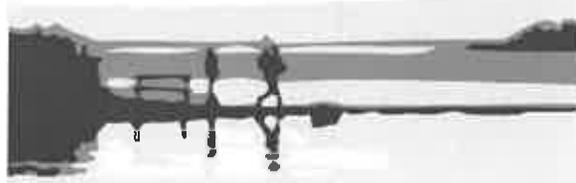


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-326-4704

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Burl Ives 259-1279
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Michele Smith 327-9930
michelesmithclerk@msn.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

REGULAR MEETING December 9, 2015 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on November 10, the Work Session on November 16, the Public Hearing on November 18, and the P&D Meeting on November 18, 2015
3. **Business from the floor**
4. **Consent Agenda**
5. **Roads**
 - Glen Hodgson – SEH: Consider approval of a “Notice of Termination” of a construction storm water permit for 2007 project on Woodland Park Road and Melody Lane, as submitted to SEH by Hawkinson Construction
 - Discuss Attorney Shaw’s response regarding the township taking over private roads (*see email*)
 - Consider approval of Resolution #2015-012 to accept and establish the following platted roads: Wendigo Park Circle, Kathryn Avenue & Nicholas Street
 - Other road issues/concerns/comments
6. **Recreation**
 - Consider approval of Express Employment Professionals proposal for hiring seasonal rink attendants
7. **Correspondence**
 - Board Action items:
 - None
 - Noteworthy items:
 - Mediacom - missing channels, including ICTV (see email from Beth George)
 - Collaborative Opportunities Meeting minutes from October 26, 2015 and agenda from Nov 30th, 2015
 - Non-action items
 - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from October 2015
8. **Old Business**
 - Update on the Town Hall Caretaker position
 - Review town hall policy and consider removing use of the garage during rummage sale rentals or removing rummage/garage sales from the ‘approved’ list of uses for the town hall.
 - Consider responding to donation requests prior to the annual town meeting with a letter stating the township’s policy on donations and contributions via Resolution #2008-004 (*tabled from Nov. 18th P&D meeting*)
 - Consider township email account options as presented by JDI Net and PC Refresh (*tabled from Nov. 18th P&D meeting*)
9. **New Business**
 - Consider approval of the “Harris Township 2016 Meeting Schedule” for publication and posting on website
 - Consider approval to publish Filing Notice of township offices in the Herald Review 4 times (rather than 2)
 - Consider setting dates for budget work sessions in January and February 2016, and Board of Audit

10. Treasurer's Report – dated December 9, 2015 (November 1-30, 2015 financials)

11. Approve payment of bills for December 2015

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

13. Upcoming events and meetings

- Mon. Dec14 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Tues. Dec 29 First day to file for township office: Clerk (2 yr term) and Supervisor A (3 yr term); cost \$2.00
Filing period ends at 5:00pm on Tue. Jan 12th, 2016.
- Mon. Jan 11 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Wed. Jan 13 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Jan 27 Planning & Development Meeting..... 7:30pm Harris Town Hall

14. Adjourn

**MINUTES from the REGULAR Meeting
Harris Township Board
Tuesday, November 10, 2015 at 7:30pm**

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*Note: Tonight's Regular Meeting was held a day earlier than originally planned, due to Veterans Day being Wednesday, Nov 11th, 2015.
This date change was posted and published.*

The Regular Meeting of the Harris Town Board was held on Tuesday, November 10, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Dennis Kortekaas.*

Also in attendance: Dan Butterfield, Francis Haubrich, Gary Weber, and Judy Myers

1. **Pledge to the flag**, followed by the reading of the township mission statement; happy Veterans Day to all from Chairman Rosato.
2. **Consider approval of Minutes** from Regular Meeting on October 14, the Round Table Work Session with the City of Grand Rapids staff on October 21, the Public Hearing on October 28, and the P&D Meeting on October 28, 2015.

A motion was made by Supervisor Haubrich to approve the minutes as presented – except with the correction of one spelling error: Regular Meeting Minutes Oct 14, 2015, under #3 Business from the Floor, under Range Water Conditioning bullet, second paragraph, first sentence. It should read “Moody commented that the hardness (not ‘harness’) doesn’t affect...” Supervisor Kelly seconded the motion with correction as noted. Upon a vote, the motion passed with unanimous approval.

3. Business from the floor

- **Terry Weber: 21617 Birch Street**

Mr. Weber, a resident of Birch Street, was not aware of the public hearing which was held October 28, 2015 to review the township's five-year road plan and bonding consideration. However, he'd been following the minutes and discussions of what's going on. Weber commented that the minutes from August 2015 mentioned that Birch Street was paved in the mid 1990's. However, he did not believe this to be true as he bought his property in 1986 and only road patching had been done since then.

Also, Weber had a concern regarding comments by the board in the minutes that implied that if a road was a dead-end street, it didn't need to be maintained as well as non-dead-end streets. Weber shared that Birch Street still gets delivery service and needs public emergency services and so hoped his street wouldn't get maintained to a lesser standard just because it was a dead end road.

As for bonding, Weber expressed that it made sense to him to do it now with interest rates and oil costs so low, but he wasn't sure how bonding would affect the township budget.

Overall, Weber felt Birch Street was in need repair – soon.

The board suggested that Weber attend the continued public hearing on November 18th at 6:00pm if he can, or submit an email of his thoughts to the board, and tell his neighbors the same.

4. Consent Agenda

- None

5. Roads

- Road issues/concerns/comments
 - **Fieldcrest:** The area where a culvert was damage by Itasca Utilities when installing Northwest Natural Gas was being fixed.
 - **Ditch ROWs:** Supervisor Ives had a few calls of concern regarding the condition of some ditch ROWs where Itasca Utilities had installed Northwest Natural Gas line. However, Ives was told the ditches will be cleaned up this fall or in the spring of 2016. Itasca Utilities was aware of the concerns and will correct any issues.

- Town Road Mileage: Supervisor Rosato reported that he had taken care of the request from Itasca County to compare the township's record of mileage for each town roads vs. the mileage information reported by MNDOT. No major discrepancies were noted.
- Flashing lights on stop signs: The board discussed that they'd heard good comments from residents regarding the new flashing lights on the 2 stop signs of Wendigo Park Road at the intersection of Harris Town Road. Clerk Smith commented that she'd also heard from several residents that they'd like to see flashing lights added to the other 2 stop signs of this intersection, on Harris Towns Road, to avoid accidents. The residents said they'd observed vehicles on Harris Town Road not stopping at all at this intersection.

6. Recreation

- None

7. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - Notice from Itasca County of a public meeting on Dec 1st at 4:00pm to discuss the Iron Range Expansion and Highway Corridor Concept Plan (see notice for more details)
- Non-action items
 - None

8. Old Business

- Speed limit on Sunny Beach Road
Supervisor Ives reported that in follow up to the desire of the board to reduce the speed limit on portions of Sunny Beach Road from 35 mph to 30 mph, he contacted MNDOT. They agreed to get him a contact person from Duluth, as the local MNDOT person could not make the speed limit decision.
- Floors at Town Hall
Supervisor Rosato reported that a date for refinishing the floors at the town hall is still TBD. He's working with the caretaker to find a date that will work for Busy Bees Quality Cleaning and the rental schedule.
- Hiring of a new Town Hall caretaker:
Rosato shared that he'd met with Treasurer Adams and they opted NOT advertise for a Town Hall Caretaker in the Herald Review newspaper as originally discussed by the board. Because their Human Resources appointments for the township were primarily to give employees a voice to the board, they did not feel qualified to conduct the hiring of new township employees. Instead, they'd agreed they'd prefer to use a professional employment service to seek, screen, and do background checks on all applicants. The board (or Adams and Rosato) could then conduct the final interview of candidates.
If Personnel Dynamics is used, a new employee would work for them on a 90 day probationary period. Then, if desired, the township could hire that person directly. The employment agencies services would add 35% to the wages offered to the employee. It was also noted that if an employee doesn't work out within the 90 day probationary period, the township can direct them to terminate the employee and try another candidate. Rosato reminded the board that the current caretakers' last day is December 9th.

A motion was made by Supervisor Kelley to proceed with using Personnel Dynamics for the hiring of a new Town Hall Caretaker. The motion was seconded by Supervisor Ives for discussion: Would someone in the township have preference over a non-resident? Rosato noted that he didn't think they could legally do that. Ives also commented that as an option, if the current job duties don't work out for one person, perhaps the job could be split job into two: One person to do the sales/rental/showing duties, and one person or company to do the cleaning. The motion to use Personnel Dynamics to hire a town hall caretaker passed by a unanimous vote.

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The board then discussed if Rosato and Adams had the authority to offer the job to a final candidate, or did the person need to come before the entire board?

A motion was then made by Supervisor Ives to allow the two township HR representatives, Rosato and Adams, to make a decision on who to hire. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.

9. New Business

- None

10. Treasurer’s Report – dated November 10, 2015 (October 1-31, 2015 financials)

Treasurer Adams recapped the November report as follows:

- Balance Sept 1, 2015: \$1,176,042.34
- Receipts: \$ 571.40
- Disbursements: \$ (55,182.26)
- Balance Sept 31, 2015: \$1,121,431.48

A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to approve the November 10, 2015 Treasurer’s Report of October 2015 financials. Motion carried by a unanimous vote

11. Approve payment of bills for November 2015

- Treasurer Adams brought two bills to the board’s attention:
 - 3Bs Dale Anderson - \$6,507.00: This was the company that did the demolition of the IRRRB project. The township had already received payment via direct deposit for this exact amount from IRRRB, per Adams, and this payment from the township was going directly to the demolition company – not the resident.
The board discussed that while the IRRRB Residential Redevelopment Program process went fine for the Treasurer, it was a very complicated and detailed process. This particular one went smooth only because the resident (Harkulas) and the volunteer for the township (Dan Butterfield) did all the work. Rosato said he’d hesitate to do another IRRRB redevelopment project. Butterfield echoed that he put in a lot of hours on this project, and was pleased with the outcome, but that resident Evon Harkula did most of the paperwork, the follow up emails and phone calls, trying to figure out what the status of the project was. And while he commented it is a great program, he won’t volunteer for it again.
 - City of Grand Rapids –\$100: This was the annual fee for the Collaboration Opportunities Team, to continue the meetings. All entities pay \$100. This was also paid by Harris Township in 2014.

After reviewing the bill list, Supervisor Ives asked for clarification on the bills for ASV, CarQuest, and L&M. Adams pulled the bill detail and shared what each billing was for.

A motion was then made by Supervisor Ives, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled “November 2015 Bill Listing to Board” in the amount of \$36,930.35. Motion passed by a unanimous vote.

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

- Judy Myers commented that the board should consider creating a binder in which to put all township policies.

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13. Upcoming events and meetings

- Mon. Nov 16 Work Session 7:00pm Harris Town Hall
- Wed. Nov 18 Public Hearing.....Road Plan and Bonding..... 6:00pm Harris Town Hall
- Wed. Nov 18 Planning & Development Mtg (a week early, due to Thanksgiving)... 7:30pm Harris Town Hall
- Wed. Dec 9 Regular Meeting..... 7:30pm Harris Town Hall

14. Adjourn

With no other business to become before the board, a motion was made at 8:10pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

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November 2015 Bill Listing to Board

Description

Amount

Gary Rosato	Mtgs, wages, labor, less withholding	735.57
Dennis Kortekaas	Mtgs, wages, labor, less withholding	454.22
Burl Ives	Mtgs, wages, labor, less withholding	608.04
Jim Kelley	Mtgs, wages, labor, less withholding	583.54
Ken Haubrich	Mtgs, wages, labor, less withholding	480.22
Michele Smith	Mtgs, wages, labor, less withholding	1,134.85
Becky Adams	Mtgs, wages, labor, less withholding	595.93
Bonnie Key	Cleaning labor, showing, less withholding	445.13
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,204.59
PERA	ONLINE pmt:: Payroll withholding	1,393.54
3Bs Dale Anderson	IRRRB grant for deconstruction of Haarklau buildings (received pmt via ACH 2878735)	6,507.00
ASV	engine rear mount, fan, engine 17"	236.14
Blue Cross Blue Shield	insurance premiums 11-1/12-1	1,059.07
CarQuest	parts	102.11
Century Link	ONLINE pmt:: August phone service	285.41
City of Grand Rapids	PEG and Franchise fees: Mediacom and Paul Bunyan	6,589.58
City of Grand Rapids	2015 Collaboration Facilitation -participation	100.00
Computer Enterprises	laptop for clerk	1,019.98
Davis Oil	fuel for equipment	244.51
Grand Rapids Public Utilities	Utilities; lights and town hall	187.42
Hawkinson Sand and Gravel	class five and gravel	328.93
Herald Review	mtg change notice, ST reconstruction plan	117.10
Home Depot	ONLINE pmt:: service center supplies	105.46
Itasca County Recorder	record deeds: shannon	45.00
Janicke Bakery	cookies for election	177.60
L & M	equipment supplies	464.97
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	437.36
MediaCom	PHONE PAY:: sept phone and internet service - town hall	108.90
Northern Air Plumbing	ground heater labor	200.00
Northland Portables	Sept, portables: wendigo park, crystal park, cemetery, boat landings	285.00
Range Water	water cooler Nov	27.25
Rapid Rental	10/8 invoice 97351	64.91
Schwartz and Sons Excavating	Oct grading	1,260.00
S E H	Engineering Services - misc. services	2,985.10

Stokes Printing	office supplies: ink and whiteout	43.88
Verizon	cell phone bills - nov 12	105.53
Waste Management	November- 3 yd rel on call	17.00
Wells Fargo Credit Card	ONLINE pmt:: 10/2 Equicross	222.07
Commissioner of Revenue	Payroll withholding :: electronic payment	443.00
EFTPS	Payroll withholding :: electronic payment	2,399.80

Total \$ 36,930.35

Approval to pay :: November 10, 2015, Checks numbered 16925 through 169

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato

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Minutes from the Harris Town Board
Work Session – Variety of Items
Monday, November 16, 2015 at 7:00pm

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A work session of the Harris Town Board was held on Monday, November 16, 2015 at the Harris Town Hall, beginning at 7:00 p.m. This work session was open to the public, but was not televised nor recorded by ICTV.

Officers in attendance were Supervisors Rosato, Kortekaas, Kelley, Haubrich, and Ives, as well as Clerk Smith and Treasurer Adams. *Absent:* none

Also in attendance: Residents Marge Kelley, Dan Butterfield, Judy Myers, Cyndy Martin, and Dan Nelson

The purpose of this work session, as posted, was to discuss the following:

- Town hall concerns / improvements / suggestions
- Optional Township Plan “B” - Appoint Clerk and/or Treasurer
- ICTV coverage of one meeting vs. two meetings a month
- Work session frequency
- Board orientation needs and suggestions
- Township policies & procedures – including but not limited to:
 - Resolution #2008-004 *Donation or Contribution Request Policy*; how to handle requests prior to the annual meeting
 - Employees accountability and transparency
 - Safety requirements/needs for board & employees
 - Electronic communication for board and employees
 - Other existing and needed policies
- Financial bonding process
- 2017 budget considerations
- Road repair/resurfacing costs and tracking
- An action item list at the end of each meeting, with name assignments and follow up report dates at specified meetings

The work session was called to order at 7:00pm by Chairman Rosato.

1. Pledge to the flag
2. Call the meeting to order
3. Town hall concerns / improvements / suggestions

Rosato met with the current caretaker and discussed a lot of town hall items. The following were then discussed by the board tonight:

- a. Florescent vs LED lights: The current bulbs in the hall are a variety of different colors. They have ballasts in them, and are energy wasters. An LED light was installed near the town hall kitchen, and it looks great. Rosato found it's economical to convert the current fixtures we have now for LED, and the maintenance crew could do themselves. Overall, there are 22 fixtures in the hall, and they would cost \$120/light to convert or apx \$2,700 for all 22 . The energy cost savings to convert to LED lighting would be significant, and Rosato would like the board to consider conversion during the upcoming budget session. Supervisor Ives agreed and added that there are some incentive programs out there to convert to LED lighting.
- b. Storage space for tables and chairs: The caretaker noted that a storage area for the town hall tables and chairs is needed as kids are playing on tables, and posing a liability risk to the township.

- c. Small playground set: Renters have requested a small playground for the town hall property. There is currently a swing set, but it's no appropriate for small children. And without a playground, kids tend to play on the hand rails and tables.
- d. Restroom doors: The first set of doors into the men's and women's bathrooms have been removed at the town hall, with no complaints. They still are not quite ADA compliant, but they are getting there.
- e. Dishwasher: Renters frequently request a dishwasher at the town hall - preferably a small commercial one, with a sanitizer.
- f. Garage use by renters for garage sales: Rosato suggested the board consider changing the current town hall policy to no longer allow renters use of the garage during rummage sales. This would allow off season maintenance equipment and supplies be stored in the town hall garage, freeing up space in the Service Center garage for maintenance of seasonal equipment and vehicles. Right now, the town hall policy allows renters to sue the garage for rummage & garage sales. Supervisor Ives and Kelley voiced that they liked this idea, and that the garage for storage of off-season items is more important than the occasional use for garage sales.
- g. Town hall reports: Rosato asked the board what they really wanted on a monthly town hall report. The financial details are turned into the treasurer with her monthly pay claim form, so it seemed like double duty to put the same information on the hall report.

Ives would like to see a list of who rented the hall, on what date, and for how much. And if the board approved a lower rate than our policy states, he'd like that noted. He's interested in the number of residents vs. nonresidents who rent, the number of hours spent cleaning, and the number of showings as well as the number of hours spent showing. Ives would also like to see a bit of detail regarding what is done during the cleaning hours. Kelley and Haubrich agreed he'd like to know how long it takes to clean after each rental, as well as how many showings and rentals occurred during the month.

Adams responded that this is a good time to discuss the town hall report requirements, as a new caretaker will be coming on board soon. Legally, Adams did not think names and associated personal check information of renters could be on a public information report. However, she will check with MAT about sharing the caretaker's detailed claim form prior to deductions as tax information is confidential. This may provide the detail the board is looking for with regards to rental dates, cleaning dates & hours, and showing dates.

Rosato asked if the town hall report was even necessary. The board discussed that it is needed for professional reasons, and as a way to report any safety concerns. And it helped the board justify what is happening at the town hall overall.

- h. Maintenance of the town hall: Ives commented that he'd like to see the Caretaker go through the town supervisor in charge of the maintenance crew for any items or issues that need to be taken care of at the town hall. He'd also like to see all the doors at the town hall and other township buildings rekeyed so there's only 3-4 keys overall for all township buildings and facilities.
- i. Damage deposit: The amount of the damage deposit for using the town hall was discussed. The current process is that renters write out two checks – one for the rent, and one for the \$25 deposit. If garbage is taken, the caretaker returns the \$25 deposit check to the renter. If not, or if the renter requests they garbage be disposed of by the township, the deposit check is kept and deposited. Supervisor Haubrich wondered if a \$25 deposit was adequate if case any damage was done. He also commented that perhaps renters should be responsible for cleaning the hall – rather than the caretaker. Ives noted that overall, he'd like the township to break even on the town hall expenses vs. rental income. Rosato added he'd like to see that too, but wasn't sure how to do it. Residents have paid for the town hall already via their taxes so he'd hates to see

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the resident rental rate increased as they are the vast majority of people who rent the hall. There are very few nonresident rentals.

- j. Town Hall capacity and drawing: The board commented that a capacity rating for the town hall is needed. And that they should have schematics of the building and room set up diagram options on the website for potential renters to visualize how many people/tables & chairs fit in the hall, depending on how they're thinking of setting it up.
- k. Electrical issue in kitchen: The board needs to fix the electrical problem in kitchen so people don't have to down into basement to flip the breaker, often caused by too many crock pots or such plugged in during an event. Ives agreed to check into new GFI outlets for kitchen, and the board approved that he bring in an electrician as needed.
- l. Cell phone – for caretaker: The board discussed the option of providing a cell phone to the caretaker, dedicated for town hall business. The board discussed that it's hard to know if the future person will have good cell coverage where they live, but that adding another line usually isn't that expensive and may include a free phone. A caretaker who could have email and a calendar on their phone would be nice. However, some board members expressed they are nervous about illegal activity that could take place on the phone by the employee, or by their friends/family members when the caretaker is not paying attention.

Treasurer Adams agreed to contact Verizon find out the cost for a new phone line, plus data package. Prepaid phones were discussed but they need to be renewed every 30 days which can be bothersome.

- m. Boardroom table and chairs: Rosato commented that it would be nice to have a decent town board table and chairs setup that could be left in place permanently, with the microphones. He'd also like to see the addition of privacy curtains for the tables to cover up all the wires. However, the board discussed that if the board went to permanent 'desks', it would eliminate the option to rent out the hall for birthday parties, funerals, etc.. The township would need to add on to the town hall to accomplish a permanent board set up area.
- n. Moisture problem: The board discussed that there seems to be a moisture issue in the hall as the new front doors constantly frost over, and the windows frost up as well - and the frames are starting to rot. Perhaps better ventilation via air exchanger would help. Also, the current crank out windows may need to be replaced. Supervisor Haubrich agreed to look into options and bring back to the board at a future meeting

4. Optional Township Plan "B" - Appoint Clerk and/or Treasurer

Clerk Smith shared that she is *not* planning to run for reelection in March 2016, and did not know of anyone interested in the clerk position. And because the position had become quite complex over the years, she wanted to provide the board with information on the "Optional Township Plan B", which would allow for the board to appoint (i.e. hire) a township clerk and/or treasurer. This would allow the board to create a job description, assign responsibilities, and require certain skills. With an elected Clerk/ Treasurer, the only requirement is they be a resident of the township for at least 30 days. An appointed Clerk/Treasurer does *not* have to be a resident of the township.

In the agenda packet, Smith provided a variety of information from the MN Association of Townships on the process to move to plan B if interested. She did not expect the board to make a decision on this tonight, but just wanted them to be aware of the option. Per one of the MAT attorneys, "The advantages of appointed positions is that it can make it easier to find someone to take a position because an appointed clerk or treasurer does not have to live in the township. Another advantage is that an appointed position can be terminated if that person is not doing the job well. In addition, the supervisors can then assign jobs to an appointed position. However, some towns like the positions to be elected because it can then limit the authority of the supervisors as an elected position answers to the voters [and state], not the supervisors."

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Smith explained that if this is something the board is interested in moving to at the end of her term, it would need to go on the March 2016 township ballot as a question, which the board could initiate via a resolution. That resolution would need to be approved no later than the January 13th 2016 Regular Meeting, as the ballot design will set right after the filing period closes on January 12th.

5. ICTV coverage of one meeting vs. two meetings a month

Chairman Rosato shared that he likes the ICTV coverage of Harris Township meetings, but since the board lost the untelevised P&D meetings, the supervisors no longer have an opportunity to “chew the fat” like they used to. This allowed for valuable discussions and so Rosato wanted to discuss the option to go back to having the P&D meeting UN-televised. The board understood the need for the casual conversations, but that decisions are made at the P&D meetings, and so they should be televised. When meetings are not televised, the public comments they feel the board is trying to hide something. Transparency is a must per Ives. And if there’s any decisions made to spend money, the camera should be there.

Rosato shared that years ago, there was only one business meeting a month. Then, the P&D meetings were added to be like the work session was tonight – where no actions were made – but rather, issues were discussed but all decisions were ratified at the Regular Meeting. Rosato asked if the board wanted to consider going back to that.

The board had previously discussed having a work session before P&D meetings, but logistically that makes for a long evening for the board, and would require set up by the clerk before she’s done with her full time job, and runs into supper time. Therefore, that option was not feasible.

6. Work session frequency

Related to the discussion above, Rosato stressed there is a need for more sessions like tonight, where the board can frame and discuss items for mobilization at a future meeting. But he recognized that being a township officer is a part time job, plus most of the current officers still work full time. There will be a lot of work sessions coming up with regards to budgets, and, after meeting every week Jan – March, the board is tired out by April. Having a predetermined schedule of work sessions would be difficult, as the board may or may not have anything to talk about. And unless work session dates are scheduled and posted accordingly (like the Regular and P&D meetings are), the Clerk reminded the board that they can only talk about the stated purpose that’s required on a posted special meeting notice – or they would be in violation of the open meeting law. Thus, it would probably be best to just continue to call for a work session when needed.

7. Board orientation needs and suggestions

Rosato asked the newer board members (Ives, Kelly, and Haubrich) if there were items they still needed orientation on, or would suggest for future new officers:

- a. Knowing what exactly they get paid for, and what is covered under the monthly salary versus an hourly wage, would be helpful to provide consistency throughout & across the board.
- b. Having an orientation binder or packet for a new supervisor, clerk, and treasurer would be great. New folks don’t have the history that the existing board has. The Minnesota Association of Townships and their website is a great resource – but it would be nice to have local township specific information as well.
- c. A check list for orientation would helpful – to make sure all items are reviewed – such as how to fill out a claim form & when, a tour of township facilities, introduction to employees, keys given out, sharing of contact information, etc.
- d. A USB of township policies and resolutions would be helpful, or have everything on the website. Perhaps develop electronic manuals, which would require the help of a consultant.

- e. A list of equipment and property that the township owns would be useful.

8. Township policies & procedures:

- o Resolution #2008-004 Donation or Contribution Request Policy; how to handle requests prior to the annual meeting

County Commissioner Rusty Eichorn approached Clerk Smith on several occasions regarding the number of donation or contribution requests the township receives for consideration at their annual meeting. Eichorn suggested that because the township has a 'no donation or contribution policy' via resolution #2008-004, that a letter be sent out to each requestor, with a copy of the policy. That way, each request would not have to be reviewed during the annual meeting, where Rusty is often the moderator.

The board questioned if non-profits would still have the right to request a donation, regardless of the policy as the board would have the right to make an exception to the policy.

The board asked that this be moved to the December 9th Regular Meeting, and to ask Rusty to attend. Clerk Smith agreed to invite Eichorn.

- o Maintenance employee accountability and transparency

The following items were suggested by Supervisor Haubrich, and discussed:

- o A weekly maintenance plan from the maintenance crew, and provided to the entire board. This would be a way for the board to know what the guys are planning to work on during the upcoming week. Rosato did share with the board, the maintenance crew's *monthly* plan, outlining tasks they do by month.
- o A daily work report with bullets would be nice; this way, supervisors know what has been completed.
- o Knowing the mileage driven, purchases made, etc. would be informative.
- o Having the work order system re-implemented is needed, especially for road repairs. Right now, only emails are used – which could be stapled to work orders – but having the work orders created and placed in the related road files would be very helpful.
- o Safety training for crew is valuable. Perhaps we could partner with another city or the county. Township safety manuals and documentation is the first thing that will be reviewed if there's an accident.
- o Is there a spending limit or purchasing policy for the maintenance crew? How much can they spend without approval of the board? Same question would apply to the caretaker.

Supervisor Ives added the following:

- o Seasonal workers – what is the policy on who they get their direction from? If they quit, can the board be notified right away, so they don't hear about it on the back end?
- o Dress: What is the policy for maintenance crew apparel? Is it communicated that township employees wear all necessary safety apparel, and represent Harris Township appropriately? Rosato shared the crew is compliant.

Overall, some supervisors get questioned about what the maintenance crew does. And while the maintenance report does provide great highlights of their work over a month, some of the supervisors felt they needed more detail of day to day activities to help justify to the public the need to have two full time maintenance employees. Other supervisors shared that there needs to be a balance between the work done and the amount of documentation detail; it's going to take time to do what's been suggested. Would an hour each day to document to this level of detail be better spent on other

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duties? Is this level of detail really necessary? The chart of accounts was reduced significantly as the level of detail was labor intensive and never used.

- Safety requirements/needs for employees

The following was discussed/requested:

- Supervisors should be notified immediately when there there's an injury that requires medical attention.
- Safety inspection should be done
- Are there safe job procedures? For example, is there a process for putting docks in / taking them out? These types of procedures should be documented and reviewed as they're not done every day. Or a new person may not be aware of safety issues.
- Safety rules: Is there a policy on when the maintenance crew is required to wear gloves, hard hat, glasses? Rosato said they do know when it's required and they do wear these items, but that there's no policy currently to address the rules.
- Safe work environment: Are expectations known? Is there's a policy? Do the employees sign off that they know the rules and agree to abide by them?
- Personnel files: Are they kept in locked cabinet? Yes – in the town hall office, per Clerk Smith. Smith asked if emergency contact information was kept on file for the employees. Not currently, per Rosato and Adams.
- Electronic communication for board and employees

Supervisor Ives shared that he feels the township should have a policy of what employees can use computers for, and what they cannot use them for. Same for any data devise such as a township supplied smart phone. A policy is needed in case the town board ever has to take an action.

9. Financial bonding process

Rosato shared with the board that the motion on the resolution they will again review after the public hearing on November 18th needs to pass by a *unanimous* vote to move forward, not just a majority vote. This is the resolution that basically tells the bonding company to get loan term & rate proposals, find out who's interested in issuing bonds, etc. If the resolution passes, the board then waits 30 days to see if a petition is received asking that the bonding question go on the annual township ballot. If not, then the board comes back together to review interest rates, amounts for payback, loan periods, etc. and another resolution is reviewed to accept the loan terms. That resolution only needs to pass by a majority vote. Rosato noted that the bonding process could still be terminated at that point, if interest rates are too high, or they change their mind about bonding. They are not committed to issuing bonds until the loan terms resolution passes.

The board discussed putting the question on the ballot, if initiated by board. However, the timing would cause a delay in the plan, which could result in higher interest rates, higher bituminous rates, etc.

If bonding goes through, can the public at the annual meeting says they won't increase levy to cover the bond payback? Adams clarified that the bond payback amount is a separate levy – a special assessment of sorts – and cannot be turned down by electorate. The residents could, however, vote to reduce the operating levy. If that happens, the board would need to relook at budget to reallocate the "reduced" amount, and determine what to give up – such as closing the parks.

10. 2017 budget considerations

Due to the lateness of the evening, the board did not discuss any 2017 budget items. However, Clerk Smith suggested that she'd like to share her normal budget setting duties with any of the supervisors as she will not be with the board next year. Supervisor Haubrich said he may be interested.

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11. Road repair/resurfacing costs and tracking

SEH likely has road repair and resurfacing cost information for big projects, but not on the smaller roads. Work orders on roads used to be filed in road files in the township office, but this has not been done for some time now. It was asked if we track what is spent on each road. Rosato said the maintenance crew does *not* track that information.

12. An action item list at the end of each meeting, with name assignments and follow up report dates at specified meetings

An action item list was suggested by Haubrich and Ives, so that tasks don't get dropped or missed. Whenever conversation turns to action, the board need to decide who is going to do something, and when will it come back to the board. The board liked that plan.

13. Adjourn

A motion to adjourn tonight's work session was made at 10:24 p.m. by Supervisor Ives, and seconded by Supervisor Ives. Meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

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PUBLIC HEARING MINUTES
(As continued from October 28, 2015)
ON STREET RECONSTRUCTION PLAN
AND INTENT TO ISSUE GENERAL OBLIGATION
STREET RECONSTRUCTION BONDS THEREUNDER
November 18, 2015 – 6:00pm

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A Public Hearing of the Harris Town Board was held on Wednesday, November 18, 2015. The public hearing was called to order at 6:00pm as posted and publiSEHd, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: None.*

Also in attendance were Paul Donna - from Robert W. Baird & Co., Glen Hodgson – SEH Road Engineer, and approximately 51 residents (*a copy of the sign in book will be attached to these minutes.*) ICTV was *not* able to cover this public hearing.

The purpose of the hearing was as follows, per posted and publiSEHd notice (Nov 8 and 15, 2015):

The Board of Supervisors of Harris Township (the “Municipality”) will meet at 6:00 p.m. on Wednesday, November 18, 2015, at Harris Town Hall, 21998 Airport Road, Grand Rapids, MN, to conduct a public hearing on the Municipality’s street reconstruction plan (the “Plan”) and the Municipality’s intention to issue its general obligation street reconstruction bonds (the “Bonds”) in an amount presently estimated not to exceed \$3,000,000, to finance the cost of a portion of the street reconstruction projects identified in the Plan. The Bonds will be issued pursuant to authority granted by Minnesota Statutes, Section 475.58, subdivision 3b.

1. Pledge to the flag

2. Opening remarks – Chairman, Gary Rosato

Chairman Rosato opened the public hearing, commenting that the purpose of tonight’s meeting was to continue the public hearing originally held on October 28th, 2015 which had very low turnout. Tonight, with over 50 people in attendance, the board hoped to get the resident’s feedback on the proposed five year road plan to be presented by Glen Hodgson, road engineer from SEH, and on the funding option to issue bonds for up to three million dollars, which would be presented by Paul Donna from Robert W. Baird & Company. Rosato added that apx 35 emails were also received, which will be made part of the public record.

3. Presentation of five-year road plan – Glen Hodgson, SEH road engineer

Hodgson explained that he would talk about a proposed five year road plan for paved roads in Harris Township which, if adopted, would be reviewed by the board each year and another year tacked on. Hodgson had five maps that he shared, one for each year, with the proposed road projects shown on each map. Hodgson described what a reclaim road project entails vs. what an overlay road project entails, as each road on the plan noted which one was being proposed. Overlay projects last apx 15 years while reclaimed roads last apx 25-30 years. The cost per mile to overlay was \$300,000/mile on average and the cost to reclaim was \$450,000/mile.

The five-year road plan was shared as follows:

○ 2016 (3 roads)

1. Sunny Beach Road – the complete length. There would be two types of improvements:

- From Harris Town Road to Adair Road, would be an **overlay**. Within that area, there would be some major subgrade work near Woodtick Lake - by Sutherlands; there is a low spot in the road in this area. Also, at Woodtick crossing, the culvert would be replaced. In addition, at the corner of the first north-south segment, some drainage improvement was planned
- The rest of the Sunny Beach Road, from Adair Road to Wendigo Road/Co 67, would be a **reclaim**. Due to this section’s poor condition, it would not support an overlay.

2. Isleview Road - reclaim

3. Birch Street - reclaim

The proposed cost estimate for the 2016 roads: \$3.057 million

○ **2017 (2 roads)**

1. Sunny Lane - reclaim

2. Gary Drive – reclaim

The proposed cost for the 2017 roads: \$306,000

● **2018 (2 roads)**

1. Fieldcrest Road - reclaim

2. Romans Road – reclaim

The proposed cost for the 2018 roads: \$318,000

● **2019 (3 roads)**

1. Mishawaka Shores Trail - overlay

2. Little Crystal Lane - overlay

3. Woodbine Lane - overlay

The proposed cost for the 2019 roads: \$379,000

● **2020 (3 roads)**

1. Alisha Place - overlay

2. Wesleyan Road - overlay

3. Tolerick Drive – overlay

The proposed cost for the 2020 roads: \$383,000

Hodgson recapped that the board had worked on the proposed work plan the past 8-10 months, and that consideration to approve the five year road plan was part of the purpose of tonight's public hearing. He noted that it was just a *plan* – and that roads noted farther out were more speculative. Hodgson also commented that without bonding, the proposed Sunny Beach Road project would not occur in 2016; those two items would need to happen together. Bonding dollars would be used for 2016 road projects only; the subsequent roads could be done with the usual levy of \$300,000-\$400,000/yr for major road construction.

The township's process for crack-filling roads was also explained by Hodgson. They seal transverse cracks the year following an overlay or reclaim and use a rubberized crack fill material so cracking doesn't reopen after a freeze. They have also tried a new product on some larger cracks of other roads, called NuvoGap. Overall, the township is aggressive in crack filling roads to keep water out of the base to maintain the roads.

● **Public comments and responses by Hodgson or board:**

○ Q: Are there any plans to widen Sunny Beach Road, take out the curves, or add a bike path?

○ A: No – the road plan is just to improve the existing road where it currently lies.

○ Q: On Isleview, how far will the road improvement go?

○ A: The improvement is just for the township's portion of Isleview, so it would stop where the "end of maintenance" sign is.

○ Q: Does the City of Grand Rapids have plans to improve their portion of Isleview Road?

○ A: The board has asked the city this same question informally, and they were not encouraged by the city's response. However, it's still being discussed.

○ Q: Will any part of Sunny Beach Road be shut down during the reconstruction – such as when the area near Woodtick is done?

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- A: There may be short term detours with the subgrade work. And yes, some inconveniences. However, it should only be for 2-3 days day, if they take out the culvert.
- Q: What is the timetable for bids?
- A: If plan is adopted and bonding is approved, Hodgson would hope to bid in early spring, with work to be done the summer of 2016. The town board would advertise for bids, and contractors would prepare sealed bids for the board; bids would be opened publically. Hodgson clarified that SEH does not do the contracting – the town board does.
- Q: Why hasn't this road been repaired before? This is a bad time with the school board referendum still being discussed, and local businesses shutting down.
- A: The board has taken care of worse roads over the years - ones that they could afford with the levy. Now what's left is the long roads...and a large bill to get them repaired.
- Q: With the reclaim projects, will this affect the culverts under the driveways?
- A: SEH had not gotten that far into the planning yet; during some projects, they do replace driveway culverts and some they do not. However, they will look at each culvert as the project proceeds.
- Q: What is the township's annual road maintenance budget?
- A: \$300,000-\$400,000 for major construction/year; this is enough to cover roads noted for years 2 – 5.
- Q: What did the board find out from the borings that were done near Woodtick?
- A: They were worse than expected, and deeper. It will not be possible to remove all the bad material.
- Q: How did SEH come up with the figure of 3 million for the 2016 road projects?
- A: Glen explained the process, and that current prices were multiplied by the amount of bituminous needed, and added all up, plus a 10% contingency. It's an estimate only. The actual bids could come in lower.
- Q: Why didn't the board ask an actual construction company to provide a bid, rather than just get an estimate from SEH?
- A: It would be unlikely that any contractor would take the time to prepare an accurate bid without an approved plan.
- Q: Could the Sunny Beach Road project be split into segments and done over several years?
- A: Yes it could.
- Q: When was last time Sunny Beach was redone? And there is one part that never got touched.
- A: The records that the township has, shows that the northwest portion of Sunny Beach was overlaid in 2001; no records can be found of when the other section was worked on.
- Q: Per mile, what's cost for reclaim vs. overlay?
- A: \$300,000 per mile for an overlay and \$450,000 per mile for reclaim (which varies based on subgrade and drainage work).
- C: Comment that residents were leery to bond for 3 million dollars and that this may be a continuing way to fund road projects. They were fearful yet knew the township needed to do something to get Sunny Beach road repaired.
- C: Repairing the roads will either need to be paid via a bonding and payback each year, or by way of levy increases each year. If the entire length of Sunny Beach Road is done all at once, contractors would be more willing to bid aggressively.

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- C: The cost of bonding for 3 million, will be 5 million over the time of loan.
- C: If Sunny Beach is repaired over 10 years that means it will be the only road that will get fixed.
- Q: Will the township be financially okay to work off operating levy to handle other roads?
- A: Yes
- Q: Current budget is apx \$350,000/year for major road construction; if the township bonds for 3 million dollars over 10 years, the payback amount is \$337,000. Will the levy need to be raised by that amount to cover the bond payback?
- A: That is one option; another option would be to raise the levy part of the way to cover the payback amount, and then deduct the levy as needed in other areas. However, the township will always need to have an operating levy.

4. Financing options with Q & A - Paul Donna, Robert W. Baird & Co.

Paul Donna, from Robert W. Baird & Company, explained that Minnesota State statues allow townships to issue road street reconstruction bonds as a way to fund road projects if approved by the board. He went on to explain that with general obligation bonds, the township would borrow money at the lowest interest rate available for this type of bond to fund the road projects as discussed, and levy a tax across the entire township to repays the loan through taxes.

If a petition is received within 30 days, the question would have to be put on ballot of the next election before the township could bond.

Chairman Rosato asked for clarification of what it means if the resolution passes, which the board would be considering later this evening. Donna explained that it would allow them to start the process of moving forward with issuing bonds. However, passing the resolution did not obligate the township to issue the bonds. In the board reviews the proposals of loan terms and finds that interest rates are too high, they can opt out of bonding. There will be another vote later in the process where the board will consider approving the loan terms and rates, and at that point the board can still vote no. Tonight's resolution only gives Baird & Company the okay to start the process to get proposals. After a 30 day window, if there is not a petition to put the bonding question on the ballot, the board will then move forward with the process. There are no costs incurred for Mr. Donna or the attorney, until closing on the loan.

Mr. Donna handed out and reviewed some scenario information, for \$2.5 or 3 million dollars, and for payback over 10 or 15 years. *(A copy will be included with these minutes)*. He noted that the first year to collect on the loan would be in 2017, but construction could start in 2016. The interest rates shown were as of Oct 6, 2015 and ranged from 2.4% for a 10 year payoff period to 2.9 % for 15 year payoff period. The effect of taxes on a home valued at \$100,000 was shown, and ranged from \$44/yr to \$73/yr depending on the amount of the bonds issued, and the payback period.

With regards to what the bond will cost the township, Mr. Donna referenced the at TIC line of the handout, or total interest costs. He noted there is an opportunity to refinance the loan throughout the life of the loan. 10 & 15 years options were choses as most street projects would have that as their useful life.

The tax impact was shown on the handout, based on a \$100,000 home; Mr. Donna said to adjust proportionately for higher home values.

Interest rates are currently very low; the lowest in about 30 years.

Mr. Donna clarified that general obligation bonds will have a separate line item in the levy. It's an option to include the payback in the current levy, or add the payback amount on top of it. But overall, the bond payback amount is a part of the levy total.

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Public comments and responses by Mr. Donna or board:

- Q: Will interest rates be fixed?
- A: Yes

- Q: Does Harris Township have a bond rating?
- A: Not currently, and the handouts assumed they're *not* rated. If the township gets a rating, the interest rate could be lower, but Donna will investigate if the cost of getting rated is worth it.

- Q: Will the bonding portion of the levy be identified on the Itasca County property tax bill as a separate line item?
- A: No. Referendums do appear as a separate line item but township special levies would only be a separate line item within township's budget - not on the county tax bill. It would be identified in the annual report of the township.

- Q: If our road plan changes, could the amount of bonding be reduced?
- A: Yes, if determined before issuing the bonds. The town board cannot bond for over 3 million dollars, but it's acceptable to bond for less.

- Q: What is the Minnesota State Statute limit on general obligation bonds that is paid back through taxes?
- A: 3% of the township's total evaluation. Per Itasca County, Harris Township's estimated market value is \$371,887,600. 3% of that would be \$11.1 million so that's the maximum the township could borrow. A \$3 million dollar loan would be less than 1% of the township's total EMV.

5. Public input:

a. Hear all interested parties

- C: Looking to board to make right decision
- Q: What would the lifetime of road Sunny Beach Road be after reconstructed?
- A: The overlay section would be 15 years, and the reclaim section would be 25-30 years.
- Q: When would the question go on the ballot if a petition is received?
- A: The next township election, on the second Tuesday in March 2016.
- Q: If the question goes on the ballot, would the township still be able to bid and get projects done in 2016?
- A: Hodgson was not sure if it could be done or not.
- C: People living on the roads affected have nice houses, but have bad roads
- Q: What percentage of the total EMV of the township comes from those who live on Sunny Beach Road, Birch Street, and Islevue?
- A: No idea.
- C: The Township needs to keep the roads up or it opens us up for annexation.
- Q: How can the township prevent this from happening again down the road?
- A: Raise the levy every year, though it's difficult to levy for the high cost of the longer roads.
- C: There are 25.6 miles of paved road in the township. 10.3 miles have been rehabilitated since 2007. Another 10.3 miles are proposed for 2016. That would leave only 5 miles of paved roads that haven't been touched since 2007.
- Q: Can a show of hands be done, for those in favor of bonding and those opposed?
- A: Absolutely. The show of hands, as counted by Supervisor Ives: Yes=apx 30 and No=apx 14.

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b. Read all emails received

Due to the quantity of emails received – apx 35 – they were made part of the record, but not read aloud. In counting the email views, 27 were in favor of bonding and 8 were opposed to bonding.

6. Board discussion and consideration of the matter

There was no additional discussion by the board. The resolution to move forward with the road plan and bonding was on the agenda for the P&D meeting, scheduled for 7:30pm this same night.

7. Adjourn

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to adjourn tonight's public hearing at 7:26pm. Hearing adjourned.

Respectfully submitted

Michele Smith – Harris Township Clerk

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Public Hearing 6:00pm

P&D Meeting 7:30pm

Wed November 18TH 2015

- 1 ~~Moore~~
- 2 Dan Butterfield
- 3 Jim Kelly
- 4 Mabel R. Smith
- 5 ~~Christie K. Wheeler~~
- 6 ~~John D. Hays~~
- 7 ~~[Signature]~~
- 8 ~~Paul Van~~
- 9 Dennis Kortenaar
- 10 Elton J. Terry
- 11 Kate & Douglas Pierce
- 12 Ted Howard
- 13 Danny Murphy
- 14 K.R. Manning
- 15 Maurer Ross
- 16 Margie Kelley
- 17 Janet K. Martin
- 18 Denise Davies
- 19 Betty Adame
- 20 Craig Alder
- 21 Andrew Wheeler
- 22 Glen Hodgson
- 23 Leland Brown
- 24 Roger Childs
- 25 SCOTT JOHNSON
- 26 Sara Christensen
- 27 John Howray
- 28 Jennifer Fleen

- 29 Lester Flem
- 30 Maurine Jagg
- 31 Jita Bonney
- 32 Kris Johnson
- 33 Doug Gloyd
- 34 Uubi Andrews
- 35 Duane A. Nochter
- 36 Mary Kosak
- 37 Dan Nelson
- 38 Larry + Bonnie Causin
- 39 Tom Stanley
- 40 Kelly Ham
- 41 Anthony Kotula
- 42 Mark Hale
- 43 Stephen Wilson
- 44 Melissa Bahr
- 45 Russ Namcetek
- 46 Glen McLeod
- 47 Mallyam McLeod
- 48 Jayne Martin
- 49 Art Martin
- 50 Jim Nitzsch
- 51 Terry Stengel
- 52 Gene S. [unclear]
- 53 Roger L. Boyer

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, November 18, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance: Glen Hodgson, road engineer from SEH, Paul Donna, from Robert W. Baird & Co., Roger Hoyum, from JDI Net, and approximately 12 township residents.

1. Pledge to the flag

2. Business from the Floor

- None

3. Consent Agenda

- None

4. Roads

- Discuss results of the Public Hearing that took place tonight 11/18/15 at 6:00pm, regarding the township's five year street reconstruction plan and intent to issue general obligation bonds for financing the plan.

The board discussed that there was a great turnout for tonight's public hearing; approximately 50 residents attended, and over 35 emails were received. Overall, they were in favor apx 3:1 to move forward with the bonding process to get the roads fixed as proposed in the 5-year road plan.

- Consider approval of Resolution #2015-011 -*Resolution Approving Street Reconstruction Plan and Authorizing the Issuance of Approximately \$3,000,000 in General Obligation Street Reconstruction Bonds Thereafter*

A motion was then made by Supervisor Ives, and seconded by Supervisor Haubrich, to approve Resolution #2015-011 -Resolution Approving Street Reconstruction Plan and Authorizing the Issuance of Approximately \$3,000,000 in General Obligation Street Reconstruction Bonds Thereafter. The motion passed by a unanimous vote, and was hereby adopted.

Next steps: The approval of resolution 2015-011 starts a 30 day waiting period in which residents can petition the board to put the question of bonding on the township ballot in March. The number of signatures needed is at least 5% of the votes cast in the last municipal (township) general election. The Clerk shared that the number of ballots cast during the township's March 2015 election was 110. Thus 5% would be 6 people who would need to sign the petition. Some audience members who were not in favor of bonding commented that a petition would be forthcoming.

- Glen Hodgson, SEH Road Engineer – updates
 - *Underwood Road – west:* Hodgson commented that he reviewed Underwood Road west, after the overlay and ditching project due to the recent rain the past several days. He did notice a couple places where water was not draining, but said these were areas where they were not allowed to drain due to the wetlands.
 - *Sunny Beach Road – cost of additional borings:* Supervisor Ives asked Hodgson if he had a rough idea of what it would cost to do more borings on Sunny Beach Road near Peter Miskovich's, who has voiced his concerns at a previous meeting about the steepness of his driveway and the hope that the road bed could be lowered in this area. Hodgson responded that to have Braun do borings, it would be at least \$10,000 – and that was for borings only, not for any actual work.

- Other road issues/concerns/comments
 - Lakeview Trail – Request to become a township or county road; see email from Gail Peterson
 An email was received by the clerk, and shared with Chairman Rosato, regarding a request for Lakeview Trail – which is a dirt road near Lakeview Drive - to be taken over by the township or county. It's currently a private road. Gail Peterson was not in the audience tonight, but another resident of Lakeview Trail was (Greg Ewen)
 Ewen commented that there are 4 homes on Lakeview Trail currently, but that all 9 lots are sold. He was told by Rajala that once all the lots were sold, they could turn over the road to the township or county. He's since learned that is not the case.
 Supervisor Rosato commented that he has also been asked if the township would consider taking over several other roads: Wendigo Circle (gravel) and Kathryn Avenue & Nicolas Street of Oak Island Estates (both paved).
 He noted that Harris Township does have a policy for accepting new roads, but that the process needs to be reviewed by the board as it had been some time since they'd 'established' a new township road. Rosato also wondered if their attorney would need to be involved.

A motion was then made by Supervisor Ives, seconded by Supervisor Kelley, to review Lakeview Trail, Wendigo Circle, and the two Oak Island Estates roads, Kathryn Avenue and Nicholas Street for consideration to become town roads. The motion passed by a unanimous vote.

- Review "Harris Township's Policy for Establishing a Town Road"

The board agreed to review the policy and requirements for establishing a new road that the clerk provided in the agenda packets for a later discussion on the roads noted above.

5. Recreation

- Determine which boat landings get portable bathrooms during winter months (see email from Northland Portables)

Clerk Smith shared that Northland Portables contacted her to confirm which public landings should have portable bathrooms for the winter months, Dec 1st – March 1st. Their proposal previously considered by the board was for two bathrooms at LaPlant Landing and Mishawaka Landing but she wondered if perhaps the township would also like one placed at Casper (aka Troop Town) landing. The maintenance crew had commented they felt a bathroom at Casper landing would be used quite heavily.

A motion was made by Supervisor Kortekaas, and seconded by Supervisor Kelley, to put out three portable bathrooms from Dec 1, 2015 to March 1, 2016, rather than two as previously approved; they were to be placed at LaPlant Landing, Mishawaka Landing, and Casper Landing. The motion passed by a unanimous vote.

Clerk Smith will let Northland Portables know of the board's decision.

6. Town Hall Report dated 10/14/15 – 11/4/15

The board reviewed the town hall report as submitted by the town hall caretaker. There were 11 resident rentals and 6 board function rentals; \$275 was collected.

7. Maintenance Report for October 12 – November 6, 2015

The board reviewed the maintenance report as submitted by the maintenance crew. Docks are out.

The board then discussed the positive comments they'd heard regarding the flashing lights on the two stop signs of Wendigo Park Road at the intersection Harris Town Road, and the requests they'd received to have lights put on the other two stop signs on Harris Town Road, for added safety.

A motion was then made by Supervisor Kelley to put flashing solar lights on the 2 stop signs on Harris Town Road, at the intersection with Wendigo Park Road. The motion was seconded by

Supervisor Kortekaas. Discussion: Should there also be a flashing light placed on the stop sign of Sunny Beach Road, where it meets Harris Town Road? The board agreed this would be a good idea. Supervisor Kelly amended his motion to include a flashing light on the one stop sign of Sunny Beach Road where it meets Harris Town Road. Supervisor Kortekaas seconded the amended motion. The motion passed by a unanimous vote.

8. Old Business

- Township Email Account Options (tabled from 10/28/15 P&D Meeting)

Roger Hoyum from JDI Net was in attendance and shared a proposal of email account options to the board. (A copy of his handout will be attached to these minutes.)

Hoyum reviewed the different types of email account types and access methods, and offered 4 different government plans and options, with prices quoted per person per year. Costs ranged from \$43.50/per user/year to \$235.50/per user/year which also included Office Applications software (Word, Excel, PowerPoint, etc.) which could be installed on up to 5 devices. The most expensive option also included Skype for Business. Not included in the rates was antivirus and malware protection, and set up costs per user. Also, JDI Net does not host websites, but they do work with hosting agencies, if interested.

Hoyum shared that plans he offered all included email that would be maintained on a server in the cloud, and backed up. Email storage was 50 GB, and email could be viewed from any computer or smart phone, so if a phone was lost or a computer damaged, the email would still be accessible from a new device.

Supervisor Ives shared that his concern was that the board is currently using their own personal emails for township business. And, if there's a lawsuit, their emails are susceptible to investigation. He'd like for all officers and employees to have a "harris township" specific email for related work - only. He'd also like to see all township owned computers have their firewalls up to date.

- Consider PC Refresh proposal for business email services for township officers / employees

The board reviewed the PC Refresh proposal which was requested by the board.

Supervisor Ives made a motion to table the matter of township emails and proposals until the December 9th, 2015 Regular Meeting, so there'd be time to talk with PC Refresh about their proposal, as well as ask Hoyum any questions they may have. The motion was seconded by Supervisor Kelley, and passed by a unanimous vote.

- Consider proposals for water softeners at Harris Town Hall (tabled from 10/28/15 P&D Meeting)

- Range Water Conditioning
- Culligan

Chairman Rosato commented that when these proposals were originally reviewed, some of the board questioned whether a water softener was needed at the town hall.

Supervisor Ives made a motion to NOT accept either proposal for a water softener for the town hall, as the need for one was not clear. The motion was seconded by Supervisor Haubrich. Ives, Kelley, Haubrich and Rosato voted in favor of the motion, and Kortekaas voted in opposition. Motion carried.

9. New Business

- None

10. Public Input

- None

11. Upcoming meetings/events

- Wed. Dec 9 Regular Meeting 7:30pm Harris Town Hall

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- Mon Dec 14 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Tues. Dec 29 First day to file for township office: Clerk (2 yr term) and Supervisor A (3 yr term); cost \$2.00
Filing period ends at 5:00pm on Tue. Jan 12, 2016.

12. Adjourn

With no other business to come before the board, a motion was made at 8:19 p.m. by Supervisor Kortekaas, seconded by Supervisor Haubrich, to adjourn the meeting. Motion passed.

Respectfully submitted,

Michele Smith – Harris Township Clerk

DRAFT



MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: December 3, 2015

RE: Storm Water Permit for Woodland Park and Melody Lane
SEH No. HARRT 132049 14.00

In 2007 the Township conducted a pavement rehabilitation project on Woodland Park and Melody Lane. Because this project disturbed more than 1 acre of land, a Construction Storm Water Permit was obtained by the contractor from the Minnesota Pollution Control Agency. As the owner on the project, the Township was a "co-permittee."

The contractor (Hawkinson) has prepared a Notice of Termination (NOT) for the permit. The NOT requires a Township signature. I would suggest that the Chairman is the proper official to sign.

The NOT states that the project "has achieved Final Stabilization" in regard to erosion control and storm water runoff. **I have inspected the project site and find that Final Stabilization has, indeed, been achieved. I therefore recommend that the Board authorize the Chairman to sign the NOT.**

A scanned copy of the NOT is attached. I will have the original copy to be signed at the Board meeting on December 9.

P:\FJ\H\HARRT\132049\1-gen\14-corr\120315 Harris NPDES Notice of Termination Woodland Park.docx



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

CSW Notice of Termination/ Permit Modification Form

NPDES Construction Stormwater (CSW) Permit Program

Doc Type: Notice of Termination/Permit Modification

Purpose: Transfer or terminate your National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit. Allowable changes are permit termination and permit transfer for all or a portion of the site.

Questions: If you have questions about the administrative details of the permit process go to: <http://www.pca.state.mn.us/publications/wq-strm2-60i.pdf> or call the Stormwater Hotline at 651-757-2119 or 800-657-3804 (non-metro only).

Form will be invalid and returned to sender unless the checkbox associated with the applicable actions is checked and the corresponding signature is provided in section A-1, A-2, A-3, and/or A-4.

Submittals: You may either e-mail a signed and scanned PDF copy to csw.pca@state.mn.us, or you may mail a hard copy to:

Construction Stormwater Permit Program
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194

Existing Permit Identification

a. Current permit ID: C000 2 3 7 6 3 or SUB00 _____

b. Project name: Woodland Park Rd & Melody Ln

Project location: Harris Township, 55744

Briefly describe where the construction activity occurs (for example: Intersection of 45th St. and Irving Ave.). Include address if available.

Select Option 1, 2, or 3

1. Notice of Termination (NOT) for entire site by existing owner

Select this option when a project has achieved Final Stabilization (according to Part IV.G of the Permit) with the existing owner/contractor and no part of the site is being transferred to a new owner and all construction activity is complete. Owner and contractor currently authorized under the permit must sign under the "Current" Owner (A-1) and "Current" Contractor (A-2) sections respectively.

2. Transfer of entire site to new owner or contractor (Transfer/Modification)

Select this option if the *entire* site (represented by the ID above) has either a new owner and/or new general contractor. "Current" Owner must authorize and sign for any and all changes. The "Current" Contractor needs to sign only if there is a "New" Contractor for the site. After the "Current" parties have signed their sections respectively, proceed to fill out the "New" Parties information in Section A-3 and/or A-4.

3. Transfer of a portion of a site to a new owner or contractor (Subdivision)

Select this option if a *portion* of a site (permitted under the ID above) has either a new owner and/or new general contractor. "Current" Owner must authorize and sign for any and all changes. The "Current" Contractor needs to sign only if there is a "New" Contractor for the site. After the "Current" parties have signed their sections respectively, proceed to fill out the "New" Parties information in Section A-3 and/or A-4.

Describe the portion of the site being transferred: Lot: _____ Block: _____

Project location/address: _____

City, State, and Zip: _____

Example: SW quadrant of 45th Street and Irving Avenue or Lots 1-17 of block 20. Include list of addresses if available or include a map

New Owner/Contractor Information

"New" Owner (A-3)

Business/Firm name: _____

Last name: _____ First name: _____ Title: _____

E-mail address: _____ Telephone: () _____ Ext. _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Alternate contact:

Last name: _____ First name: _____ Title: _____

E-mail address: _____ Telephone: () _____ Ext. _____

"New" Contractor (A-4)

Business/Firm name: _____

Last name: _____ First name: _____ Title: _____

E-mail address: _____ Telephone: () _____ Ext. _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Alternate contact:

Last name: _____ First name: _____ Title: _____

E-mail address: _____ Telephone: () _____ Ext. _____

Certification - All Parties Involved

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or the persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) General Stormwater Permit Construction Activity (MN R100001) that authorizes stormwater discharges associated with the construction site identified on this form.

This Application must be signed by: Corporation: a principal executive officer of at least the level of vice-president or the duly authorized representative or agent of the executive officer if the representative or agent is responsible for the overall operation of the facility that is the subject of the permit application. Partnership or Sole Proprietorship: a general partner or the proprietor. Municipality, State, Federal or Other Public Agency: principal executive officer or ranking elected official.

Current Owner Authorized Representative (A-1)

By signing here, I certify the above statements to be true.

Print name: _____

Company: Harris Township

Signature: _____

Date (mm/dd/yyyy): _____

Current Contractor Authorized Representative (A-2)

By signing here, I certify the above statements to be true.

Print name: Derek Hawkinson

Company: Hawkinson Construction Co Inc

Signature: _____

Date (mm/dd/yyyy): 11/18/2015

New Owner Authorized Representative (A-3)

By signing here, I certify the above statements to be true.

Print name: _____

Company: _____

Signature: _____

Date (mm/dd/yyyy): _____

New Contractor Authorized Representative (A-4)

By signing here, I certify the above statements to be true.

Print name: _____

Company: _____

Signature: _____

Date (mm/dd/yyyy): _____



Permit Coverage Information Detail

[New search](#)

[Back to menu](#)

Permit Coverage Information

Preferred ID: C00023763

Project name: Woodland Pk Rd & Melody Ln - CSW

Site Information

Site Name: Woodland Pk Rd & Melody Ln - CSW
 Address: See location description
 Harris Township, 55744
 Location Description:
 County: Itasca
 Owner: Harris Township of
 Owner Org Type: Local Government
 Latitude: 47.207274
 Longitude: -93.537807

Permit Information

Preferred ID: C00023763
 Permit Type: Construction Stormwater Permit
 Permit Coverage Date: 08/30/2007
 Estimated Start Date: 09/04/2007
 Estimated Completion Date: 10/31/2007
 Termination Date: N/A

Project Information

Project Size (acres): 3.25
 Existing Impervious Area:
 Resulting Impervious Area:
 Other Project Type Description:

Site Contacts

Contact Type	Name	Email	Address	City	State	Zip	Office Phone	Effective Start
is owned by	Harris Township of		28680 Norberg Dr	Grand Rapids	MN	55744		01/01/1900
has permit contact of	Dennis Kortekas		28680 Norberg Dr	Grand Rapids	MN	55744	218-326-1882	08/28/2007
has contractor of	Hawkinson Construction Co Inc		PO Box 278	Grand Rapids	MN	557440278		01/01/1900
has contractor of	Mark Hawkinson		501 W County Road 63	Grand Rapids	MN	55744	218-326-0309	08/28/2007

Water Body

Name	Type	Special Water	Impaired Water
Pokigama	LAKE	Yes	No

[Coverage Card](#) [Coverage Letter - Owner](#) [Coverage Letter - Contractor](#)

Minnesota Pollution Control Agency | 651-296-6300, 800-657-3864 | webteam.pca@state.mn.us

Michele Smith

From: Andrew Shaw <Andrew@shawandshawlaw.com>
Sent: Friday, December 04, 2015 11:36 AM
To: garyrosato@icloud.com; MICHELE SMITH
Subject: request to maintain platted rights-of-way
Attachments: Harris road resolution.docx

Dear Michelle: please pass the following on to the town board members for review and to address at the next regular board meeting

Dear Harris Town Board Members:

I received a request from Gary Rosato on behalf of the Township to advise the process necessary for the town to assume road jurisdiction over three platted rights-of-way within the Township. Please be advised that when a plat is completed the rights-of-way dedicated to the public within that plat automatically come under the jurisdiction of the Township for road purposes.

I attach a form of resolution which may be adopted by the Township asserting authority over those rights-of-way, the same which will be recorded with the Itasca County recorder's office and/or registrar of titles. Adopting this resolution assumes that the roads are in sufficiently improved condition to meet your town road standards. If they are not, you should not adopt this resolution at the present time, but should advise the landowners within the plat of the steps necessary to bring the road to proper condition before it can be accepted for maintenance by the Township.

The third platted right-of-way is contained within the plat of Lakeview Heights, a road known as Lakeview Trail. Please be advised that Lakeview Trail has not been dedicated to the public but was specifically designated within the plat as a private road. If the landowners utilizing this roadway desire it to be accepted by the Township for public maintenance, there are several ways to do so. The most practical way would be for all parties having an interest in the roadway to execute an easement in favor of the Township for the road. The parties could have an attorney draft this on their behalf and present it to the town board for review and approval. A second way for them to obtain town jurisdiction over the roadway would be for all parties having an interest in the roadway make a formal dedication to the Township, and for the Township to accept the same by resolution. As Lakeview Trail was not dedicated to the public, it can still come under town road jurisdiction, it just involves a lot more people making the effort to execute the proper documents.

I would request you review this at your next town board meeting and advise how you would wish to proceed. It is my assumption the town board would simply execute the resolution regarding the two roads already dedicated to the public and it would be my request you return the executed and acknowledged resolution to my attention for filing with the County recorder and registrar of titles. I suspect there will be a few hoops to jump through at County level with the examiner of titles and would best be able to deal that directly from my office. I would also request you contact me and advise how you wish to address the situation with Lakeview Trail.

I will await your contact.

Andrew M. Shaw
Law Office of Shaw & Shaw, P.A.
P.O. Box 365
Deer River, MN 56636
218.246.8535 (office)
218.246.8931 (FAX)

CONFIDENTIALITY NOTE:

Harris Township
RESOLUTION No. 2015-012

**A RESOLUTION ACCEPTING PLATTED ROADS
FOR MAINTENANCE BY THE TOWN**

WHEREAS, the Town Board of Harris Township, Itasca County, Minnesota received a formal request to undertake maintenance of the following described platted roads located in the town as town roads:

1. Wendigo Park Circle as dedicated to the public in the Plat of Hale Acres North First Addition
2. Kathryn Avenue and Nicholas Street as dedicated to the public in the Plat of Oak Island Estates

WHEREAS, the town board requires that a platted road be built to town road specifications for such road before it will accept and maintain the road as a town road;

WHEREAS, the town board has inspected the road and has determined that it meets the specifications and otherwise satisfies the requirements established by the town board; and

WHEREAS, the town board determines that the nature and character of the road are such that expending town funds to maintain it is in the public interest;

NOW THEREFORE BE IT RESOLVED by the Harris Town Board, Itasca County, Minnesota, that the town board hereby accepts the above described platted roads as town roads and will begin maintaining them as such.

Adopted this _____ day of _____, 20__.

By the Board,

Town Chairman, Gary Rosato

Attest: _____
Town Clerk, Michele Smith



Harris Township
12/1/2015

Express Employment Professionals bills for services rendered on a pay-per-hour basis.
The following rates will apply to the position(s) we discussed.

Table with 3 columns: JOB TITLE, Hourly Pay Rate, Hourly Bill Rate. Row 1: Rink Attendant, \$9.00, \$13.55

Express associates must complete 720 working hours and all invoices must be current before a client company may hire the associate at a \$0.00 payroll transfer fee. Please note that billing rates may be adjusted with increases in wages and/or payroll burden costs that are the direct result of any determination by local, state, or federal authority.

Express Employment Professionals is ISO 9001:2000 certified.



Express Employment Professionals' Bill Rate includes the following expenses:

- Advertising
Recruiting
Testing
Interviewing
Reference checks
Employee Coaching
Weekly invoicing to clients
Weekly pay for the temporary associates
Workers' Compensation
Social Security Tax
Bonding of employees
General liability insurance coverage
Four hour unconditional performance guarantee
Benefits for temporary / contract associates

Check here if you require background checks on Express associates. (Express Employment Professionals offers criminal background checks for an additional fee, and will perform only those background checks authorized by the client company, or as otherwise required by Express policy or state / federal law.)

Check here if you require pre-assignment drug screens on Express associates. (Express Employment Professionals offers drug screening for an additional fee, and will perform only those drug screens authorized by the client company, or as otherwise required by Express policy or state / federal law.)

Client Signature

Date

PAYMENT TERMS

I understand that Express Employment Professionals' payment terms are net 10 days from the invoice date.

Client Signature

Accounts Payable Signature



Staffing Agreement

At Express Services, Inc. (Express) dba Express Employment Professionals (referred to us "Express", "We" or "Our"), we make it easy for you to do business with us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party's responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers' compensation, and unemployment insurance. Medical benefits and vacation pay are also available to associates who qualify. We recruit and assign associates to you to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.
2. Express complies with all Federal, State, and Local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, state, and local employment laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date.
3. A monthly service charge of 18% per annum may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.
4. It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an Express associate for any reason within the first 48 hours of the assignment, you will not be charged for the first four (4) hours of the associate's work and a replacement will be provided.
5. We provide insurance to cover Express associates for Workers' Compensation, Commercial General Liability, Employers Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than \$1,000,000 per occurrence. You agree to maintain liability insurance for any motor vehicle, forklift, or other motorized mobile equipment operated by an Express associate, and agree to waive all rights of recovery against Express as the employer of the Express associate.
6. You agree that you will not request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings or provide management consulting or financial advice. Nor will our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates. All services performed by our associates shall be under your direction, supervision and control and you shall be responsible for ensuring that the services meet your requirements and agree that we are not responsible for the accuracy and correctness of the resulting work product.
7. If our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.
8. Express will provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required, if notified in writing prior to an assignment. We must know in advance, so we can assign associates who are qualified to meet your specifications. During an assignment, if our associate operates a motor vehicle, forklift, or any other motorized equipment, you agree to indemnify and hold us harmless for bodily injury, property damage, collision, or public liability claims, regardless of fault.
9. You supervise, direct, and control the work performed by Express associates, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Express associate. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.
10. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate's assignment to you.
11. Express allows you to hire associates already assigned to you if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate's expected annual earnings) to convert an Express associate to your payroll.
12. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless otherwise agreed to by us in writing.
13. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

Thank you for your business. We look forward to a mutually beneficial relationship.

Company: _____ Date _____

Agent's Name (please print) _____ Title _____

Agent's Signature _____

Michele Smith

From: Becky Adams <beckymadams@gmail.com>
Sent: Tuesday, December 01, 2015 5:17 PM
To: Michele Smith
Subject: Fwd: Channels missing

We should put this on the agenda as an FYI to residents.

----- Forwarded message -----

From: Beth George <bgeorge@watchictv.org>
Date: Tue, Dec 1, 2015 at 2:01 PM
Subject: Channels missing
To: Steven Brown <Steven.Brown@whiteoakcasino.com>, Becky Adams <beckymadams@gmail.com>, Dale Christy <dchristy@isd318.org>, Margie Ritter <mritter@daxshow.com>
Cc: Necia Nunn <ictv@watchictv.org>, Jennifer Vail-Storrs <jvs@watchictv.org>

As per today's cable commission meeting. Dale and Steve mentioned having problems getting ICTV and other local channels.

Jason at Mediacom said that individuals who are missing channels, likely after an HD conversion, need to call in a trouble ticket. The problems is likely old cable or old wiring between devices that won't allow the channels to be seen on the TV. They are having a lot of these issues as people convert to HD and are replacing a lot of wire. It might be worth mentioning this at a city council meeting so that residents are aware to call in if they are missing ICTV.

Beth George
Executive Director
ICTV
(218) 999-00TV

If you like the works of ICTV, consider being a member supporter today!

--
Becky Adams
218-259-1192

Minutes

COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

Please note assignments in RED

October 26, 2015

The next meeting will be Nov. 30 at the Grand Rapids City Hall from 11-1

Present: Mike Fall (LaPrairie), Burl Ives (Harris), Ed Zabinski (Grand Rapids), Tarry Edington (Arbo), Ken Haubrich (Harris), Peggy Smith (Coleraine), Bud Sage (Wabana), Lana Hess (LaPrairie), Lynn De Grio (Grand Rapids), Tom Pagel (Grand Rapids), Max Peters (Cohasset), Jeff Davies (Grand Rapids), Greg Tuttle (Cohasset), Guy Clairmont and Mary Jo Wimmer, facilitator.

Colaborative Wins/Open Market

LaPrairie: The road project is nearly finished. LaPrairie is now collaborating with Grand Rapids on financial management.

Arbo: – is hiring locally for rink management and snow plowing. May contract for road maintenance next summer. Supervisors have been checking road sign visibility.

Coleraine – is putting together policies and procedures for a joint police department with Bovey. They are still looking for a new site for the Fire Dept. and are seeking more funding for the building. They would like to be included in the next season collaboration for crack sealing. Coleraine is looking at GIS services to improve transfer of information from retiring employees. There is a possibility of using an ICC student intern to help.

Wabana – has purchased their own equipment for road side-trimming.

Harris – is starting the process of bonding for road projects.

Grand Rapids – MNDOT is looking at Hwy 2 improvements between Cohasset and Grand Rapids. Grand Rapids is a member of RAMS (Range Association of Municipalities and Schools). Any part of the Taconite area can join. RAMS is a lobbying group funded by production taxes.

Cohasset – contributed \$22,000 toward the Grand Rapids area library solar project. The city may collaborate with Arbo township for maintenance services and public works. Cohasset offers land use training for other LGUs. This can be accessed remotely and costs will be shared.

Health Insurance

Guy Clairmont attended the meeting to discuss health care options and explain the difference between pro-care and NE Service Coop.

IT follow-up

A proposal for IT services was distributed to attendees. Each LGU can decide independently if it chooses to participate.

Future Funding

The Blandin Foundation has granted \$2500 for 2015 for facilitation of this collaboration group. Each LGU is being asked to contribute an additional \$100. Members will need to decide how to proceed in 2016.

Topics of Discussion for November meeting

- Future funding plan
- Public Relations
- Vision for 2016
- 2016 meeting locations

Mary Jo Wimmer
Mary Jo Wimmer Consulting
mjwimmer80@gmail.com

**COLLABORATIVE OPPORTUNITIES
MEETING
Nov. 30, 2015
Grand Rapids City Hall
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 opportunities and build relationships.

Meeting Agenda

- 1. Introductions**
- 2. Collaborative Wins and Open Market:** An opportunity to share what is happening in your community. Ideas, issues and favorable moments.
- 3. Public Relations –** Alie McInerney, Blandin Foundation
- 4. Future Funding Plans**
- 5. Vision for 2016**
 - Northern Itasca Joint Powers Board
- 6. Future meeting locations**
- 7. Date and Topics of Discussion for next meeting**

Harris Town Hall Policy



OBJECTIVE

This policy will communicate the desires of the Harris Town Board and serve as a guideline to notify the facility users of items pertaining to activities, lease agreement, rent, and rental restrictions.

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired.

POLICY

DISCLOSURE

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 at its sole and absolute discretion.

PRIORITY

In the event of an emergency, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

RESPONSIBILITIES OF THE USER

All users must contact the Town Hall Caretaker and be provided with the proper information and lease documents pertaining to using the hall.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. This position has full authority to make decisions concerning the activities listed in this policy and will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

Signing a lease agreement is required by the person to be held responsible for the use of the facility. Upon signing the lease agreement, he/she acknowledges and accepts responsibility of the rules and rental fees explained in the lease agreement form. The Lease Agreement is an extension of this policy.

TYPES OF APPROVED ACTIVITIES

Town Board meetings	Elections*	Reunions	Senior Groups
Funeral Receptions*	Anniversaries	Wedding Showers	Baby Showers
Graduations	Birthday Parties	Political Groups	Church Services / Activities
Wedding Receptions	4-H Groups	Dance	Campfire Girls / Boy Scouts
Non-profit groups	For-profit activities**	Rummage/garage sales***	

* There is no rental charge for funeral activities of a Harris Township resident or for Elections (Federal, State, County, Township or School Board)

** All 'for-profit activities' will be charged the non-resident rental fee.

*** Rummage/garage sales are allowed (as of 5-11-11), at the residential/nonresidential fees outlined below (as of 5-8-2013). This fee includes use of the town hall and the garage, and requires that large or heavy items over 30# be displayed in the garage.



SPECIFIC NON-APPROVED ACTIVITIES

None

TOWN HALL RENTAL FEES (per use/day)

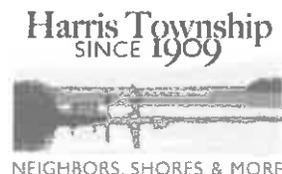
Resident	\$50.00 + \$25.00 deposit
Non-Resident	\$100.00 + \$25.00 deposit

GENERAL GUIDELINES

1. The use or sale of alcoholic beverages is NOT permitted on township property
2. Smoking is not allowed in the Town Hall building. [Feb 2008]
3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the responsibility and liability for damages to the Harris Town Hall (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event. Renter must take their garbage with them.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment located in the Town Hall or part of the hall cannot be removed or let to any other person or group.
8. All youth activities must be under adult supervision.
9. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

PLEASE CONTACT BONNIE KEY, TOWNHALL CARETAKER, AT 327-0435 FOR MORE INFORMATION ON RENTING THE HARRIS TOWN HALL.

Adopted December 1996
Updated August 2005
Rate change effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013





Email and Office Software Solutions for Harris Township

BY

JDINET

CONNECTING PEOPLE, SOLVING PROBLEMS



E-mail Types and Access Methods

Types of e-mail services:

- Webmail
- POP3
- Exchange

Software access:

Internet, using any browser

- Outlook
- Apps

Device access:

- Computers/laptops
- Tablets
- Phones



E-Mail Account Types

Webmail accounts

- Google, Yahoo, etc.
- Free, but not domain specific

POP3 accounts

- Domain specific, often comes with web hosting or internet services provider
- Usually free, or very low cost
- Sends an original copy of an email to a user device (no copy retained on server)

Exchange based accounts

- Database server driven, domain specific
- Accessed via Internet, Outlook, or through an “app” on multiple devices
- Audit capable, with government certified compliance and information protection
- Multiple account configurations can be coupled with Microsoft Office software



Government Plans and Options



Features and Options	Online Plan 1	Online Plan 2	Office 365 E3	Office 365 E4
Office Applications (Word, Excel, Powerpoint, etc.) on up to 5 PCs, tablets, or phones			X	X
Online versions of Office	View	View	Edit	Edit
File storage and sharing			1 TB	1 TB
Business class email, calendar, and contacts with 50 GB	X	X	X	X
Online meetings, IM and HD video conferencing using Skype for Business			X	X
Compliance and information protection: Legal hold, rights management, and data loss prevention for email and files		X	X	X
Unified Communications (Skype for Business)				X
Price Per User, Per Year:	\$43.50	\$86.80	\$210.70	\$235.50



Other Considerations

Base requirement: Compliance and information protection

- Online Plan 2 or Office E3

Determine if software is required for Township use (Office E3)

- Will users share software on Township and personal machines/devices?

Consider setup cost per user (estimate one hour per device at \$75/hour)

End-user device security also a consideration (anti-virus, malware protection, etc.)



From: Roger L. Hoyum <Rohum@njtc.org>
Sent: Sunday, October 25, 2015 6:34 PM
Subject: Email
To: Jim Kelley <jkelly@njtc.org>, JIM KELLEY <kellyj@msn.com>

~ Email options ~

Jim,

Here is some information regarding your email situation, perhaps you can use this in your discussions.

There are several types of email accounts that can be set up. Some are better for business use than others, in that they provide some record keeping ability, and have differing levels of reliability as well. Here are some examples:

1. Google, Yahoo, and others are what is called a "web mail" account. It's a database style account that tracks and retains email for long term storage in various system and user folders. Webmail can also be set up as a "POP3" account where your email is downloaded from the cloud server to your PC or phone. In a POP3 scenario the only copy left is the one you download to your personal device, which can be problematic for backups and recordkeeping depending on how good your equipment is.
 - a. These accounts are free, and somewhat limited in service.
2. A POP3 service can also be provided by an ISP, or internet service provider. They can take your domain (such as harristownship.co.us) and create an email account using the ISP servers. Again, a single copy of the email is routed to a user's personal device and they are responsible for keeping track of it.
 - a. These accounts are free, or can cost money depending on what services might be available. They are somewhat flexible but usually somewhat limited for business use.
3. More robust business services are also available, called "Exchange" accounts after Microsoft Exchange. Exchange accounts are big database servers (usually in the cloud) that maintain a copy of your mailbox in a central location, pushing copies of it out to your personal devices and keeping them in sync with the central database copy. If you delete a message on your phone, it will delete it on the database. If you lose your phone or your computer crashes, you can get a new copy of your database on your new phone or computer if needed.
 - a. These accounts vary in cost and have extensive options. A basic account with SPAM blocking and enough storage for any user starts at \$9.99 per month. I can't imagine you'd need anything further for your township use so it would be pretty simple to set this up through a provider we work with. They can be accessed via Web or a simple Outlook plug in on your phone or computer to view and manage your emails.
 - b. The exchange account can also be paired with Microsoft "Office", providing for use of Microsoft Office products such as Word, Excel, Outlook, and other business applications. Costs vary, and start at an additional \$3-4/month to add software to the exchange function.

I don't recommend POP3 for business use, as it's very easy to lose things, and your data is subject to the reliability of your equipment at home, or your phone, etc. If that stuff crashes you have to start from scratch unless you're doing backups of your devices. Web servers can be set up, but you'll spend more time on the technician setting up the service than you will save using their cheap prices, and it's usually a POP3 account anyway. The Exchange approach offers reliability and standardization for a reasonably low cost for a robust service.

That's about it. There are other, more complicated and more expensive options, which I don't think are worth discussing here. I'll be around M-T this week and can talk more next week as well if needed. Give me a shout if you have any other questions!

Have a great week!

Roger L. Hoyum

304 Central Ave. | P.O. Box 659 | 235 2nd St. | 2nd Floor | 235 2nd St. | 235 2nd St.
07033-0659 | P: 973-235-2333 | F: 973-235-1000
Rohum@njtc.org | www.njtc.org

PC Refresh



PC Refresh
 P.O. Box 284
 Hill City, MN 55748
 (218)360-2172
 nathan@pcrefreshonline.com
 www.pcrefreshonline.com

Estimate

Date	Estimate #
11/10/2015	1012
	Exp. Date

Address
 MICHELE SMITH
 Harris Township
 Harris Township
 Attn: Becky Adams, Treasurer
 20876 Wendigo Park Road
 Grand Rapids, 55744 55744

Date	Activity	Quantity	Rate	Amount
11/10/2015	Business Service	2.5	50.00	125.00
11/10/2015	Setup Google Apps for Business. Work with Current hosting Company to point mail MX Records to Google Apps for Business. Create all Email accounts required.			
11/10/2015	\$5 per user per month - Billed Directly From Google to your Credit Card Google Apps for Work includes: Business email addresses (name@yourcompany.com) Video and voice calls Integrated online calendars 30GB of online storage for file syncing and sharing Online text documents, spreadsheets and slides Easy to create project sites Security and admin controls 24/7 phone and email support			
			Total:	\$125.00

Accepted By

Accepted Date

HARRIS TOWN BOARD

2016 MEETING SCHEDULE

The Harris Town Board will meet on the following dates in **2016**, with the meetings starting at **7:30 p.m.**, and held at the **Harris Town Hall**, 21998 Airport Road, Grand Rapids.

Both monthly meetings are now broadcast *live*, on ICTV public access cable television, and can also be viewed online via their website, www.watchictv.org.

Regular

Meetings:

(Second Wed. of the month)

January 13
February 10
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

Planning & Development

Meetings:

(Fourth Wed. of the month – unless noted)

January 27
February 24
March 23
April 22
May 25
June 22
July 27
August 24
September 28
October 26
November 16 (*a week early, due to Thanksgiving*)
TBD only if needed (*due to Christmas Holiday*)

If a board meeting is held at a different time and/or place than noted above, the rescheduled meeting will be posted at the Township Hall at least three days prior to the meeting. Notices for all special meetings and work sessions will also be posted at the Township Hall.

The **ANNUAL TOWN MEETING** for Harris Township will be held on **Tuesday, March 8, 2016 at 8:15 p.m.**, following the annual township election. In case of inclement weather, this meeting will be rescheduled for Tuesday, March 15, 2016.

A quorum of the Harris Town Board regularly attends the Itasca County Township Association Meetings, which are generally held the second Monday of every month, at 7:00 p.m. at the Itasca County Court House.

For a printable schedule, please visit the township's website: www.harristownshipmn.org.

By Order of the Town Board,
Michele R. Smith, Clerk

Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

Supervisor Ken Haubrich 327-1351
Supervisor Dennis Kortekaas 326-1882
Supervisor Burl Ives 259-1279
Supervisor Jim Kelley 327-0317
Treasurer Becky Adams 259-1192
Clerk Michele Smith 327-9930
michelesmithclerk@msn.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

December 11, 2015

TO: Grand Rapids Herald Review
Emailed to John Weber: jweber@grandrapidsheraldreview.net

RE: Filing Notice for Harris Township offices to be elected

Please plan to run the following *block ad* 4 times, on:

- Sunday, December 20th, 2015
- Sunday, December 27th, 2015
- Sunday, January 3rd, 2015
- Sunday, January 10th, 2016

**NOTICE: FILING FOR
HARRIS TOWNSHIP OFFICES
TO BE ELECTED**

Notice is hereby given to qualified voters of Harris Township, Itasca County, State of Minnesota, that affidavits of candidacy shall be filed with the Township Clerk **beginning Tuesday, December 29, 2015** for the following office:

Offices: **Position A: Supervisor - 3 year term**
 Position: Clerk - 2 year term

The filing period closes at 5:00pm, on Tuesday, January 12, 2016. Filing fee is \$2.00.

Please contact Clerk Michele Smith to make arrangements to file for office. She can be reached via email (preferred): michelesmithclerk@msn.com, or via phone at 218-327-9930.

Michele Smith
Harris Township Clerk

Published December 20 & 27, 2015 and January 3 & 10, 2016
Posted December 9, 2015

Any questions, please don't hesitate to contact me.

Kind regards,

Michele Smith – Harris Township Clerk
30037 Harris Town Road
Grand Rapids, MN 55744
Email: michelesmithclerk@msn.com
Daytime: 327-8735 (wk) or 259-0844 (cell)