

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](mailto:michelesmithclerk@msn.com)



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.

## PLANNING & DEVELOPMENT MEETING

### October 28, 2015 – 7:30pm

### AGENDA

1. Pledge to the flag
2. Business from the Floor
3. Consent Agenda
  - None
4. Roads
  - Discuss results of Public Hearing that was held tonight 10/28/15 at 6:00pm, on the township's five year street reconstruction plan and intent to issue general obligation bonds (*see copy of notice*)
  - Glen Hodgson, SEH Road Engineer – updates
  - Other road issues/concerns
    - Annual Road Meeting – *not* mandated, per MN Association of Townships attorney (*see email*)
5. Recreation
6. Town Hall Report dated 10-8-15
  - Review town hall report as prepared by town hall caretaker
  - Discuss replacement plan of town hall caretaker, due to resignation letter received (*see current job description*)
7. Maintenance Report for September 7 - October 9, 2015
8. Old Business
  - Consider proposals for water softeners at Harris Town Hall (*tabled from 10/14/15 Regular Meeting*)
    - Range Water Conditioning
    - Culligan
  - Consider setting a date for a work session in November, to review a variety of items (*tabled from 10/14/15*)
9. New Business
10. Public Input
11. Upcoming meetings/events
  - Tues Nov 3 ISD #318 Special Election..... polls open 7am – 8pm Harris Town Hall
  - Mon Nov 9 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
  - Tues Nov 10 Regular Meeting (*a day early, due to Veterans Day on Wed.11/11/15*)..7:30pm Harris Town Hall
  - Wed. Nov 18 Planning & Development Mtg (*a week early, due to Thanksgiving*)... 7:30pm Harris Town Hall
12. Adjourn

**NOTICE OF PUBLIC HEARING ON STREET RECONSTRUCTION PLAN  
AND INTENT TO ISSUE GENERAL OBLIGATION  
STREET RECONSTRUCTION BONDS THEREUNDER**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of **Harris Township** (the "Municipality") will meet at **6:00 p.m. on Wednesday, October 28, 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.

A copy of the proposed Plan is on file in the office of the Treasurer.

All interested persons may appear at the public hearing and present their views orally or in writing.

**BY ORDER OF THE BOARD OF  
SUPERVISORS OF HARRIS TOWNSHIP**

Published: Sunday, October 18, 2015

Posted: Thursday, October 15, 2015

**From:** Eric Hedtke <[ehedtke@mntownships.org](mailto:ehedtke@mntownships.org)>

**Sent:** Oct 20, 2015, at 2:37 PM

**To:** MICHELE SMITH [<mailto:michelesmithclerk@msn.com>]

**Subject:** Annual road meeting - mandated or optional?

Michele,



A road review and a road meeting are not required by state law. The township can decide whether to do each.

Eric

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

**Sent:** Monday, October 19, 2015 2:29 PM

**To:** Eric Hedtke <[ehedtke@mntownships.org](mailto:ehedtke@mntownships.org)>

**Subject:** Annual road meeting - mandated or optional?

Hi Eric,

Our township has always held an "Annual Road Review Meeting" in the late spring after road inspections are done, where the public is invited to come and talk to the Board about any town road concerns they may have. This often helps the board determine which roads to repair that year.

This year, however, the annual road inspections did not get done for a variety of reasons, and the projects were chosen based on our road engineer's recommendations.

The board is planning to review the roads *next* spring, but asked if they still "have" to have an annual road meeting in 2015, or is this something that is up to each town board ? (i.e. Is such a meeting mandated by MN state statutes?)

Thanks for your help!

**Michele Smith, Clerk**

Harris Township

30037 Harris Town Road

Grand Rapids, MN 55744

email: [michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)

phone: 218-327-9930

website: [www.harristownshipmn.org](http://www.harristownshipmn.org)

Harris Township Monthly Town Hall Report

Caretaker Bonnie King Date Oct. 8 2015

General Cleaning 22 hrs.

Miscellaneous Duties/Work 2 hrs.

Inspections, Maintenance, Non-routine work, Board Meeting Functions.

Notes: 2 hours for Meeting - safety issues and repairs on the Harris Township Hall

Total (All hours worked) 24 hrs. "Mary Roato"

Rentals

Resident's 13

No Charge/Discounted Only by board approval 1 memorial (Reed)

Notes

Non-Residents \_\_\_\_\_

Discounted Only by Board approval 1 Fly away Club - over 50

Notes 25.00 per Time - Board OK.

Board Functions (meetings, scheduled hold, voting) 6 Board is not charged for their use of Hall.

Total 13

Deposits Retained None

Total money collected 275.00

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Maintenance or Safety concerns:

## Monthly Maintenance Report from September 7<sup>th</sup> to October 9<sup>th</sup>

### ***Road & Bridge:***

- Repaired shoulders on Harbor Heights Rd., Mishawaka Shores Rd., and Gary Dr., with reclaim from Hawkinson.
- Filled in low shoulder spots on the Sunny Beach Rd. around the Woodtick Landing area with Class 1.
- Looked over the culvert on Fieldcrest Rd. Itasca Utilities had ripped the end of the culvert while trenching in the natural gas line and they were supposed to come back and repair what they had done. As of October 5<sup>th</sup>, nothing has been done with this culvert
- Road inspections were made of township roads to check for any road hazards such as trees on the roads and washed out shoulders.

### ***Equipment:***

- Made an appointment with Grand Rapids GM because the check engine light had come on due to a fault in the exhaust system
- Dropped off the Chevrolet Pickup truck to Grand Rapids GM to repair the driver-side door seal and picked it up on October 5<sup>th</sup>
- Fixed the outside work light on the John Deere 1445 after the bracket had broke
- Sharpened chainsaws
- Finished the generator air cleaner assembly
- Sharpened mower blades and cleaned decks

### ***Cemetery:***

- Mowing and Trimming at the Cemetery

- Installed 3 Veteran stones
- Painted parking lot posts
- Weekly inspections were made

### ***Recreation:***

- Repaired siding on the Crystal Warming shack
- Made and installed a new bulletin board at Crystal Park
- Cleaned out windows on the Wendigo warming shack
- Tighten loose bolts on the playground at Crystal park
- Sanded off graffiti on the picnic tables at Crystal park
- Added gravel and leveled out the Wendigo Parking
- Drag ballfields at both parks
- Start fall cleanup at Wendigo park and blew off tennis court
- Mowing and Trimming at Wendigo and Crystal Park
- Weekly inspections were made of all parks

### ***Building & Grounds:***

- Mowing and Trimming at the Town Hall and The Service Center
- Replaced a set of Fluorescent light with LED lights inside the Town Hall meeting area
- Removed outer bathroom doors at the Town Hall as it was decided that they weren't needed
- We made a run to the local landfill to get rid of old tires and other miscellaneous garbage items that were found around the Township
- Painted the Town Hall Meeting room
- Weekly inspections were made of the Town Hall and the Service Center

***Public Accesses:***

- Added Class 5 and leveled out the boat landing access on the Robinson Rd after it had washed out due to poor drainage
- Weekly inspections and garbage clean up at all boat landings

***Safety:***

- No Accidents or injuries

Sept 2-009

# 100-General #Hrs- 102.3

- Schooling
- Electric Set Up
- Maintenance Labor
- Mowing Time
- Building Fee
- Contract & Invoice Fee
- General Labor
- Garbage Trash

# 200 Road & Bridge #Hrs- 60.2

- Drilling
- Mowing
- Surveying
- Grading
- Trucking
- Crane Labor
- Iron Labor
- Crack Filling Labor
- Public Labor
- Tree Maintenance
- Maintenance Labor
- Sign Installation
- Survey White Labor

# 300-Equipment #Hrs- 28

- Tractor Labor
- Tractor Fuel Labor
- Generator Labor
- Snow Blower Labor
- Rolling Trailer Labor
- ATV Tractor Labor
- Small Tractor Labor
- Leaf Blower Labor
- Chipper Labor
- Compressor Labor
- Brush Saw Labor
- Packer Labor
- Welder Labor
- Maintenance Labor
- Web Equipment
- 1000 Tractor Mower Labor
- 1000 Tractor Blower Labor
- 1000 Tractor Snow Blower Labor
- J21 T130 Labor
- Diamond burner labor
- Pressure Washer Labor
- 20000 Gravel Blower Labor
- 20000 Gravel Labor
- ATV Brush Hog Labor
- A2 Compressor Labor

# 400-Cemetary #Hrs- 23.5

- Maintenance Labor
- Landscape Labor
- Mowing
- Tree removal
- Groundwork Labor
- Truck Labor
- Grass Marker Labor
- Grass Mowers
- Flags & Fingers
- Fencing Labor
- Monument Labor
- Cemetary Maintenance Labor
- Weld Labor

# 500-Recreation #Hrs- 33

- Maintenance Labor
- Trucking Mowing
- Wendigo Fuel Roll Maintenance
- Wendigo Director Labor
- Wendigo Tennis Court Maintenance
- Wendigo Fencing & Snow Removal
- Wendigo Risk Attendant
- Roll Court
- Crystal Fuel Roll Maintenance
- Crystal Director Labor
- Crystal Tennis Court Maintenance
- Crystal Basketball Court Maintenance
- Crystal Fencing & Snow Removal
- Crystal Risk Attendant
- Crystal Volleyball Court Maintenance
- Crystal Pavilion Maintenance
- Crystal Pavilion painting Labor
- Crystal French drain Labor

# 600-Buildings & Grounds #Hrs- 102

- Iron Trenching
- Snow Removal at Trenching
- Groundwork at Trenching
- Tree Roll Building Maintenance
- Large Building Maintenance
- Maintenance at Hall Property
- Wendigo Fencing Labor
- Snow Removal at Wendigo
- Groundwork at Wendigo
- Wendigo Well
- Wendigo Warning Sign
- Wendigo Warning Sign
- Wendigo Sign
- Maintenance at Wendigo
- Snow Removal Crystal
- Groundwork Crystal
- Electrical Crystal
- Roll & Crystal
- Crystal Warning Sign
- Crystal Warning Sign
- Crystal Sign
- Maintenance at Crystal

Crystal Fencing labor  
Park Improvement

- Snow Removal Public Access
- Maintenance Public Access
- Public Access Improving
- Crack & Public Access

- Groundwork at Public Access
- Wendigo Access
- La Plant Access
- Crane Access
- Wendigo Access
- Public Access Gate
- Sign & Tree Public Access

Snow Control at Access

- Service Center Supplies
- Service Center Lights
- Building Maintenance Park
- Building Maintenance Labor
- Service Center Heat
- Service Center Phone
- Service Center Sign
- Service Center Snow Removal
- Service Center Groundwork Material
- Service Center Groundwork Labor
- Security System Material
- Security System Labor

Total 350.0

# Town Hall Caretaker

Reports to: Harris Town Board

Status: Non-Exempt – Full Time

Name:

Date Hired:

Duty Hours:

Supervisor:

## **Purpose of your job position**

The primary purpose of your job position is to oversee the rental of the Harris Town Hall which includes showing the hall to perspective clients and collecting rental fees as required. It is also your responsibility to efficiently clean the hall and report any items needing maintenance on a timely basis.

## **General Information**

Listed below is an outline of the major duties and responsibilities you will be required to perform. We have tried to make this outline as complete as possible but there may be times you will be required to perform other related duties as assigned.

## Major Duties and Responsibilities

### Town Hall Rental

1. Rent town hall to individuals meeting normal group or township guidelines
2. Meeting with prospective renters in a helpful manner in accordance to the regulations of the rental guidelines
3. Receive all required fees of rental
4. Report all special requests or violations to the township chairperson
5. Inspect all town hall properties after any rental

### Repairs and Upkeep

1. Report any maintenance needs to the maintenance worker for repair
  - a. Ensure all doors and windows operate properly
  - b. Report any heating malfunctions
  - c. Report any damage or vandalism of the town hall to the chairperson
  - d. Be sure all exit lights are illuminated and check the emergency lights for proper operation
  - e. Notify the maintenance worker for snow or ice removal
  - f. Report any outside lights not working

### Cleaning

1. Perform routine cleaning as required (washing and dusting)
  - a. Floors
  - b. Walls
  - c. Light diffusers, annually
  - d. Remove tape from various decorations
  - e. Kitchen area, refrigerator, cabinets
  - f. Wash windows and screens at least once a year
  - g. Sweep basement as needed
  - h. Keep cleaning closet neat and orderly
  - i. Clean tables and chairs as needed
  - j. Discard wastes properly
  - k. Clean, wash, sanitize, bathroom fixtures and floors

### Hall Setups

1. Setup tables and chairs for town meetings
2. Be sure national Emblem and State Emblem are properly displayed
3. Be sure clocks are set properly

### Inventory

1. Maintain a master inventory list of all furniture, dishes, and equipment for yearly reporting to the town board
2. Maintain a usable stock of cleaning supplies

EDIT THIS – add or not?

Working Conditions

- Works in all areas of Harris Township.
- Sits, stands, bends, lifts and moves intermittently in various speeds/actions.
- Subject to adverse conditions, dust, odors, rain, or sometimes extreme conditions of hot or cold.
- Subject to hostile and emotionally upset residents.
- May be required to work all hours, weekends, and holidays. Normal working hours will be Monday through Friday as scheduled and alternating on call with possible overtime.

Qualifications

- Must be a minimum of 18 years of age.
- High School or GED equivalent; or as approved by the board of supervisors.
- Possess some computer skills.
- Subject to security checks or legal history.
- Must be in good health and demonstrate emotional stability.
- Will be able and required to lift, push, pull and move equipment
- Must have the ability to be tactful with people and work harmoniously with residents and other personnel.
- Must be able to make independent decisions follow instructions, ask for help or assistance and accept constructive criticism.

# Range Water Conditioning

# QUOTE

1520 NW 3rd Ave.  
Grand Rapids, MN 55744

(218) 327-1144

QUOTE TO: **Harris Township**  
**Attn: Gary Rosato**  
**18206 US Hwy 169**  
**Grand Rapids MN 55744**  
**Phone: 218-256-8631**

INVOICE NUMBER	<b>196781</b>
INVOICE DATE	<b>October 14, 2015</b>
YOUR ACCOUNT NO.	<b>47431</b>
TERMS	Quote expires in 30 days
SALES REP	Dwight Moody
PO NUMBER	NA

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<p>3M 1.0 cubic foot water softener (3MWTS100)</p> <p>*Installation included, plus sand and sediment pre-filtration housing, two filters, and 200 lbs. of salt</p> <p>This machine can be rented for \$38 a month with an installation charge of \$200. At the end of six months the equipment can be purchased with full credit of six months of rent and installation (\$2295 - \$428 = \$1,867)</p> <p>Drinking water is also available through a cooler rental with 5 gallon bottle delivery or a reverse osmosis water purification system that installs under-sink and has a dedicated faucet.</p>	\$2,295*	\$2,295.00
		SUBTOTAL	\$2,295.00
		TAX	
			\$2,295.00
			PAY THIS AMOUNT

**DIRECT ALL INQUIRIES TO:**  
Dwight Moody  
(218) 327-1144

email: DwightM@RangeWater.com

**THANK YOU FOR YOUR BUSINESS!**



of Northeast Minnesota

2402 First Avenue	920 East Highway 2	810
	North 4 <sup>th</sup> Street	
Hibbing, MN 55746	Grand Rapids, MN	
55744	Virginia, MN 55792	
<u>(218) 263-5715</u>	<u>(218) 326-</u>	
<u>9060</u>	<u>(218) 741-2997</u>	

October 8, 2015

Harris Town Hall  
 Gary Rosato  
 garyrosato@icloud.com  
218-259-2191

Culligan Water takes pleasure in quoting you the following:

- Option 1: 8 inch Medalist Meter Unit
- |                                       |            |
|---------------------------------------|------------|
| Purchase price.....                   | \$1,450.00 |
| Price includes salt, and installation |            |
- 
- Option 2: 8 inch Medalist Meter Unit
- |                                     |         |
|-------------------------------------|---------|
| Rental.....                         | \$35.90 |
| Installation fee \$200.00 plus salt |         |

Thank you,

Jeff VanBaalen

Cell 213-966-7230

dtk

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RESIDENTIAL, COMMERCIAL, INDUSTRIAL WATER TREATMENT PRODUCTS AND SERVICES  
CULLIGAN DEALERSHIPS ARE INDEPENDENTLY OPERATED