Screening, Inc.
111 NE 10th Ave.
Grand Rapids, MN 55744
(218) 326-2277



INVOICE

BILL TO

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

INVOICE # 10391
DATE 03/15/2022
DUE DATE 03/30/2022
TERMS Net 15

DATE	SERVICE	QTY	RATE	AMOUNT
03/15/2022	Pre-employment Urine Drug Screen Collection Derrick J Martilla	1	50.00	50.00

Thank you for your business.

BALANCE DUE

\$50.00



NORTHLAND PORTABLES

52 Horseshoe Drive
Grand Rapids MN 55744
218-326-1662
www.northlandportablesmn.com

Invoice

Date	Invoice #
3/9/2022	21889

RECEIVED
3-19-22

Bill To:
Harris Township 20876 Wendigo Park Road Grand Rapids, MN 55744

Job Site:
Crystal Park, Cemetery, Wendigo Park, Trooptown, LaPlant, & Mishawaka

P.O. No.	Terms	Due Date
	Net 30	4/8/2022

Description	Quantity	Unit Price	Total Price
ADA Compatible Handicapped Portable Restroom Rental - February 3 - March 3, 2022 = 4 Weeks			
Weekly Rental - ADA Compatible Handicapped Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	77.95	233.85
Weekly Winterization Fee - Beginning 11/1/2021 X 3 Units	12	17.50	210.00
Standard Portable Restroom Rental - February 3 - March 3, 2022 = 4 Weeks			
Weekly Rental - Standard Restroom	3	20.00	60.00
Weekly Cleaning, Pumping, and Disposal	3	51.15	153.45
Weekly Winterization Fee - Beginning 11/1/2021 X 3 Units	12	8.75	105.00

Thank you for your business. Like us on Facebook!	Subtotal	\$822.30
All payments are due by the due date. Outstanding balances over 90 days are subject to collections. If full payment cannot be made, please contact our office to arrange a payment plan. If a payment plan is not set up with our office any outstanding payment will be subject to collections.	Sales Tax (6.875%)	\$0.00
	Total	\$822.30
	Payments/Credits	\$0.00
	Balance Due	\$822.30



Personnel Dynamics, LLC

PO Box 193
 604 NW 1st Ave
 Grand Rapids, MN 55744

INVOICE

Invoice Number: 51795
 Invoice Date: Mar 2, 2022
 Page: 1

Phone: 218-327-9554
 Fax: 218-327-9528
 Email: desk@pdstaffing.net

RECEIVED
 3-13-22

Bill To:
HARRIS TOWNSHIP 20876 WENDIGO PARK RD GRAND RAPIDS, MN 55744

Customer ID	Customer PO
HARRIS	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
		WEEK ENDING 02/26/22		
8.00	CLAYTON, RICHARD		15.40	123.20
4.00	DETERMAN, NEVAEH		14.85	59.40
8.00	MCKINNEY, MCKINNA		15.40	123.20
12.00	PIEKARSKI, JUSTIN		15.40	184.80
4.00	THIEL, MARCUS		15.40	61.60
12.00	WHIRLEY, NINA		15.40	184.80

Subtotal	737.00
Sales Tax	
Total Invoice Amount	737.00
Payment/Credit Applied	
TOTAL	737.00

Check/Credit Memo No:



Personnel Dynamics, LLC

PO Box 193
 604 NW 1st Ave
 Grand Rapids, MN 55744

INVOICE

Invoice Number: 51806
 Invoice Date: Mar 9, 2022
 Page: 1

Phone: 218-327-9554
 Fax: 218-327-9528
 Email: desk@pdstaffing.net

RECEIVED
 3.13.22

Bill To:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744

Customer ID	Customer PO	
HARRIS		DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
12.00	CLAYTON, RICHARD	Week ending 3/5/22	15.40	184.80
12.00	DETERMAN, NEVAEH		14.85	178.20
12.00	MCKINNEY, MCKINNA		15.40	184.80
12.00	PIEKARSKI, JUSTIN		15.40	184.80
12.00	WHIRLEY, NINA		15.40	184.80

Subtotal	917.40
Sales Tax	
Total Invoice Amount	917.40
Payment/Credit Applied	
TOTAL	917.40

Check/Credit Memo No:



Invoice

Invoice Number: 421863

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



BILL TO:

Attn: Accounts Payable
Harris Township
20876 Wendigo Park Rd
Grand Rapids MN 55744

Pay This Amount	\$6,992.00
Due Date	07-APR-22
Invoice Date	08-MAR-22
Bill Through Date	26-FEB-22
Terms	30 NET
SEH Customer Acct #	1686
Customer Project #	
Agreement / PO #	162071

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Project Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Client Service Manager	Bob Beaver bbeaver@sehinc.com 218.322.4500
Accounting Representative	Andi Villebro avillebro@sehinc.com 218.322.4500

Project #	Project Name	Project Description
162071	HARRT Sunny Beach Road	Sunny Beach Road

Notes:

Invoice is for the continued work on the plans and specifications for the Sunny Beach Road project.

Thank you.

CC:

harristownshipclerk@gmail.com
harristownshiptreasurer@gmail.com

Task: 1.0 - Design & Bidding Docs

Fee	Description	Amount
	(80% of \$87,400.00) less previously billed of \$62,928.00	\$6,992.00
		\$6,992.00
		Task: 1.0 Total: \$6,992.00

Invoice total	\$6,992.00
----------------------	-------------------



Invoice

Invoice Number: **421863**

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$6,992.00	\$62,928.00	\$69,920.00



Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number

PAYABLE UPON RECEIPT
Terms Of Payment

RECEIVED
3-3-22

Telephone 888-435-6333
Please Direct Inquiries To:
Ship To/Installed At:

HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To:

HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

03-01-22
Invoice Date
015634621
Invoice Number
725542070
Customer Number

C8155H XEROX C8155H

SER.# EHQ-217458

SPLY-MAINT - COST PER COPY PLAN
AMOUNT

METER USAGE	METER READ	METER READ	NET COPIES
	01-21-22 TO	02-21-22	
TOTAL BLACK	27190	31734	4544
TOTAL COLOR	22296	27134	4838
METER CHARGES			
TOTAL BLACK	4544		
BLACK BILLABLE PRINTS	4544	.005000	22.72
TOTAL COLOR	4838		
COLOR BILLABLE PRINTS	4838	.055000	266.09
NET PRINT CHARGE			288.81

1 LINE FAX SER.# FAX-1LINE INCL
OFFICE FINISHER SER.# OFC-81 INCL

SUB TOTAL 288.81

TOTAL 288.81

THIS IS A 60 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES
TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At
HARRIS TOWNSHIP HALL
21998 AIRPORT RD
GRAND RAPIDS MN
55744

Bill To
HARRIS TOWNHALL
RD
20876 WENDIGO PARK
GRAND RAPIDS MN
55744

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 802555
CHICAGO IL
60680-2555

Please check here if your "Bill To" address or "Ship To/Installed At" location has changed and complete reverse side.

PLEASE PAY THIS AMOUNT \$288.81
08-698-9717 1 725542070 015634621 03-01-22
RF018945 S 110120 VMN99
03 6R7E CUWF H A7310 5933 2 115

202100008070060 0156346212 0300288816 272554207064

Invoice

Payment



BILL SUMMARY

HARRIS TOWNSHIP
20876 WENDIGO PRK RD
GRAND RAPIDS MN 55744-4682

Account 218-326-6190 658
Billing Date Mar 13, 2022

Previous Balance	
Charges	91.86
Payment Thank you for your payment	-91.86
Balance Forward	\$0.00
New Charges	For questions, call:
New Charges	\$91.86
CenturyLink	1-800-603-6000 91.86
Total Paid Through Automatic Payment	\$91.86

Payment will be taken from your checking/savings account approximately 18 days after your bill date.

Business needs change regularly. As a valued business customer, we want to work with you to provide a complete and cost effective solution for your business. Call (888) 544-4495 today for a free account consultation with a dedicated business sales consultant. For billing or technical questions, please call (877) 453-9407.



Account 218-326-6190 658
Billing Date Mar 13, 2022

MONTHLY SERVICE-MAR 13 THRU APR 12

Qty▲	Description	USOC	Item Rate	Amount
	MONTHLY SERVICE-MAR 13 THRU APR 12			73.07
OPTIONAL SERVICES These services are provided at your request and include your basic telephone service as well as services that are not required as part of your basic telephone service.				
1	CHOICE BUSINESS PRIME	PGOQT	44.00	44.00
1	Extended Area Service	EAJBE	1.58	1.58
1	3-Way Calling	ESC	6.00	6.00
1	Call Forwarding	ESM	6.00	6.00
1	Non-Listed Service	NLT	7.00	7.00
1	Last Call Return	NSQ	5.50	5.50
1	Non-Telecom Svc Surcharge	NT1	2.99	2.99
	(INCLUDES EAS CHARGES)			73.07
TOTAL MONTHLY SERVICE				\$91.86



Account 218-326-6190 658
 Billing Date Mar 13, 2022

EXTENDED AREA SERVICE

YOUR MONTHLY SERVICE CHARGE INCLUDES CHARGES FOR EXTENDED AREA SERVICE (EAS). FOLLOWING IS THE DETAIL OF YOUR CHARGES FOR EAS BY EXCHANGE.

326-6190

Coleraine	.40	Deer River	.43
Hill City	.23	Jacobson	.11
Marble	.24	Warba	.17



Account 218-326-6190 658
 Billing Date Mar 13, 2022

TAXES, FEES & SURCHARGES

The following charges are billed at the request of local, state and Federal government and/or to support government programs. For additional information, visit our website at www.centurylink.com.

Description▲	Amount
ACCESS RECOVERY CHARGE+++	2.50
FEDERAL ACCESS CHARGE++	5.33
FEDERAL TAX	2.35
FEDERAL UNIVERSAL SERV FUND	1.97
STATE TAX	5.71
TELE-RELAY, 9-1-1, & TELEPHONE ASSISTANCE PLAN SURCHARGES	0.93
TOTAL TAXES, FEES AND SURCHARGES SUMMARY	\$18.79

†† Federal Access Charge is a per line fee authorized by the FCC to cover the cost of providing access to the telephone network.
 +++ This charge is a per line fee authorized by the FCC to recover carrier fees and costs of providing access to the telephone network.

Account Statement

Commercial Account
HARRIS TOWNSHIP

THE HOME DEPOT Commercial Revolving Charge



Customer Service:
homedepot.com/mycrc
Account Inquiries:
1-800-685-6691 (TTY: 711) Fax 1-800-266-7308

Summary of Account Activity

Previous Balance	\$0.00
Payments	-\$0.00
Credits	-\$0.00
Purchases	+\$111.85
Debits	+\$0.00
FINANCE CHARGES	+\$0.00
Late Fees	+\$0.00
New Balance	\$111.85

Send Notice of Billing Errors and Customer Service Inquiries to:
HOME DEPOT CREDIT SERVICES
PO Box 790345, St. Louis, MO 63179-0345

Payment Information

Current Due	\$50.00	
Past Due Amount	+	\$0.00
Minimum Payment Due	=	\$50.00
Payment Due Date	04/03/22	
Amount to pay to avoid incurring finance charges	\$111.85	

Credit Limit	\$7,500
Credit Available	\$7,388
Closing Date	03/08/22
Next Closing Date	04/07/22
Days in Billing Period	32





RENT TOOLS AND EQUIPMENT FOR EVERY JOB.



Visit homedepot.com/rental for more details.



Important Changes: Our Privacy Notice has changed and can be found at www.citi.com/privacy.

Please note that if we received your pay by phone or online payment between 5 p.m. ET and midnight ET on the last day of your billing period, your payment will not be reflected until your next statement.

TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
02/10	THE HOME DEPOT GRAND RAPIDS MN	6613851	\$ 9.27
02/17	THE HOME DEPOT GRAND RAPIDS MN	9025602	\$ 17.95
03/01	THE HOME DEPOT GRAND RAPIDS MN	7164049	\$ 84.63

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Page 1 of 8

This Account is Issued by Citibank, N.A.

↓ Please detach and return lower portion with your payment to ensure proper credit. Retain upper portion for your records ↓



P.O. Box 790411
St. Louis, MO 63179

Your Account Number is



Your Account is enrolled in AutoPay. Your next AutoPay payment of \$111.85 will be deducted from your bank account on 04/03/2022. Please note that the next AutoPay payment may be reduced if you have made additional payments or received any credits during the current billing cycle.

Payment Due Date	April 3, 2022
New Balance	\$111.85
Past Due Amount	\$0.00
Minimum Payment Due	\$50.00

Amount Enclosed: \$

Statement Enclosed

00011425 1 G3501752 DTF 00011425



HARRIS TOWNSHIP
DEREK MARTTILA
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

***N0011425

Print address changes on the reverse side.
Make Checks Payable to ▼

HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2189094869
PO BOX 70614
PHILADELPHIA, PA 19176-0614



03100 0005000 0011185 0023532 06035322189094869 0300

11/20/2017

Account Ending in

FINANCE CHARGE SUMMARY		Your Annual Percentage Rate (APR) is the annual interest rate on your account.		
Type of Balance	Annual Percentage Rate (APR)	Daily Periodic Rate	Balance Subject to Finance Charge	Finance Charge
PURCHASES				
REGULAR REVOLVING CREDIT PLAN	21.99%	0.06024%	\$0.00	\$0.00

PURCHASE HISTORY	
Year to Date	\$347.17
Life to Date	\$29,694.00

CUB 131

**NEW YEAR,
NEW WAY TO
EARN REWARDS**



EARN PERKS 4X FASTER*

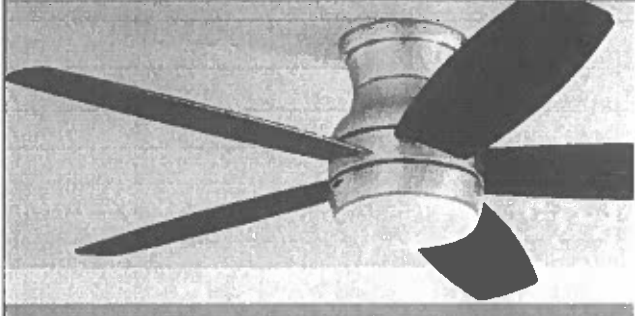
When you join Pro Xtra, register & use your Pro Xtra Credit Card.

To register your card now, visit homedepot.com/registercard

*4x faster does not apply to The Home Depot Commercial Account. 4X faster applies only to the Perks benefit of the Pro Xtra Credit Card. Every \$1 spent on your card counts as \$4 for purposes of earning Perks. There are minimum spend thresholds and limits to the amount of Perks that you may earn. See The Home Depot Pro Xtra Program Rules at homedepot.com/c/ProXtra_TermsandConditions



EASY-TO-INSTALL CEILING FANS AT THE HOME DEPOT®



Ashby Park 52" White Color Changing Integrated LED Brushed Nickel Ceiling Fan with Light Kit and Remote Control (1004065046)

Save 25% of Install Time with QuickFit™ technology vs a traditional fan.

Find the perfect style at the right price available at your local The Home Depot® or online at homedepot.com.



(1004765230)

(1005919921)

(1004757258)





Commercial
Revolving Charge



Remit payment and make checks payable to:
HOME DEPOT CREDIT SERVICES
DEPT. 32 - 2189094869
PO BOX 70614
PHILADELPHIA, PA 19176 0614

INVOICE DETAIL

BILL TO:
Acct: 6000

SHIP TO:
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:		Invoice #:
\$9.27	02/10/22		6613851
PO:		Store: 2834, GRAND RAPIDS, MN	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
ROCKSALT50#	00004449010000100009	1.0000 EA	\$9.27	\$9.27
SUBTOTAL				\$9.27
TAX				\$0.00
TOTAL				\$9.27

BILL TO:
Acct: 6000

SHIP TO:
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:		Invoice #:
\$17.95	02/17/22		9025602
PO:		Store: 2834, GRAND RAPIDS, MN	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
FGPC DISP NITRILE GLOVE 100CT	10058199090000400032	1.0000 BX	\$14.97	\$14.97
SL CORNER PAINTER / EDGER REFILL	00005497390000700011	1.0000 EA	\$2.98	\$2.98
SUBTOTAL				\$17.95
TAX				\$0.00
TOTAL				\$17.95

BILL TO:
Acct: 6000

SHIP TO:
HARRIS TOWNSHIP
20876 WENDIGO PARK RD
GRAND RAPIDS, MN 55744-4682

Amount Due:	Trans Date:		Invoice #:
\$84.63	03/01/22		7164049
PO:		Store: 2834, GRAND RAPIDS, MN	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
GLADE AEROSOL LAV & VAN 8OZ	10056379250000400025	1.0000 EA	\$1.47	\$1.47
GLADE AEROSOL APPLE CINNAMON 8 OZ	00008734100000400025	1.0000 EA	\$1.47	\$1.47
HDX 8 GAL FLAP TIE 50CT MEDIUM BAGS	10045048180000400003	1.0000 EA	\$4.97	\$4.97
GLADE AEROSOL LAV & VAN 8OZ	10056379250000400025	1.0000 EA	\$1.47	\$1.47
GLADE AEROSOL APPLE CINNAMON 8 OZ	00008734100000400025	1.0000 EA	\$1.47	\$1.47
HDX GIANT ROLL PAPER TOWELS 6=15	10058770590000400022	1.0000 EA	\$10.98	\$10.98
GORILLA LADDERS 1-STEP FOLDING PLAST	10016261620000800009	1.0000 EA	\$14.97	\$14.97
HDX GIANT ROLL PAPER TOWELS 6=15	10058770590000400022	1.0000 EA	\$10.98	\$10.98
HDX 13G DRAWSTRING KITCHEN 150CT	00007168660000400003	1.0000 EA	\$18.47	\$18.47
HDX ULTRA SOFT BATH TISSUE 18=82	10031862980000400022	1.0000 PK	\$18.38	\$18.38
SUBTOTAL				\$84.63
TAX				\$0.00
TOTAL				\$84.63



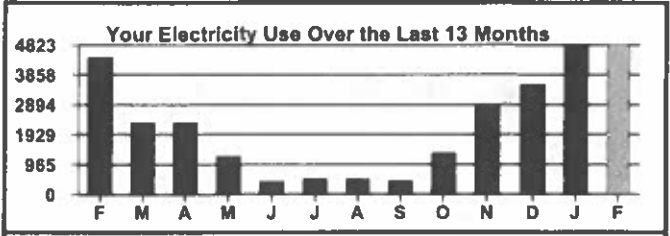
26039 Bear Ridge Drive
Cohasset, MN 55721

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
In case of an outage, phones answered 24 hours a day.
Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop

4 738

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP District Meetings begin in February.
Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	387.00
PAYMENT 02/24/2022	-387.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION										
RATE CODE	METER	DATES	METER READING PRES	PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION		
10	20025490	02/26 -01/26	68910	64087	1		601	ENERGY CHARGE @	.123600	74.28
68 S	20025489	02/26 -01/26	2453	2365	1		88	PEAK SHAVE WATER HEATING @	.076500	6.73
65 S	20025487	02/26 -01/26	50280	46146	1		4134	DUAL FUEL INTERR. HEAT @	.063500	262.51
								SERVICE AVAILABILITY CHG:		42.00
								OPERATION ROUND-UP		0.48
TOTAL CHARGES THIS STATEMENT										386.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 03/24/22										
METER READ AUTOMATICALLY										
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due			
102000853	SERVICE CENTER		(218) 327-8759		03/07/2022	03/24/2022	386.00			

Please detach and return this portion with your payment.

Account No.: 102000853 Cycle: 7
Due Date: 03/24/2022 Net Due: 386.00
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



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26039 Bear Ridge Drive
Cohasset, MN 55721

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HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

LCP District Meetings begin in February.
Check out the schedule in this month's
Newsline to find your district, and feel free to
attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	105.00
PAYMENT 02/24/2022	-105.00
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER PRES	METER READING PREV	MULTI-PLIER	USAGE	DESCRIPTION		
10						45	SEC LIGHT-100W HPS(QTY 1)		10.50
10						104	SEC LIGHT-73 WATT LED(QTY 4)		42.00
10						125	SEC LIGHT-50 WATT LED(QTY 5)		52.50
TOTAL CHARGES THIS STATEMENT									105.00
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 03/24/22									

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500598750	STREET LIGHT ACCOUNT	(218) 327-8759	03/07/2022	03/24/2022	105.00

Please detach and return this portion with your payment.

Account No.: 500598750 Cycle: 7
Due Date: 03/24/2022 Net Due: 105.00
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed.
Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



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26039 Bear Ridge Drive
Cohasset, MN 55721

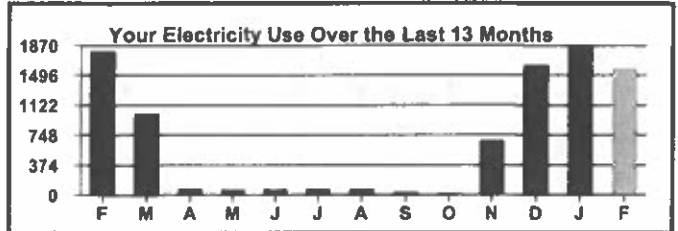
A Twin Lake Energy Cooperative

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4 197

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP District Meetings begin in February. Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	287.13
PAYMENT 03/01/2022	-287.13
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION

RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTIPLIER	PLIER CODE	USAGE	DESCRIPTION	
40	20032435	03/01 -02/01	16439	14858	1		1581	ENERGY CHARGE @ .123600	195.41
30							80	SERVICE AVAILABILITY CHG: SEC LIGHT-200W HPS(QTY 1)	42.00
								TOTAL CHARGES THIS STATEMENT	14.00
									251.41

DO NOT PAY-AUTOMATIC WITHDRAWAL ON 03/30/22

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500567550	WENDIGO WARMING HOUSE	(218) 327-8759	03/10/2022	03/30/2022	251.41

Please detach and return this portion with your payment.

Account No.: 500567550 Cycle: 1
Due Date: 03/30/2022 Net Due: 251.41
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



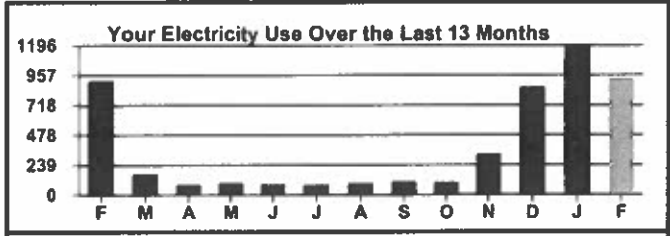
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26039 Bear Ridge Drive
Cohasset, MN 55721

Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
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Office 1-800-421-9959
Pay by Phone 1-888-222-6892 or
visit us at www.lakecountrypower.coop



LCP District Meetings begin in February.
Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	137.89
PAYMENT 03/01/2022	-137.89
BALANCE FORWARD DUE IMMEDIATELY	0.00

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

4 198

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.

CURRENT BILL INFORMATION									
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER	CODE	USAGE	DESCRIPTION	
10	20028472	03/01 -02/01	9633	8703	1		930	ENERGY CHARGE @ .123600	114.95
								SERVICE AVAILABILITY CHG:	42.00
TOTAL CHARGES THIS STATEMENT									156.95

DO NOT PAY-AUTOMATIC WITHDRAWAL ON 03/30/22

METER READ AUTOMATICALLY

Account Number	Service Address	Phone Number	Bill Date	Due Date	Net Amount Due
500571150	CRYSTAL	(218) 327-8759	03/10/2022	03/30/2022	156.95

Please detach and return this portion with your payment.

Account No.: 500571150 Cycle: 1
Due Date: 03/30/2022 Net Due: 156.95
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



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26039 Bear Ridge Drive
Cohasset, MN 55721

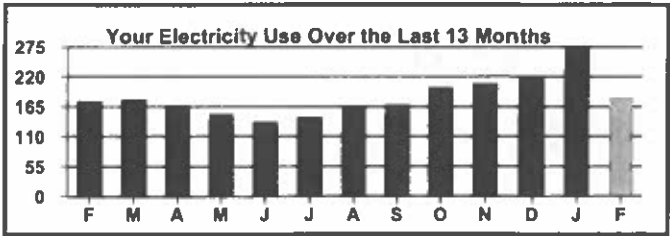
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HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682

YOUR DIRECTOR IS DANIEL W KINGSLEY, DISTRICT 6.



LCP District Meetings begin in February.
Check out the schedule in this month's Newsline to find your district, and feel free to attend and participate.

ACTIVITY SINCE LAST BILL	AMOUNT
PREVIOUS BILL	75.99
PAYMENT 03/01/2022	-75.99
BALANCE FORWARD DUE IMMEDIATELY	0.00

CURRENT BILL INFORMATION										
RATE CODE	METER	DATES	METER READING PRES	METER READING PREV	MULTI-PLIER CODE	USAGE	DESCRIPTION			
40	20029365	03/01 -02/01	4861	4679	1	182	ENERGY CHARGE	@	.123600	22.50
							SERVICE AVAILABILITY CHG:			42.00
							TOTAL CHARGES THIS STATEMENT			64.50
DO NOT PAY-AUTOMATIC WITHDRAWAL ON 03/30/22										
METER READ AUTOMATICALLY										
Account Number	Service Address		Phone Number		Bill Date	Due Date	Net Amount Due			
500602100	CEMETARY		(218) 327-8759		03/10/2022	03/30/2022	64.50			

Please detach and return this portion with your payment.

Account No.: 500602100 Cycle: 1
Due Date: 03/30/2022 Net Due: 64.50
A 1.5% penalty may be applied if payment is not received by the Due Date.

Your Phone Number: (218) 327-8759

Check box if your address or phone number has changed. Please enter changes on the back

HARRIS TOWNSHIP
ATTN: TREASURER
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4842

Lake Country Power
8535 Park Ridge Drive
Mountain Iron, MN 55768-2059



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NORTHWEST GAS
 NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 3/8/2022
 Account Number: 440601.01

WITH THE U.S. POSTAL SERVICE RECENTLY ANNOUNCING DELIVERY DELAYS AFFECTING FIRST CLASS MAIL, SIGN UP FOR PAPERLESS BILLING AND AUTOPAY AND NEVER MISS A STATEMENT. VISIT OUR WEBSITE AT NWNNGAS.COM TO REGISTER YOUR ACCOUNT TODAY!

HARRIS TOWNSHIP MAINT BLDG
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 20876 WENDIGO PARK RD, HARRIS TWP	MeterNo: 19233593	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 3/3/2022 of 5,352 - Previous Reading on: 2/3/2022 of 5,154 = 198ccf			
198ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04090 = 225 therms @ 0.96000		\$216.00	
Tax		\$15.88	
Purchased Gas-02			
198ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04090 = 225 therms @ 0.23010		\$51.77	
Tax		\$3.56	
TOTAL CURRENT MONTH BILLING		\$302.21	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$302.21	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
2/28/2022	\$314.97	EP*		iConnect Payment

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



- Check here and complete form on reverse side for Address Change Information
- Check here and complete form on reverse side for Automatic Payment Plan information



HARRIS TOWNSHIP MAINT BLDG

DUE DATE: 3/25/2022

ACCOUNT NUMBER: 440601.01

TOTAL BALANCE DUE: \$302.21

AMOUNT ENCLOSED: \$

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721



NORTHWEST GAS
 NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721
 Toll Free 800-367-6964 or 507-524-4103

Statement Date - 3/8/2022
 Account Number: 440600.01

WITH THE U.S. POSTAL SERVICE RECENTLY ANNOUNCING DELIVERY DELAYS AFFECTING FIRST CLASS MAIL, SIGN UP FOR PAPERLESS BILLING AND AUTOPAY AND NEVER MISS A STATEMENT. VISIT OUR WEBSITE AT NWNGAS.COM TO REGISTER YOUR ACCOUNT TODAY!

HARRIS TOWNSHIP HALL
 20876 WENDIGO PARK RD
 GRAND RAPIDS MN 55744

Location: 21998 AIRPORT RD, HARRIS TWP	MeterNo: 19233489	Actual	Budget
Base Gas Charge-01	Basic Service Charge	\$15.00	
Current Reading on: 3/3/2022 of 5,206 - Previous Reading on: 2/4/2022 of 5,058 = 148ccf			
148ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04090 = 168 therms @ 0.96000		\$161.28	
Tax		\$12.12	
Purchased Gas-02			
148ccf x Pressure Factor of 1.09000 x BTU Factor of 1.04090 = 168 therms @ 0.23010		\$38.66	
Tax		\$2.66	
TOTAL CURRENT MONTH BILLING		\$229.72	
PAST DUE BALANCE - PAYABLE UPON RECEIPT		\$0.00	
FINANCE CHARGES		\$0.00	
TOTAL BALANCE DUE		\$229.72	

PAYMENTS RECEIVED IN THE LAST 30 DAYS

DATE	AMOUNT	TYPE	CHECK NO	COMMENT
2/28/2022	\$252.48	EP*		iConnect Payment

TO ASSURE PROPER CREDIT TO YOUR ACCOUNT - PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



Check here and complete form on reverse side for Address Change Information

Check here and complete form on reverse side for Automatic Payment Plan information



HARRIS TOWNSHIP HALL

DUE DATE: 3/25/2022

ACCOUNT NUMBER: 440600.01

TOTAL BALANCE DUE: \$229.72

AMOUNT ENCLOSED: \$

NORTHWEST GAS
 314 MAIN ST NE - PO BOX 721
 MAPLETON, MN 56065-0721



HARRIS TOWNSHIP
DERRICK MARTTILA

Account Number

Page



SCORECARD

Bonus Points
Available
2,556

Account Summary

Billing Cycle		02/27/22
Days In Billing Cycle		28
Previous Balance		\$97.21
Purchases	+	13.00
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$97.21
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$13.00

Credit Summary

Total Credit Line	\$3,000.00
Available Credit Line	\$2,987.00
Available Cash	\$2,987.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR
* WAS... \$ 0.00



Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
02/10/22	02/18/22	7542	24692162049100341322370	CIRCLE K # 06162 GRAND RAPIDS MN	\$13.00
02/22/22	02/22/22	6010	1 2053319041000010	PAYMENT - THANK YOU	\$97.21 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

GRAND RAPIDS STATE BANK
P O BOX 409
GRAND RAPIDS MN 55744-0409



Check box to indicate
name/address change on
back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
02/27/22	\$13.00	\$13.00	03/24/2022



HARRIS TOWNSHIP
DERRICK MARTTILA
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



MAKE CHECK PAYABLE TO:

VISA
P O BOX 409
GRAND RAPIDS MN 55744-0409

09 4121 7831 9910 5948 00001300 00001300 4



HARRIS TOWNSHIP
MARGARET CLAYTON
Account Number: [REDACTED]
Page [REDACTED]



SCORECARD Bonus Points Available 55

Account Summary

Billing Cycle		02/27/22
Days In Billing Cycle		28
Previous Balance		\$0.00
Purchases	+	16.02
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	+	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	0.00
NEW BALANCE		\$16.02

Credit Summary

Total Credit Line	\$500.00
Available Credit Line	\$483.00
Available Cash	\$483.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS...\$ 0.00



Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
02/18/22	02/20/22	5734	24943002049700611453584	ADOBE ACROPRO TRIAL 408-536-6000 CA	\$16.02

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP

GRAND RAPIDS STATE BANK
P O BOX 409
GRAND RAPIDS MN 55744 - 0409



Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
02/27/22	\$16.02	\$16.02	03/24/2022



HARRIS TOWNSHIP
MARGARET CLAYTON
20876 WENDIGO PARK RD
GRAND RAPIDS MN 55744-4682



MAKE CHECK PAYABLE TO:

VISA
P O BOX 409
GRAND RAPIDS MN 55744-0409

09 4121 7831 9910 5955 00001602 00001602 7