

**HARRIS TOWNSHIP
TREASURER'S REPORT
April 8, 2015**

Balance on hand March 1, 2015 \$ 1,163,762.88

General Fund	-
Road & Bridge Fund	26,941.30
Equipment Fund	-
Cemetery Fund	550.00
Recreation Fund	-
Building & Grounds Fund	375.00
Fire Fund	-
Capital Improvement Fund	11.71

Total Receipts 27,878.01 27,878.01

General Fund	20,345.58
Road & Bridge Fund	20,898.64
Equipment Fund	1,014.89
Cemetery Fund	1,924.11
Recreation Fund	4,495.51
Building & Grounds Fund	5,003.41
Fire Fund	-
Capital Improvement Fund	-

Total Disbursements 53,682.14 (53,682.14)

\$ 1,137,958.75

Fund Balances on March 31, 2015

General Fund	102,434.37
Road & Bridge Fund	229,054.22
Equipment Fund	34,478.16
Cemetery Fund	81,900.34
Recreation Fund	16,397.73
Building & Grounds Fund	(28,223.43)
Fire Fund	14,141.12
Capital Improvement Fund	687,776.24

447,386.44	Am Bk
337,877.27	WF Chk
(206.10)	O/S
352,901.11	WF Svg
<u>1,137,958.72</u>	
\$ 1,137,958.75	

\$ 1,137,958.75

**COLLABORATIVE OPPORTUNITIES
MEETING
April 15, 2015
Timberlake Lodge, Grand Rapids
11:00 – 1:00**

Collaboration to improve efficiency, maintain service levels and save money while preserving our individual community identities.

Staff and elected officials of local municipalities, townships and Itasca County are invited to these monthly meetings to discuss collaboration possibilities for your municipality.

Meeting Agenda

1. Introductions – Collaborative Wins

2. Open “Market”. This is an opportunity to share what your municipality has a need for and what you have an excess of and are willing to share. Ideas, issues and ways to help each other.

3. Success Showcase and Funding Request *(see request letter attached)*
Guests: Sonja Merrild, Blandin Foundation Director of Grants

4. IT Services as a potential area for collaboration
*Guests: Candy Carsella-Kee, Itasca County MIS Director
Erik Scott, City of Grand Rapids*
Survey Results

5. Recreation Association discussion continued
Next steps?

6. Frame for the next meeting

Facilitator: Mary Jo Wimmer at 218-326-0760/mjwimmer80@gmail.com

(Funding request letter)

The Itasca County Intergovernmental Collaborative Opportunities team has been meeting since 2011 as a result of a gathering of BCLP alumni. Our mission is to achieve *“Collaboration to improve efficiency, maintain service levels and save money while preserving our individual community identities.”*

Our team has grown over the years, coming to rely on each other for advice and ideas. Members have developed significant levels of trust in each other and this group has become a forum for sharing needs, opportunities and creative solutions on a variety of topics. We have developed important relationships with each other that make our service to our residents more efficient and effective. All elected officials, appointed officials and staff of local cities and townships and Itasca County are welcome.

Our team has studied Joint Powers Agreements, shared financial services, GIS services, cemetery services, fire protection, sharing of IRRRB funding, pavement sealing, sharing of employees, recreational services, joint recreation and human resources.

The team meets monthly to discuss sharing of resources and current collaborative opportunities. We also study specific areas of possible collaboration. Currently we are studying the possibility of collaborative IT and recreational services.

Successful collaborations have been created including:

- Trails bike patrol – LaPrairie and Grand Rapids
- Fire protection – Marble and Calumet and Bovey and Coleraine
- Sharing of IRRRB funding – Grand Rapids and LaPrairie
- Shared information on pavement crack filling to save money
- Shared financial services – Grand Rapids and Bovey
- Discussion of equipment sharing such as chippers, snowplows, generators, Zambonis, and bucket trucks
- Shared employee – Grand Rapids and Arbo Township
- Shared cemetery sexton – Grand Rapids and Cohasset
- Shared GIS services – Grand Rapids and Cohasset
- Shared animal control – LaPrairie, Cohasset and Grand Rapids

We all agree that this intergovernmental collaboration team is one of the only venues we have for this type of synergistic discussion. Perhaps the best result is the distance we have covered from independence to interdependence. Since this model of collaboration is one of the first of its kind in rural Minnesota, we believe it could serve as a template for successful cross-municipal collaboration.

We are seeking ongoing funding for this important work. Each member contributes financially toward the hiring of a professional facilitator. In addition, local business offer the use of meeting space and members purchase their own lunches. We are seeking ongoing funding from the Blandin Foundation of \$5,000 per year.





March 23, 2015

Government Agencies

Re: 2015 Construction Season

Dear Sir/Madam:

In the past, CenturyLink and government agencies have successfully engaged in early planning of construction projects. This early planning allows everyone to complete road construction and city improvement projects more efficiently and effectively. Thank you for your cooperation in these early planning efforts.

* CenturyLink asks that all government agencies involve us early in the planning process as required by Minnesota Statute § 216.D.¹ It is our experience that when government agencies follow this statute, relocation projects proceed more smoothly.

CenturyLink engineers must receive sufficient notice of any road construction projects affecting its facilities in order to maintain service and protect public safety. In addition to traditional public safety issues, such as 911 outages, national security requirements increase restrictions and create delays for some projects. For instance, the Federal Aviation Administration requires a minimum of 14 days notice prior to conducting work. In addition, if the national security rating is higher than yellow, CenturyLink is prohibited from splicing or cutting these lines. CenturyLink and local governments share in the responsibility to ensure that communications facilities essential for national security are not compromised. Thus, it is essential that adequate planning is in place to allow for possible time delays. Moreover, it is imperative that the risk of damaging these essential facilities is eliminated.

Thanks to adequate notice and planning with agencies, CenturyLink is successful in performing permanent relocation prior to start of construction projects, or cooperatively working together with everyone involved during construction.

CenturyLink makes every attempt to avoid temporary facilities. Projects where we do not receive adequate planning or accommodation for permanent facilities prior to construction, CenturyLink will seek reimbursement for cost of temporary placement and any loss incurred due to outages, damaged or stolen facilities.

¹ Minn. Stat. § 216D.04, Subds. 1a (c) and (d) state:

(c) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preliminary design meetings during the design phase to communicate the project design and coordinate utility relocation. Affected facility operators shall attend these meetings or make other arrangements to provide information.

(d) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preconstruction meetings to communicate the project design and coordinate utility relocation. Affected facility operators and contractors shall attend these meetings or make other arrangements to provide information.



March 23, 2015

When planning your construction projects, CenturyLink suggests following the standards and practices that are set out in the Minnesota Department of Transportation (MNDOT) brochure entitled "Utility Accommodation and Coordination Manual".

http://dotapp7.dot.state.mn.us/cyberdocs_guest/quickstart.asp?show=view:1401425&noframes=yes

In addition, MNDOT offers training for best road construction practices. All parties benefit from following MNDOT standards & practices.

Below are the names and contact information for the Engineering Managers for Minnesota. If you are not sure who to contact, or are having difficulty making contact with a CenturyLink engineer, please feel free to contact any one of us. If you would like to further discuss the topics described in this letter, we would be happy to meet with you. We look forward to a safe and successful 2015 construction season.

Sincerely,

Brandon Elverum
390 Commerce Drive
Woodbury, MN 55125
651.312.5213
Brandon.Elverum@centurylink.com
East & South Metro MN

Kathy Hoggarth
425 East Monroe Street
Anoka, MN 55303
651.312.5306
Kathleen.Hoggarth@CenturyLink.com
West and North Metro MN

Steve Blado
333 N Front Street
La Crosse, WI 54601
608.796.5543
steve.blado@centurylink.com
South East Outstate MN

Adam Anderson
2050 4th Street
White Bear Lake, MN 55110
651.312.5314
Adam.E.Anderson@centurylink.com
Northern Outstate MN

Debbie Brehmer
4658 Heatherwood Rd
St. Cloud, MN 56301
320.255.8294
Deborah.Brehmer@centurylink.com
St. Cloud & South West Outstate MN

Jeremy Studemann
125 S Dakota Avenue
Sioux Falls, SD 57104
605.339.5773
Jeremy.Studemann@CenturyLink.com
MN ND/SD border towns

Enclosure

cc: City & County Attorneys

Proposal Estimate from Northland Portables

From: **carol@northlandportablesmn.com**

Sent: Thu 3/26/15 9:41 AM

To: michelesmithclerk@msn.com

3 attachments

Est_1521_from_Northland_Portables_172060.pdf (85.4 KB) , RA-Harris Township 2015 (2 Year).doc (515.2 KB) , RA-Harris Township 2015.doc (514.7 KB)

Dear Michelle,

We would like to take this opportunity to thank you for choosing Northland Portables as your portable restroom provider! At Northland Portables we want to give you, our valued customer, the best service available and we welcome the opportunity to service your future needs. I would like to extend the terms of last year's contract through September of 2016 with the same rates.

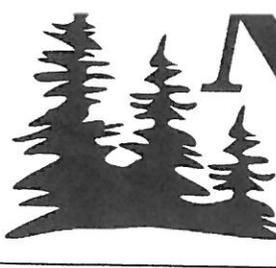
In the past you have rented a portable restrooms for the summer for the parks & boat landings for Harris Township. Enclosed please find a copy of our proposal estimate and rental agreement listing terms and conditions. Would you please take the time to read the rental agreement and contact me with any questions or changes? I have included 2 Rental agreements. The 1st is for the summer of 2015. The 2nd Rental agreement is the locked in 2 year agreement.

If you would like to reserve the restrooms for this summer, please sign the contract (1 year or 2 year) and mail or email it back? Invoices will be mailed monthly. If you would like to pay by credit card, please let me know. I have also mailed a hard copy to Dennis.

Delivery for the boat landings is scheduled for May 1st, 2015 and pick up for the boat landings is scheduled for September 30th, 2015. Delivery & pick up date for the boat landings may be changed upon request.

Thank you for your business again this year.

Sincerely,
Carol Heinen
Northland Portables
218-326-1662



NORTHLAND PORTABLES

RENTAL / SERVICE AGREEMENT

Rented To:

Harris Township
Dennis Kortekaas
28680 Norberg Drive
Grand Rapids, MN 55744

Delivered To:

Mishawaka, Trooptownm, LaPlant Boatlanding
Crystal Park, Wendico Park, and Cemetery

Contact: Dennis Kortikaas
Phone:

Delivery Date: May 1st, 2015 & May 1st, 2016

Pick Up Date: September 30th, 2015 & September 30th, 2016

(2 year agreement)

Rentals:

	<u>Quantity</u>	<u>Price/4 Week Month</u>
ADA Compatible Handicapped Restroom 12 Month Service	3	\$95.00/ Unit
Standard Portable Restroom May 1 – September 30, 2014	3	\$69.00/Unit
Standard Portable Restroom December 1- March 1 – Boat Ladings	3 2	\$69.00/Unit \$69.00/Unit

Fees

Restroom Delivery, Setup, and Pickup	No Charge
Winterization Fee	No Charge

TERMS AND CONDITIONS

1. Northland Portables guarantees toh following prices through May 2016. With the option for renewal this bid.
2. Harris Township agrees to pay all invoices for the rental facilities and special services no later than the tenth day of the first month following the invoice. The customer agrees not to sell, rent, or otherwise give up possession of the rental facilities and will be responsible for any damages to the rental facilities, above normal wear. The Customer accepts responsitlity for loss due to theft, fire, or vandalism.
3. If you should have any questions, please contact Amy Beier at 218 – 326 – 1662.

CONTRACT ACCEPTANCE

I have read and agree to the contract including the Terms and Conditions. I acknowledge receipt of a copy of this contract.

Signature _____

Date _____

Customer's Name _____

Position / Title _____

Northland Portables
52 Horseshoe Drive • Grand Rapids MN 55744
Office: 218-326-1662 • Toll Free: 888-826-1662 • Fax: 218-327-1839
Email: amy@northlandportablesmn.com



NORTHLAND PORTABLES

RENTAL / SERVICE AGREEMENT

Rented To:

Harris Township
Dennis Kortekaas
28680 Norberg Drive
Grand Rapids, MN 55744

Delivered To:

Mishawaka, Trooptownm, LaPlant Boatlanding
Crystal Park, Wendico Park, and Cemetery

Contact: Dennis Kortikaas
Phone:

Delivery Date: May 1st, 2015
Pick Up Date: May 1, 2016

(1 year agreement)

Rentals:

	<u>Quantity</u>	<u>Price/4 Week Month</u>
ADA Compatible Handicapped Restroom 12 Month Service	3	\$95.00/ Unit
Standard Portable Restroom May 1 – September 30, 2014	3	\$69.00/Unit
Standard Portable Restroom December 1- March 1 – Boat Ladings	3 2	\$69.00/Unit \$69.00/Unit

Fees

Restroom Delivery, Setup, and Pickup	No Charge
Winterization Fee	No Charge

TERMS AND CONDITIONS

1. Northland Portables guarantees toh following prices through May 2016. With the option for renewal this bid.
2. Harris Township agrees to pay all invoices for the rental facilities and special services no later than the tenth day of the first month following the invoice. The customer agrees not to sell, rent, or otherwise give up possession of the rental facilities and will be responsible for any damages to the rental facilities, above normal wear. The Customer accepts responsibility for loss due to theft, fire, or vandalism.
3. If you should have any questions, please contact Amy Beier at 218 – 326 – 1662.

CONTRACT ACCEPTANCE

I have read and agree to the contract including the Terms and Conditions. I acknowledge receipt of a copy of this contract.

Signature

Date

Customer's Name

Position / Title

Northland Portables
52 Horseshoe Drive • Grand Rapids MN 55744
Office: 218-326-1662 • Toll Free: 888-826-1662 • Fax: 218-327-1839
Email: amy@northlandportablesmn.com



52 Horseshoe Dr.
Grand Rapids, MN 55744

Estimate

Date	Estimate #
3/25/2015	1521

Name / Address
Harris Township Dennis Kortekaas 258680 Norberg Drive Grand Rapids, MN 55744

Job Site
Wendigo Park, Crystal Park & Cemetery, Mishawaka, Trooptown, LaPlant Boat Landing

P.O. No.	Project

Description	Qty	Rate	Total
Portable Restroom Rental - 4 Week Monthly Quote			
Weekly Rental Standard Restroom with Hand Sanitizer (3 Units)	12	5.00	60.00
Weekly Cleaning, Pumping, & Disposal	12	12.25	147.00
Weekly Rental ADA Restroom (3 Units)	12	5.50	66.00
Weekly Cleaning, Pumping, & Disposal ADA	12	18.25	219.00

Thank you for the opportunity to submit this bid.	Subtotal	\$492.00
	Sales Tax (6.875%)	\$0.00
	Total	\$492.00

Phone #
218-326-1662

E-mail
amy@northlandportablesmn.com

DID YOU KNOW . . .

PROCEDURE TO FILL BOARD VACANCY CLARIFIED (AGAIN)

Vacancies in a town office can occur for a variety of reasons ranging from resignation to removal from office by a court for violating the law. Once a vacancy occurs, Minn. Stat. § 367.03, subd. 6 provides the procedure a board must follow to fill the vacancy. This relatively straightforward procedure has caused a surprising amount of confusion over the years. As a result, the statute has been amended a number of times with the goal of further clarifying the procedure. During the last legislative session, the section was amended again to provide direction for how to handle a vacancy occurring immediately before a town election. It was not clear under the language whether such a vacancy was to be filled at the election, or by board appointment with the appointed person serving until the following election.

The first step in the process of filling a vacancy on a town board is to make sure the vacancy actually exists under the law. Because persons elected to office hold certain rights to that office, boards must be certain the person has actually vacated the office before they can place someone else in the office. The various instances when a vacancy is considered to occur are listed in Minn. Stat. § 351.02 and include occurrences such as the death, resignation, and removal of the incumbent. Anecdotally, the three most common causes of vacancies on town boards are resignation, loss of residency, and death.

Resignations from town office and board acceptance of resignations are controlled by Minn. Stat. §§ 351.01 & 367.02. An officer wishing to resign must develop a written statement of resignation, sign it, and deliver it to the board. Minn. Stat. § 351.01, subd. 1. At a meeting the board normally reviews the resignation, notes the effect date if one is stated, and then passes a resolution accepting the resignation. Minn. Stat. § 367.02. Interestingly, the statute says the board will accept a resignation upon “sufficient cause being shown” to it. Although this seems to suggest an officer must be able to demonstrate a sufficient reason before he or she is allowed to resign, such a showing has never been specifically required. Resignation of a public office is a serious matter, but an officer is not required to meet some unexpressed sufficiency standard before being permitted to resign.

A vacancy resulting from a loss of residency sometimes raises more difficult questions than other causes of vacancies. If the officer resigns before moving from the town, there are usually few problems. The difficulties arise if a dispute exists over whether or not the officer has lost residency. Sometimes an officer will temporarily move from the township, but wishes to remain a resident. Town boards typically do not have the authority to decide upon an officer’s

residency status, either for or against an officer. Instead, the officer involved should be encouraged to refer to the residency criteria listed in Minn. Stat. § 200.031 and to speak with the county attorney. Once the officer has decided upon where they will claim residency, have the person file a written statement to that effect with the board.

Once the board determines a vacancy exists, “the town board shall fill the vacancy by appointment.” Minn. Stat. § 367.03, subd. 6(a). If the vacancy is in the office of clerk or treasurer, the supervisors decide whom among those eligible to hold office in the town (if the option to make the position appointive rather than elective has not been adopted) is to be appointed to fill the position. If the vacancy is in the office of a supervisor, the remaining supervisors and the clerk form an appointment committee to decide who will be appointed to fill the vacancy. “Any person appointed to fill the vacancy in the office of supervisor must, upon assuming the office, be an eligible voter, be 21 years of age, and have resided in the town for at least 30 days.” Minn. Stat. § 367.03, subd. 6(d). Even though this language is limited to supervisors, the same criteria apply when appointing to fill an elected clerk or treasurer vacancy. Minn. Const. Art. VII.

If the board fails to fill a vacancy by appointment, the town electors have the authority to call an election to fill the vacancy. Minn. Stat. § 365.52, subd. 1. Since there are no established timelines for when the board must fill a vacancy, it is difficult to determine when the board has actually “failed” to fill a vacancy. However, boards should always act to fill a vacancy as soon as is practicable.

There are other restrictions the board must consider when deciding whom to appoint to fill a vacancy. Under Minn. Stat. § 471.46, a town officer that has the power, either alone or as a member of a board, to make an appointment to fill a vacancy is prohibited from being appointed to fill a vacancy in an elective office. The ineligibility to be appointed remains even if the officer resigns before the appointment is made. This would prohibit a supervisor from being appointed to fill a vacant clerk or treasurer position, and would prohibit a clerk from being appointed to fill a supervisor vacancy.

Once the board or appointment committee makes a motion to appoint someone to fill a vacancy, the person needs to be given a certificate of appointment. Minn. Stat. § 367.25, subd. 1. The certificate would contain essentially the same information as the certificate of election. Delivering the certificate to the person starts a 10 day clock within which the person must take and file the oath of office if they want to accept the position. If the person fails to take or file the oath of office within 10 days, he or she is presumed to have refused the office.

Once the oath is taken and filed, the person does take the oath of office and assume the office, they become charged with all of the authority and obligations of the position. Persons appointed to fill a vacancy serve until the next town election at which the position goes up for election for the remainder of the term. If a vacancy causes more than one supervisor position to be up for election, candidates for the offices of supervisor must file for one of the specific terms being filled. Minn. Stat. § 367.03, subd. 6(e). In other words, a person can only run for one position at the same time.

The point of the most current clarification to the statute was to address vacancies that occur after notice of the election has already been published. In the past, we have advised towns to appoint in those situations since it would not be possible to provide the required notice of the election for that position. However, because the statute was not explicit, there was some question over the proper way to address the situation. The Association worked in cooperation with the Secretary of State's office to draft clarifying language. The new language reads:

“(b) When a vacancy occurs in a town office:

- (1) with more than one year remaining in the term; and
- (2) on or after the 14th day before the first day to file an affidavit of candidacy for the town election; the vacancy must be filled by appointment. The person appointed serves until the next annual town election following the election for which affidavits of candidacy are to be filed, when a successor shall be elected for the unexpired term.” Minn. Stat. § 367.03, subd. 6.

While the language may seem confusing on its face, it is simply a long way of saying that if the vacancy occurs after the first day to publish notice of the positions to be filled at the election, the board must fill the position by appointment. If the vacancy occurs before the election notice must be published (i.e., 14 days before the first day to file an affidavit of candidacy), then the position is to be included in the publication and filled at the election. Since the first day to file affidavits of candidacy occurs eight weeks before the election, this essentially places the transition date at 10 weeks before the election. Minn. Stat. § 205.13, subd. 1a & 2.

Be sure to send the Minnesota Association of Townships the persons name and address so our records can be updated accordingly. Town officers are welcome to contact the office if they have any questions regarding filling town board vacancies.

RE: Work sessions purpose - if regularly scheduled

From: **Kyle Hartnett** (khartnett@mntownships.org)
Sent: Fri 3/27/15 2:40 PM
To: **MICHELE SMITH** (michelesmithclerk@msn.com)

Michele:

As long as the work sessions are part of the regular meeting schedule, any topic can be discussed. Basically what you are doing is starting your regular meetings an hour earlier with the understanding that only certain things will be dealt with in the first hour. There is not a problem with this.

If there is not a quorum, no decisions can be made but discussions could still take place.

Kyle R. Hartnett

Attorney

Minnesota Association of Townships

805 Central Avenue East

PO Box 267

St. Michael, MN 55376

khartnett@mntownships.org

763-497-2330

From: MICHELE SMITH [mailto:michelesmithclerk@msn.com]

Sent: Sunday, March 22, 2015 4:05 PM

To: Kyle Hartnett

Subject: Work sessions purpose - if regularly scheduled

Hello Kyle,

Our town board is considering adding a "work session" before *all* monthly board meetings currently scheduled the 4th Wednesday of the month. The thought is that if we did this (as many counties, school boards, and cities do), the town board could avoid having additional meeting during our "off" weeks in order to discuss a variety of topics and projects off camera in a more casual and laid back manner. In essence, the work sessions would be scheduled from 7-8pm with the business meeting to follow at 8:00pm - on every 4th Wed. of the month.

In considering this option, a couple questions came up that I'm hoping you can clarify:

- If the 'work sessions' are scheduled and posted & published as a part of the annual meeting schedule notice, is a *special* posting for each work session still necessary to identify (and limit) the 'purpose' of the work session? Or could they have an 'open topic' format, where anything could be discussed?
- Would a work session need to be cancelled if there was not a quorum of the board in attendance? Or could the discussions still take place - but no decisions made?

Your thoughts and recommendations are much appreciated. Thanks!

Michele Smith, Clerk

Harris Township

30037 Harris Town Road

Grand Rapids, MN 55744

email: michelesmithclerk@msn.com

phone: 218-327-9930

website: www.harristownshipmn.org

Chairman Rosato introduced the following resolution, and Supervisor _____ moved for its adoption:

DRAFT

Resolution No. 2015-004

**A RESOLUTION DESIGNATING A HARRIS TOWNSHIP DIRECTOR AND ALTERNATE FOR THE GREATER AREA GRAND RAPIDS AREA CABLE COMMISSION
- For term March 2015 through March 2016 -**

*(This resolution hereby replaces former resolution 2010-003)
(see attached)*

WHEREAS, the Harris Town Board did enter into an Amended and Restated Joint Powers Agreement dated January 12, 2006 with the City of Grand Rapids, the city of LaPrairie, the City of Cohasset, and Grand Rapids Township, forming the Greater Grand Rapids Area Cable Commission; and

WHEREAS, Article VI. Effective Date; Meetings; Election of Officer, Section 1 of the Amended and Restated joint Powers Agreement requires that each member designate it's director, director's address and telephone number by resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Harris Town Board designates **Becky Adams** as its director to the Greater Grand Rapids Area Cable Commission, with Supervisors Burl Ives as an appointed alternate director, to fill in for Adams as needed, and whose address and telephone numbers are as follows:

Becky Adams	Burl Ives
20608 Crystal Springs Rd	31035 Sunny Beach Road
Grand Rapids, MN	Grand Rapids, MN
218-259-1192	218-259-1279

RESOLVED FURTHER, that the aforementioned director and alternate shall have full authority to vote the Harris Township position on all matters before the Greater Grand Rapids Area Cable Commission, including authority to approve the budget and funding mechanisms which require the unanimous approval of all members under Article VIII, entitled Financial Matters, Section 3 of the Agreement.

Adopted this 8th day of April, 2015

Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk of Harris Township

Supervisor _____ moved for its adoption, and Supervisor _____ seconded the foregoing resolution, and upon roll call, motion carried unanimously.

Chairman Kortekaas introduced the following resolution, and Supervisor _____ moved for its adoption:

Revised for 2015

Resolution No. 2010-003

A RESOLUTION DESIGNATING A HARRIS TOWNSHIP DIRECTOR FOR THE GREATER AREA GRAND RAPIDS AREA CABLE COMMISSION

WHEREAS, the Harris Town Board did enter into an Amended and Restated Joint Powers Agreement dated January 12, 2006 with the City of Grand Rapids, the city of LaPrairie, the City of Cohasset, and Grand Rapids Township, forming the Greater Grand Rapids Area Cable Commission; and

WHEREAS, Article VI. Effective Date; Meetings; Election of Officer, Section 1 of the Amended and Restated joint Powers Agreement requires that each member designate it's director, director's address and telephone number by resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Harris Town Board designates **John Jokela** as it's director to the Greater Grand Rapids Area Cable Commission, with Supervisors Larry Key, Dennis Kortekaas, and Gary Rosato as appointed alternate directors, to fill in for Jokela as needed, and whose address and telephone numbers are as follows:

- | | | | |
|--|---|--|---|
| John Jokela
28600 Sunny Beach Rd
Grand Rapids, MN
327-1722
<i>Becky</i> | Gary Rosato
28523 E. Harris Rd
Grand Rapids, MN
326-4702
<i>Burt</i> | Larry Key
21841 River Rd
Grand Rapids, MN
326-3608 | Dennis Kortekaas
28680 Norberg Dr
Grand Rapids, MN
326-1882 |
|--|---|--|---|

RESOLVED FURTHER, that the aforementioned director and alternates shall have full authority to vote the Harris Township position on all matters before the Greater Grand Rapids Area Cable Commission, including authority to approve the budget and funding mechanisms which require the unanimous approval of all members under Article VIII, entitled Financial Matters, Section 3 of the Agreement.

Adopted this 14th day of April, 2010

Dennis Kortekaas, Chairman

Attest:

Michele R. Smith, Clerk of Harris Township

Supervisor _____ seconded the foregoing resolution, and upon roll call, motion carried unanimously.

Sec 1 Block 10 - showing ROW issues

From: **MICHELE SMITH** (michelesmithclerk@msn.com)
Sent: Fri 3/27/15 9:53 AM
To: Dennis Kortekaas (dutchddk8@aol.com)
Cc: Gary Rosato (garyrosato@icloud.com)
1 attachment
Document1.docx (137.7 KB)

Hello Diane (and Dennis) -

I wanted to get back to you regarding the available sites at Harris Cemetery that were purchased by Don Hafar in Section 1, Block 10 (the entire block). Our maintenance crew did some measuring and research, and indeed we have a discrepancy.

Attached, please find an *updated* block sheet which now shows all the cemetery sites of that block which are in the River Road right-of-way and thus are unusable.

Overall, only 13 sites in Block 10 of Sec 1 should have been sold as usable (not 32 sites, as in a normal size block). The *usable* sites are:

- Lot 2, Sites 4-8 No one has been buried in these sites yet, so all 5 sites are unoccupied
- Lot 3, Sites 1-8 Your family members are buried in sites 3,4,5,6,7,& 8, leaving sites 1 & 2 unoccupied

I checked with the Itasca County Records office, and there is no cemetery deed on file for this block, or under Don Hafar's name. I was hoping to get a copy of the deed, as it would have indicated exactly how many sites were included in the sale.

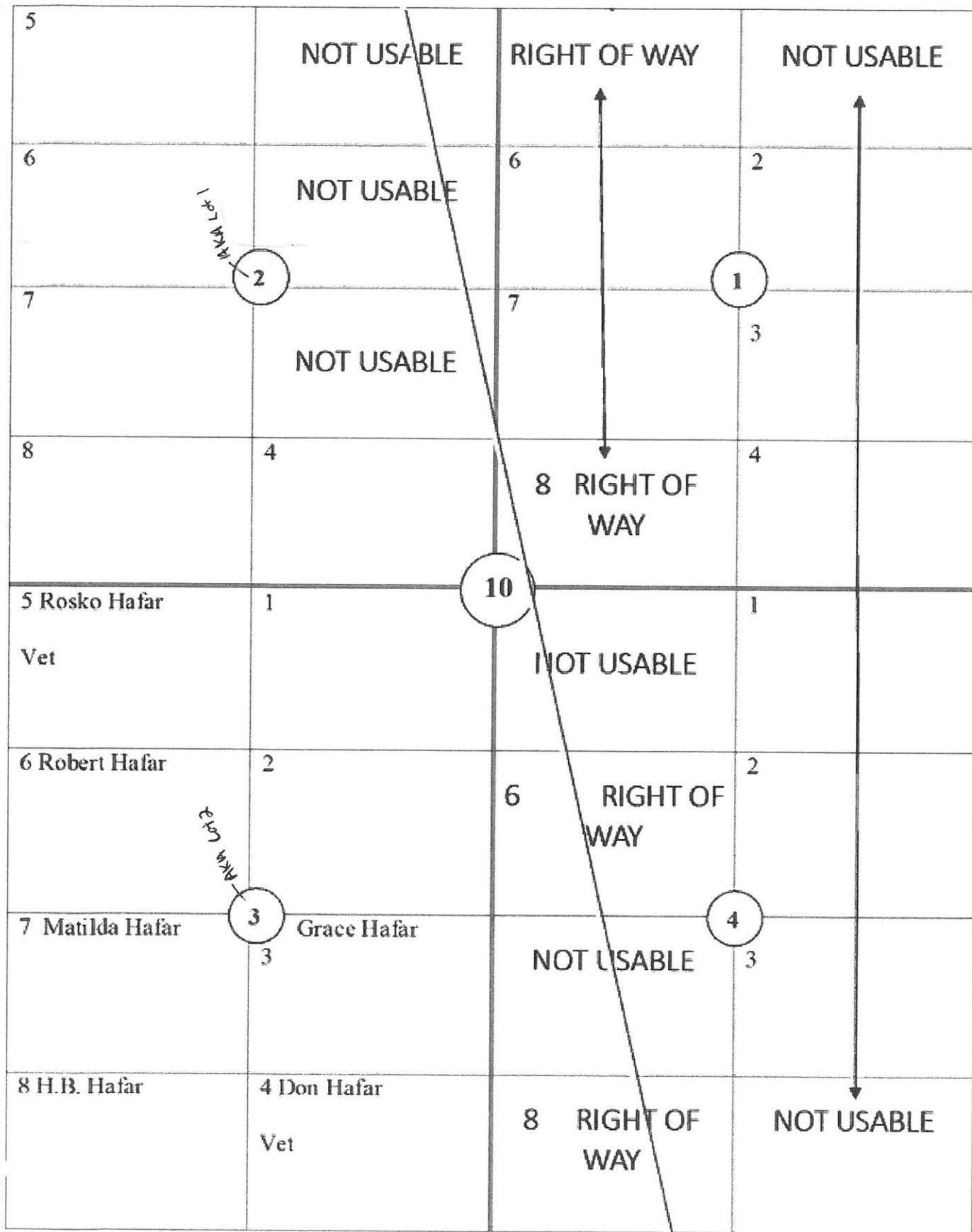
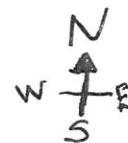
We did find the purchase record in the township cemetery book showing that Don Hafar purchased Lots 1, 2,3, & 4 of Block 10 for \$100 on June 28, 1961 - but the number of *sites* was not specified. However, it would appear that the price back then for residents was \$25/lot...and a "lot" was traditionally 8 sites. So, at first blush, it would appear to me that the intent of the sale to Don Hafar was for 4 lots of 8 sites, or 32 total sites. Unfortunately, we've now discovered that only 13 of those 32 sites are usable due to the right-of-way going over half of the block.

Because of this discrepancy, I will bring all of the information I've gathered including the actual 1926 plat map and the old payment records to the town board at their next meeting on April 8th for review, and a discussion of next steps.

If you have any questions or suggestions, please don't hesitate to let me know.

Warmly,

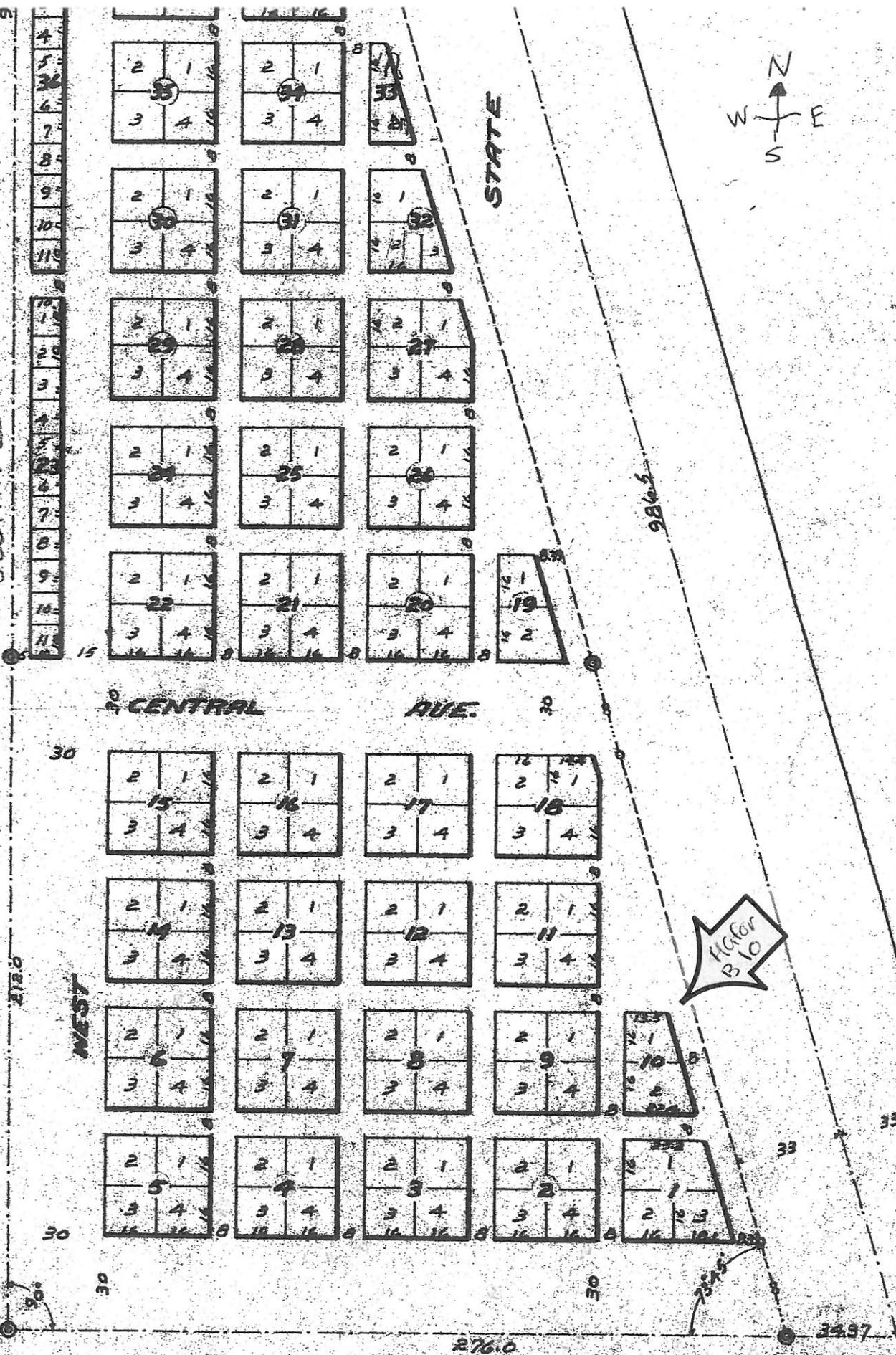
Section 1 B10



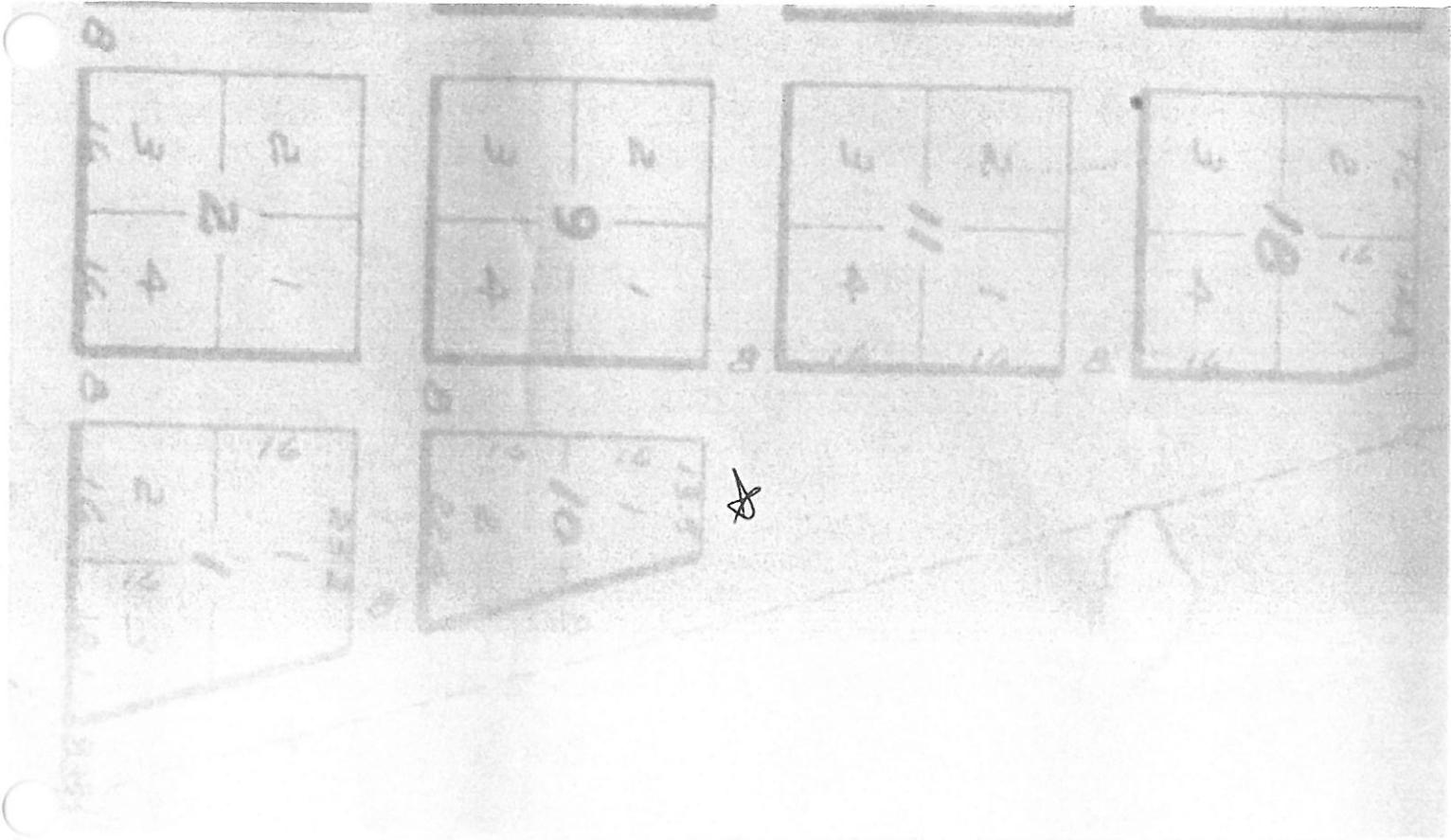
Farris Cemetery

Section I (Blocks 1-18)

Section II (Blocks 19-46)



NAME OF GRANTEE	LOT	BLOCK	AMOUNT PAID	DATE OF DEED
Florence Hendricks	5-2	12	75.00	August 1946
Florence Hendricks	all of 1	12	25.00	August 29 th 1946
Benjamin Hill	lot 4	12	25.00	Nov. 15 1946
F.K. HUBBARD	1	15	25.00	July 24, 1959
Don Hafar	1-2 3-4	10	100.00	June 28 1961
John Huff	graves 3-4 2	14	20.00	in full Jan. 12, 1967
Mr. Florence C. Hiatt	1-1 2	24	15.00	in full Dec. 26, 1967
Howard S. Hamilton	lot 2 graves 7-8	20	150.00	in full Nov. 16-1970
C.K. Hughes	4 graves 1-2	25	40.00	Sept. 30, 1972
J.W. Garner	1	25	40.00	March 26, 1974
Kenning Holstrom	graves 1-2 2	25	40.00	May 12, 1974
Lita Holmbracht	Gr. 5-6 2	4	40.00	Oct. 6, 1975
Peter Holmied	Gr. 3-4 3	28	160.00	July 22, 1976
Richard Hughes, Polygraph Institute	Gr. 1-8 5	5	400.00	Dec. 20, 1976
Margaret Hoalibon	6-3-4 1	5	100.00	May 28, 1978
F.R. Hurley	1	5	100.00	Oct. 5, 1978
Harold W. Hammann	Gr. 3-4 3	30	200.00	June 26.79
Robert E. Heath	Gr. 7-8 2	34	200.00	Nov. 19, 80
Don Hughes	Gr. 5-6 4	34	200.00	Nov. 20-80
Earl Hinegardner	Gr. 5-6 1	34	150.00	Nov 21-80



4/8/15 Regular Meeting | NEW Business: Clerk's Request for Board Action (RBA)

STATEMENT OF ISSUE:

Revise Harris Cemetery Policy "Fees per Grave" to one rate of \$125 plus a recording fee.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The current cemetery policy has two rates for grave sites: \$125 for residents and \$250 for non-residents.

When people call to purchase a cemetery site, they are often in the grieving process and it's very awkward - and feels cold - to ask them if they are a 'resident' or 'non-resident' before quoting them a price. In addition, this often results in an ask for exceptions to the *non*-resident rate because they 'used to' live in Harris Township, or they still own land in Harris Township. Or, they have family already buried in the Harris Cemetery, or family that still lives in Harris Township. The meaning of "resident" is often unclear. In addition, when families need a site for a child who has died unexpectedly, or for a loved one who has committed suicide, it's really difficult for me to quote them a higher price as I feel they've suffered enough.

While the dual grave site prices may have allowed Harris Township residents an advantage to reserve space for their families in Harris Cemetery back when it was 'new', and the number of sites available for sale was limited, that is no longer the case:

- We have NO shortage of sites in our cemetery, even after 100 years. Almost half the sites in section 3 of the cemetery are still for sale (apx 600), plus there is space for over 4,500 sites in the new expansion area, which is almost twice size of the current cemetery sections 1-2-3 (apx 2,500 sites total).
- Research has shown that cremation burials are on the rise, due to lower costs, convenience, and environmental considerations. And because up to 4 cremations can be placed in one cemetery site, the number of cemetery sites being purchased per family is on the decline. Between 1993-2010, the average number of sites sold in Harris Cemetery was 25/year. Between 2010 and 2014, the average was only 14/sites a year.

From a financial standpoint, I do not see any reason to maintain a dual rates structure:

- Our cemetery fund is still extremely 'healthy' despite a zero levy for the past 6 years. The projected year-end balance for 2016 is \$30,386...which is almost 2 years of cemetery operating expenses.
- *If* that ever changes, and more revenue is needed, I'd recommend increasing the *grave opening rates* (not cemetery site rates) as opening rates would result in an immediate increase to revenue given we have quite a few burials, compared to non-resident grave sales:
- The average number of *resident* sites sold the past 5 years has been 10-11/yr; the average number of non resident sites sold has been 3-4/yr. The resulting financial impact of these few non residents sites sold for \$250 vs. \$125 is a mere \$375-\$500/year of additional revenue (over what the township would have received from a one tier rate structure of \$125/site for all sites).

BOARD ACTION IF RECOMMENDATION IS ACCEPTED:

Motion to approve amending the current Harris Cemetery policy "Fees per Grave" section, from \$125/resident and \$250/non resident to a single rate of \$125/grave site – applicable to everyone, both township residents and non-residents – plus a recording fee.

HARRIS TOWNSHIP CEMETERY POLICY

Amended on August 13, 2003 | Amended on July 27, 2005 | Amended on June 20, 2006 | Amended on July 11, 2007 | Amended Grave Opening Fee Schedule July 23, 2008 | Amended Grave Opening Fee Schedule August 12, 2009 | Amended Grave Opening Fee Schedule, May 25, 2011 | Amended Grave Opening Fee Schedule, October 12, 2011 | Amended to restrict Section 1 burials, September 25, 2013 | Amended winter notification requirements, Dec 10, 2014

Harris Township maintains a cemetery for its residents and others. The location is attractive to many people and therefore new additions to the cemetery have been created and additional land has been purchased. The town Board has control of this cemetery without many restrictions or mandates, but the few requirements needing to be met is outlined below.

The importance of uniformity and efficiency in maintaining a cemetery requires certain rules and regulations to be documented. All parties must adhere to these guidelines to ensure property notification, placement, and documentation of any interment.

HOURS:

The cemetery is accessible to anyone every day from Dawn to Dusk.

PURCHASING, SALE OR TRANSFER:

All burial sites will be purchased through the Town Clerk or designated appointee. Persons desiring to purchase lots are invited to visit the cemetery, where the Clerk will aid in making a selection. After the selection is made, and purchase price is paid, a deed will be issued and copies of the deed will be recorded at Itasca County Courthouse. The record of signing the deed will be noted in the board meeting minutes at the next Regular Monthly Board meeting.

A maximum of four (4) graves can be purchased by one person per deed. Purchased burial sites can not be transferred, assigned, or pledged to another interest without the consent of the Town Board.

The private sale of burial plots is prohibited. All sales must be transacted through the Town Board. The Township may re-purchase a site or sites with the compensation remaining the same as the original purchase price.

FEES PER GRAVE:

Resident, \$125.00; Non-resident, \$250.00. A recording fee will also be charged.

RBA to amend to \$125, plus a recording fee

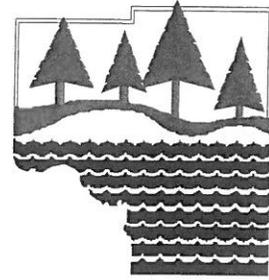
GRAVE/BURIAL REGULATIONS:

It is the responsibility of the Funeral Home/Director to notify the Town Clerk of any activity planned or taken to any gravesite at anytime.

1. Vaults are required, except for cremations.
2. Bodies per grave:
 - o 1 adult casket OR up to 2 infant caskets, one level (not stacked);
 - o Up to 4 cremations, with or without urn vaults
 - o Up to 4 cremation urns WITHOUT vaults may be placed over an existing buried casket vault.
3. *Only cremation burials are allowed in sites of Section 1 (original cemetery) if purchased after October 1, 2013*
4. The Township Clerk must be notified before any interment is held.
5. Personal excavating of the grave is strictly prohibited.
6. No grave or burial will be allowed above ground.
7. Burial of pets are NOT allowed.
8. Cremation remains are not allowed to be placed or spread above ground, unless they are in a sealed container attached to the headstone.

ITASCA COUNTY
LAND DEPARTMENT – REAL ESTATE OFFICE

1177 LaPrairie Avenue
Grand Rapids, MN 55744
218-327-7302 – FAX 218-327-4160



CERTIFIED MAIL/RETURN RECEIPT

March 9, 2015

Michele Smith
Harris Township Clerk
30037 Harris Town Road
Grand Rapids MN 55744

Dear Ms. Smith:

Enclosed is a classification listing containing the results from the 2015 Land Classification Committee meeting with the parcel(s) associated with your township or municipality **AND** classified as non-conservation highlighted. The parcel(s) described in the listing forfeited to the State of Minnesota for non-payment of property taxes.

As required under M.S. 282.01, we request that you approve the parcel(s) be put forth toward auction or request a conveyance to your township for public use.

We require a certified copy of the ^{Township} council resolution authorizing any action taken. If you request that a parcel be conveyed to your township, you must also complete a Form 962, *Application by a Governmental Subdivision for Conveyance of Tax-Forfeited Land* and mail it to this office.

Special assessments that were levied before the forfeiture do not need to be certified to this office. They were canceled at forfeiture and will be paid from the sale price. Special assessments that are levied after the forfeiture should be certified to this office. They will be added to the appraised value and paid from the sale price as well.

Please be advised that, if the ^{Town Board} council fails to respond with sixty (60) days of the date of this letter, the classification and sale will be deemed to be approved. = May 9, 2015

If you have any questions, please feel free to contact me at (218) 327-7302 or by email at andrew.glusica@co.itasca.mn.us.

Sincerely,


Andrew Glusica
Real Estate Assistant

2015 Land Classification Non-Platted Properties

	PURPOSE	TWP	RGE	SEC	ACRES	LEGAL DESCRIPTION	PARCEL ID	CLASS	REASON
1	Request	56	25	21	43.04	SE SW	02-021-3400	Conservation	Memorial Forest - Access - Forestry
2	Forfeit	55	26	11	1.55	NE NW LYG W OF BASS BROOK	05-011-2104	Conservation	Waterfront
3	Forfeit	54	24	7	0.99	W 208FT OF E 405FT OF N 208FT OF NE SE	08-007-4103	Non-Conservation	Improved
4	Forfeit	62	22	13	32.72	NW NW LESS W 400' OF S 218' & LESS REV DESC 1	10-013-2210	Non-Conservation	Improved
5	Forfeit	62	22	14	39.87	NW SE	10-014-4200	Non-Conservation	Uneconomical to Manage
6	Forfeit	62	22	14	39.84	SW SE	10-014-4300	Non-Conservation	Uneconomical to Manage
7	Forfeit	62	22	27	2	E 330 FT OF S 264 FT OF SE SE	10-027-4401	Non-Conservation	Uneconomical to Manage
8	Forfeit	57	27	28	3.33	LOT 1 LESS N 1314.61'	11-128-1101	Non-Conservation	Uneconomical to Manage
9	Forfeit	54	23	19	0.44	SW SE LYG N OF LAKE	12-019-4300	Conservation	Waterfront
10	Forfeit	54	23	19	9.86	SE SE LYG N OF LAKE	12-019-4400	Conservation	Waterfront
11	Request	56	23	33	39.89	NE NW	18-033-2100	Conservation	Mining
12	Forfeit	54	25	13	2.5	N 370FT OF W 350FT OF NE NE	19-013-1109	Non-Conservation	Improved
13	Request	148	25	22	38.64	NW NE	22-022-1200	Conservation	Access - Forestry
14	Request	148	25	22	37.56	SW NE	22-022-1300	Conservation	Access - Forestry
15	Request	148	25	22	38.95	NE NW	22-022-2100	Conservation	Access - Forestry
16	Request	148	25	22	38.81	SE NW	22-022-2400	Conservation	Access - Forestry
17	Request	57	24	3	36.27	UND 1/32 INT LOT 3	23-003-2130	Conservation	Recreation - Partial Interest
18	Request	57	24	3	35.94	UND 1/31 INT LOT 4	23-003-2230	Conservation	Recreation - Partial Interest
19	Forfeit	57	24	22	3.96	SEE ATTACHMENT	23-022-1226	Non-Conservation	Uneconomical to Manage - Surrounding Use
20	Request	146	25	4	40.81	NE SE	32-004-4100	Conservation	Mining

2015 Land Classification Non-Platted Properties

	PURPOSE	TWP	RGE	SEC	ACRES	LEGAL DESCRIPTION	PARCEL ID	CLASS	REASON
21	Request	59	24	22	40.43	SW NW	55-022-2300	Conservation	Memorial Forest - Access - Forestry
22	Request	60	24	15	1.95	THAT PART OF GOVT LOT 13 LYG BETWEEN OLD CO RD 52 & NEW CO RD 52	Part of 56-015-3401	Non-Conservation	Uneconomical to Manage
23	Forfeit	61	25	7	5.1	N 367' OF LOT 1 LYG W OF HWY 42	61-007-2202	Non-Conservation	Improved
24	Forfeit	62	25	22	2.2	S 200FT OF N 1000FT LESS W 724FT OF SW NW LYG W OF BIGFORK RIVER	62-022-2304	Conservation	Waterfront
25	Forfeit	62	26	34	28.2	NE NE E OF OLD M. & R. RY. R/W	67-034-1102	Repurchased	Repurchased
26	Request	56	23	21	1.37	A PARCEL OF LAND IN THE SE NW DESC AS FOLLOWS	87-021-2409	Conservation	Mining - Surrounding Use
27	Forfeit	55	25	14	2.4	37' 32" W, ASSIGNED BEARING, ALG THE N LINE	88-014-1206	Non-Conservation	Uneconomical to Manage
28	Request	56	24	30	40.33	UND 13.12% INT IN SURFACE ON NE SW	88-030-3104	Conservation	Mining
29	Forfeit	57	22	25	0.11	E 90' OF W 106' OF S 55' N OF HWY IN NE NE	92-025-1108	Non-Conservation	Improved
30	Forfeit	57	22	25	0.04	E 35FT OF W 141FT OF S 55FT N OF HWY IN NENE	92-025-1116	Non-Conservation	Improved
50	Land Dept. Recommended	148	28	8	17.5	REV DESC 3 OF LOT 3	13-008-4405	Non-Conservation	Surrounding Use



19-013-1109

Harris







2015 Land Classification Platted Properties

	PURPOSE	TWP	RGE	SEC	ACRES	LEGAL DESCRIPTION	PLAT	PARCEL ID	CLASS	REASON
31	Forfeit	55	26	11	1.42	LOT 1 BLK 2	FELIX ADDITION	05-472-0210	Non-Conservation	Surrounding Use
32	Forfeit	55	26	11	1.7	LOT 3 BLK 2	FELIX ADDITION	05-472-0230	Non-Conservation	Surrounding Use
33	Forfeit	55	26	11	1.35	LOT 4 BLK 2	FELIX ADDITION	05-472-0240	Non-Conservation	Surrounding Use
34	Forfeit	55	26	11	1.16	LOT 1 BLK 3	FELIX ADDITION	05-472-0310	Non-Conservation	Surrounding Use
35	Forfeit	55	26	11	0.92	LOT 1 BLK 4	FELIX ADDITION	05-472-0410	Non-Conservation	Surrounding Use
36	Forfeit	54	25	24	0.92	S 249.20 FT OF LOT 1 E 33FT OF S 300FT OF LOT 17 BLK 2	AUDITORS SUBDIVISION NUMBER 30	19-420-0010	Non-Conservation	Surrounding Use
37	Request	54	25	18	0.24	N 50 FT OF LOT 7 BLK F	PATTEES TRANQUILLE ACRES	19-535-0226	Non-Conservation	Surrounding Use
38	Forfeit	56	26	2	0.16		NORTHLAND PARK	64-480-0616	Non-Conservation	Surrounding Use
39	Forfeit	56	24	32	0.09	LOT 8-BLOCK 13	BOVEY	86-410-1340	Non-Conservation	Improved - Surrounding Use
40	Forfeit	56	24	32	0.04	W 12 1/2' LT 9 BLK 13	BOVEY	86-410-1345	Non-Conservation	Improved - Surrounding Use
41	Forfeit	56	23	21	0.31	COMM AT THE NE CORNER OF SE NW; TH N 89 DEG	CALUMET	87-410-1310	Non-Conservation	Improved - Surrounding Use
42	Forfeit	56	24	31	0.83	LOT 3 BLK 1	COLERAINE	88-415-0130	Non-Conservation	Surrounding Use
43	Forfeit	145	25	36	0.2	ALL LOTS 13-14 S 1/2 15 BLK 1	INDUSTRIAL PARK SECOND ADDITION TO ITASCA CITY	89-490-0135	Repurchased	Repurchased

2015 Land Classification Platted Properties

	PURPOSE	TWP	RGE	SEC	ACRES	LEGAL DESCRIPTION	PLAT	PARCEL ID	CLASS	REASON
44	Forfeit	145	25	26	0.97	LOT 9	SEAMANS 1ST ADD TO ITASCA CITY	89-570-0091	Non-Conservation	Improved - Surrounding Use
45	Forfeit	145	25	26	1	LOT 10	SEAMANS 1ST ADD TO ITASCA CITY	89-570-0092	Non-Conservation	Improved - Surrounding Use
46	Forfeit	55	25	18	1	LOT 18-BLK 3	REMER DESCHEPPER ADDITION	91-663-0348	Non-Conservation	Surrounding Use
47	Forfeit	57	22	25	0.09	LOT 13 BLK 6	SPINA ADDITION TO KEEWATIN	92-460-0660	Non-Conservation	Improved - Surrounding Use
48	Forfeit	56	23	19	0.16	LOT 12-BLK 2	FIRST ADDITION TO MARBLE	94-420-0222	Non-Conservation	Improved - Surrounding Use
49	Forfeit	144	25	1	0.52	LOT 10-BLK 2	LAKEVIEW ADD TO ITASCA CITY	99-410-0255	Non-Conservation	Improved - Surrounding Use
51	Forfeit	55	26	11	1.66	LOT 2 BLK 2	FELIX ADDITION	05-472-0220	Non-Conservation	Surrounding Use



19-420-0010
Harris

Hole

Nancy Dr

Hidden Point Trl - Sunny Beach Rd

240 Feet

0 120 240

3,000 Feet

0 1,500 3,000

Co Rd 67

Danson Rd



E Harris Rd

Co Rd 91

River Rd

Wendigo Rd

Lucy Ln

N Kanan Dr

Romans Rd

Sunset Ln

Wesleyan Dr

Pine Crest Rd

Underwood Rd

Root Rd

Wendigo Park Rd

Alicia Pl

Bayview Pl

Field Crest Rd

Golf Crest Dr

Sunny Beach Rd

Robinson Rd

Schmidt Rd

Bethany Rd

Aspen Dr

Aspen Trl

Adair Rd

Hauser Rd

Harris Town Rd

Sunny Ln

US Hwy 169

19-535-0226

Harris

3,000 Feet

0

1,500

3,000

150 Feet

0

75

150

