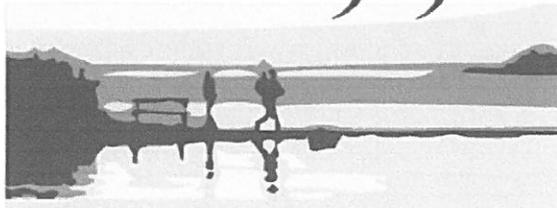


**Chairman Gary Rosato**  
28523 E. Harris Road  
Grand Rapids, MN 55744  
218-326-4704

Supervisor Larry Key 244-5248  
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](mailto: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](http://www.harristownshipmn.org)

## **REGULAR MEETING** **January 14, 2015 at 7:30pm** **AGENDA**

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on December 10, and the Road Work Session on January 6, 2015
3. **Business from the floor**
4. **Treasurer's Report** for December 1-31, 2015 (if ready)
5. **Roads**
  - Glen Hodgson – Township Road Engineer from SEH
    - Underwood Road west – Wetland Permit Application
  - Other road issues/concerns/updates
    - Consider approval of interested supervisors attending the Minnesota LTAP training session on "Pavement Rehabilitation: Products, Processes, and Strategies" (see flyer), and payment of related expenses (registration fee, time and travel).
6. **Recreation**
  - Consider request for portable bathrooms at public landings in winter (see email)
7. **Correspondence**
  - **Board Action items:**
    - Itasca County Annual Township & City Weed Report (given to Supervisor Kortekaas)
  - **Noteworthy items:**
    - Minutes from Collaborative Opportunities Team Meeting on December 17. Note: Next meeting is on January 21<sup>st</sup> at Grand Rapids State Bank (time?)
  - **Non-action items**
    - None
8. **Consent Agenda**
  - a.) Consider approval of revised cemetery policy and pamphlet, with amended winter notification requirements.
9. **Old Business**
  - Consider rescheduling the November 11, 2015 Regular Meeting as it falls on Veterans Day (a legal holiday)
  - Review quote from PC Refresh for 2 additional microphones and mixer for use by the board during township meetings, and consider approval for clerk to purchase and be reimbursed.
  - Review old resolutions as a reminder only (*all are still valid; no need to update nor rescind*):
    - #2007-006: *Petition and Bond required for Cartway establishment* – and - #2007-007: *Cartway Established*
    - #2008-001: *Intersection Lighting*
10. **New Business**
  - Consider holding the township's "Board of Audit" during the January 21<sup>st</sup>, 2015 budget work session, at 7:00 p.m.
  - IRS Business Mileage rate increase notice for 2015: \$0.575/business mile (up from \$0.560/mile in 2014)
  - Consider approval of RBA #1 – approval of township Election Judge list for March 10, 2015
  - Consider approval of Resolution #2005-001 *Appointing Absentee Ballot Board for March 2015 Twp Election*
  - Consider accepting the \$50 gift card from Mediacom, to be used for town purposes

- 11. Approve payment of bills for January 2015
- 12. Public Input *(please limit comments to 5 minutes)*
- 13. Adjourn

**UPCOMING Events / Meetings**

Wed Jan 21	Budget work session and Board of Audit (TBD).....	7:00pm Harris Town Hall
Wed Jan 28	Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon Feb 9	Itasca County Township Association Meeting .....	7:00pm Blandin Foundation
Wed Feb 11	Regular Meeting of Harris Town Board .....	7:30pm Harris Town Hall

MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, December 10, 2014 at 7:30pm

DRAFT

The Regular Meeting of the Harris Town Board was held on Wednesday, December 10, 2014. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none.*

Also in attendance were Glen Hodgson – SEH road engineer, and residents Dan Butterfield, Marge Kelley, Judy Myers, and Bonnie Key.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on November 12, the Planning & Development Meeting and Road Work Session on November 19, and the Road Work Session on December 3, 2014.

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve the minutes as presented for November 12 and 19, and December 3, 2014. Motion carried by a unanimous vote***

3. **Business from the floor**

None

4. **Treasurer's Report** for November 1 – 30, 2014

Treasurer Adams verbally recapped the treasurer's report for the board:

- Starting Nov. 1 balance: \$ 1,351,574.91
- Receipts: \$ 9,352.72
- Disbursements \$ (453,385.76)
- Ending Nov.30 balance: \$ 907,541.87

Adams informed the board that in the disbursements for November, there was an apx \$400,000 bill for road improvements – of which, \$100,000 came out of the capital improvement fund. It was also noted that the Building & Grounds fund balance was still in a deficient of \$(14,077.59) but that the apportionments that will be received in January should rectify this.

***A motion was then made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the Treasurer's December 10<sup>th</sup>, 2014 report of November financials. Upon roll call, motion passed by a unanimous vote.***

5. **Roads**

- Glen Hodgson – Township Road Engineer from SEH:

- Consider setting a date for a work session, to review and discuss 5-year road planning updates

The board held a road work session held last Wednesday, December 3, 2014 at Grand Rapids city hall, with county and city officials to discuss the development of a 5 year road plan for improving township roads, and to explore "bonding" as an option for financing large road projects. Hodgson reminded the board that these were preliminary discussions only – and that the additional bonding information received and shared by the clerk is a lot to digest; expert and legal guidance will definitely be needed before a decision on bonding is made.

However, Hodgson shared the *start* of a draft 5 year road plan for the township's 25.6 miles of paved roads – as he felt it would be a good thing for the town board to have, whether or not they decide to bond. He passed out an excel spreadsheet showing 3 parts:

- Part one: Roads rehabilitated prior to 2015

These roads, which were rehabilitated between 2007 and 2014, are good shape

- Part two: Roads to be rehabilitated 2015-2019

In Hodgson's opinion, the roads listed here were candidates for doing road work in the next 5 years. Included was the type of rehabilitation he recommended (reclaim or overlay). A total estimate to improve these 20 roads was \$3.64 million dollars.

▪ Part three: Roads to be rehabilitated after 2019

The roads listed here are still in good shape, according to Hodgson, and would not need major work done in the next 5 years

Hodgson did not expect the board to make a decision tonight on the preliminary five year road plan information, as he understood they needed time to digest the contents. However, he suggested the board have another road work session to work on the plan. He reminded the board that the information he presented is *not* a plan – it is just preliminary evaluation data at this point.

It was suggested by Hodgson that the board hold 2 road work sessions to talk about a '5-year plan', and to decide the roads repair order. Once determined, a work session dedicated to just bonding could be held – with some experts coming in.

**The board agreed to have a road work session to further develop a 5-year road plan. The date chosen was Tuesday, January 6, 2015 at 7:00pm – at the Harris Town hall, if available. The town hall care taker will advise Chairman Rosato and the clerk will post accordingly.**

Supervisor Rosato reminded the board that budget meetings will also be needed soon, and that perhaps every Wednesday in January and February should be set aside for budget or road work sessions.

**The first budget work session was set for Wednesday, January 21<sup>st</sup>, 2015 at 7:00pm at the Harris Town Hall. The clerk will post accordingly.**

○ Sunny Beach Road borings

Hodgson informed the board that Braun Intertec had been out and conducted the soil borings in swampy area of Sunny Beach Road as requested by the board. The results found there were bad soils there but the extent will not be known until the report from Braun is received. The maintenance crew worked as flaggers while Braun did the borings, which saved the township \$1,600.

● Other road issues/concerns/updates

○ Work session feedback:

The board asked Hodgson what he thought about the work session that was held with the City and County on December 3<sup>rd</sup>. Overall, Hodgson commented that he felt it went well – very informative. He didn't feel the township would need to be as detailed as the county but that the value of their 5 year plan came through. And he definitely saw the value of the township doing one as well. And, the city's input on bonding was also informative. It was time well spent.

## 6. Recreation

- Supervisor Key reported that he had to replace the well at Wendigo, as it quit working. It is back on line.
- Key added that he'd hoped to have rinks open this weekend – but that the forecast for the coming weekend was for warmer, *above* freezing temperatures. Thus, it's only a possibility now.

## 7. Correspondence

● Board Action items:

- N/A

● Noteworthy items:

- Copy of letter from Law Office of Shaw & Shaw, regarding request of township for an exclusive easement or purchase of property from Lotti, for town hall driveway.
- Minutes from Collaborative Opportunities Team Meeting on November 19<sup>th</sup>. Note: Next meeting is December 17<sup>th</sup> at Grand Rapids State Bank (time?). 11:00am in basement.
  - Ives attended. Future topics of discussion will be elected or appointed city/township clerks - should there be requirements, library joint powers board, IT services, hiring and housing challenges.

● Non-action items

- A thank you card was shared, from a renter of town hall who thanked Bonnie Key for the hominess of the town hall.

**DRAFT**

## 8. Consent Agenda

- None

## 9. Old Business

- Community voice meeting:

Supervisor Ives shared that he recently attended, as a private citizen, a community conversation held at the Timberlake Lodge. There were discussions held on tourism and trails, and he hosted a table for Harris Township residents to ask the question "What can the township do for you?" Resident Dan Butterfield was there. When the meeting notes come out, Ives agreed to provide a copy to the board – and share what the residents said - including concerns and the things they liked.

- Consider amending the cemetery policy "Winter Restrictions" section, to require 4 full working days to prepare a site

A draft updated cemetery policy and letter to funeral homes was shared by Clerk Smith, with an updated "Winter Restrictions" section as previously discussed by the board. This area was updated to require 4 full working days to prepare a cemetery site. The former policy stated only 3 days were needed.

In talking to the maintenance crew, they explained to the clerk that it often can take 3 days just to thaw the frozen ground, especially if there are headstones in the area, and then a 4<sup>th</sup> day is then needed to dig the site.

Supervisor Key commented that the frost can get really thick around the stones so it would be better to have 3 thawing days, then 1 to dig. However, if a shorter time frame is needed, they are willing to work with funeral homes as needed.

**Supervisor Key then made a motion to approve both the cemetery policy change and notification letter as presented, requiring 4 (rather than 3) full working days to prepare a site in the winter – not including the day of notification, nor the day of the burial. The motion was seconded, and was passed by a unanimous vote.**

- Consider <sup>purchasing</sup> 2 additional microphones (and mixer if needed) for use by the board during township meetings

Clerk Smith explained that she received feedback regarding the sound from the recently live broadcasts of the board's Regular and Planning and Development Meetings: Viewers have a hard time hearing the treasurer and clerk – who share a microphone – and the audience question/comments - as they no longer have a microphone.

Supervisor Ives commented that he was in favor of adding two additional microphones so that all officers and the SEH engineer would have a microphone, as well as those speaking from the audience. Ives suggested asking someone from ICTV for suggestions on what would be needed and compatible. Clerk Smith added that it does sound promising that the township would be reimbursed by Cable Commission for the cost of the additional microphones and mixer.

**Supervisor Ives then made a motion to allow the clerk to investigate what is needed to add microphones to the existing sound system, and mixer if needed. The motion was seconded by Supervisor Kelley and upon roll call, passed by a unanimous vote.**

- Review old resolutions as a reminder only (all are still valid; no need to update nor rescind):

- #2006-007: *Cable Service in Harris Township* – Mediacom renewal and Paul Bunyan franchise application

A concern was shared by Supervisor Ives, regarding the service areas covered by Mediacom and that Paul Bunyan still hadn't expanded into all the areas he felt they should have by this point in time. In addition, Ives noted that on page 3 of agreement, #5 - Institutional Service, it indicates that Mediacom service should be free at the town hall or other government sites. He would like to remind them of what's in the agreement, as we are currently paying Mediacom for internet and phone service at the town hall.

Ives added that there is currently a petition going around for <sup>the</sup> board to talk to both Mediacom and Paul Bunyan about providing service to areas that don't currently have service – but do meet the density requirements. The law states the cable companies do not have to provide service unless there is a density of 25 residents per cable mile. However, there is a local push for broadband to reach all rural areas, as it's an essential service now.

- #2006-008: *A Resolution Approving a PEG fee to be collected by Greater Grand Rapids Area Cable Commission*

**DRAFT**

- #2007-001: A resolution in support of the South Central Itasca County Intergovernmental Planning Board's recommendation for a sanitary district for Itasca County

Supervisor Rosato noted that this "South Central" board has disbanded. And while he's not aware of other entity similar, he would suggest leaving the resolution in place.

- #2007-004: Establishing a Town Road (Melody Lane/Road per sign)

## 10. New Business

- Consider approval of the "Harris Township 2015 Meeting Schedule" for publication and posting on website

***A motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the Harris Township 2015 meeting schedule as presented - for both posting and publication. The motion was passed by a unanimous vote.***

- The filing period for township office will be Tuesday, December 30, 2014 to 5:00pm Tuesday, January 13, 2015. Positions include Treasurer for a 2 year term, Supervisors C and D for 3 year terms and Supervisor E for a 2 year term (specific supervisor position must be specified when filing). Interested residents should contact the clerk to make arrangements to file. Cost for filing is \$2

The clerk clarified that Supervisor E position is for a 2 year term *this* election time only; it will then become a 3 year position when up for reelection again in 2017. It had to be done this way in order to stagger the supervisor positions so there's no more than 2 supervisors up for reelection each year – except in 2015, due to the special election that was held in 2014 for the additional supervisor positions.

- Deadline for township ballot layout design is Monday, January 19<sup>th</sup> including any town question, if applicable

In follow up to the work session held on Dec 3, 2014 in reference to possibly placing a bonding question on the ballot, the board asked the clerk to find out when ballot layouts are due. Clerk Smith found that this deadline is Monday, January 19<sup>th</sup>. Thus, given this early deadline and all of the decisions yet to be made about bonding as explained in the information she received/shared from the MAT attorney and Martha Ingram from Kennedy & Graven, the Clerk advised the board that it would not be possible to put a question on the 2015 township ballot.

## 11. Approve payment of bills for December 2014

Treasurer Adams noted that in this month's bill list, there was payment for the second half of the fire contract to the City of Grand Rapids for \$35,956.50 and one to Stromberg Construction for the front ramp work at the town hall for 10,005.00.

Supervisor Ives asked if the town hall phone had been removed from the Century Link phone bill yet, as it was converted to Mediacom when internet was installed in November. Adams was not aware of the town hall line carrier change, but will request that it be dropped from the township CenturyLink billing. Ives also asked if it was possible to have Mediacom service at all township phone locations. The board didn't think Mediacom was available in other areas – such as the service center, cemetery and parks – but Adams will look into it.

***Motion was made by Supervisor Key, seconded by Supervisor Ives, to pay the bills as per the attached document titled "December 2014 Bill Listing to Board" in the amount of \$84,343.91. Upon roll call, motion passed by a unanimous vote.***

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

None

DRAFT

## 13. Adjourn

***With no other business to come before the board, a motion was made by Supervisor Key, seconded by Kortekaas, to adjourn tonight's meeting at 8:35 p.m. Motion carried.***

Respectfully submitted,  
Michele Smith, Harris Township Clerk

## December 2014 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	750.12
Gary Rosato	Mtgs, wages, labor, less withholding	582.97
Dennis Kortekaas	Mtgs, wages, labor, less withholding	539.30
Michael (Burl) Ives	Mtgs, wages, labor, less withholding	0.00
Jim Kelley	Mtgs, wages, labor, less withholding	539.30
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	999.02
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	634.37
Bonnie Key	Cleaning labor, showing, less withholding	588.06
Dan Key	Labor less withholdings	2131.12
Derrick Marttila	Labor less withholdings	2252.27
PERA	ONLINE pmt:: Payroll withholding	1372.15
Benes Well Drilling	submersible pump, and labor	7849.95
Blue Cross Blue Shield	12/1-1/1 payment	1008.58
Burggrafs ACE Hardware	invoice 241357, 241772	166.81
Century Link	ONLINE pmt:: Oct phone service	278.21
City of Grand Rapids	2014 Fire Contract - second half payment - invoice #14/137	35956.50
Davis Oil	NOV invoices	237.79
Ferrellgas	propane service: hall, grave heater tank	477.74
Grand Rapids Public Utilities	Utilities; lights and town hall	212.31
Home Depot	ONLINE pmt:: quickset key, gloss, sealer	38.64
MATIT	Worker's Compensation Insurance	4,640.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	572.53
Minute Man Press	copies for meetings	82.17
RC's Heating	furnace installation	3,545.00
Range Water	cooler rental dec 5 gal in store	27.25
S E H	Engineering Services - misc. services	4,829.50
Shaw and Shaw	work on Lotti easement, road vacation, meetings, copies, phone calls	1,020.53
Stromberg Construction	front ramp work at the town hall	10,005.00
Verizon	cell phones and WIFI through 12/12/14	196.72
Waste Management	3 yd rel on call	126.13
Commissioner of Revenue	Payroll withholding :: electronic payment	373.00
EFTPS	Payroll withholding :: electronic payment	2,310.87
	<b>Total</b>	<b>\$ 84,343.91</b>

Approval to pay :: November 12, 2014, Checks numbered 16586 through 165

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato

DRAFT

Minutes from the Harris Town Board  
Road Work Session – 5 year road plan  
Tuesday, January 6<sup>th</sup>, 2015 at 7:00pm

DRAFT

A work session of the Harris Town Board was held on Tuesday, January 6, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN, and began at 7:00 p.m.

**The purpose of this work session was to begin the process of developing of a 5-year road improvement plan, primarily for paved roads. A discussion of various options for funding those repairs would also be held – including the option to issue bonds.** This work session was open to the public, but was not televised nor recorded by ICTV.

In attendance were Supervisors Rosato, Key, Kortekaas, Kelley, and Ives, as well as Clerk Smith and Treasurer Adams. Also in attendance was Glen Hodgson – SEH Road Engineer for the township, and Judy Myers – resident.

The work session was called to order at 7:00pm by Chairman Rosato, and turned over to Glen Hodgson, road engineer from SEH.

Hodgson shared his evaluation report information, for all paved roads, which was divided into 3 parts. It included the board's rating (from road inspections), a recommended rehab type (reclaim or overlay), the last year rehabilitated (if known), estimated cost for repairs, etc. Part one included roads that were in good shape, and had been rehabilitated between 2007-2014. Part two included roads Hodgson felt should be rehabilitated in the next five years, between 2015-2019; this part was the main topic of discussion at tonight's meeting. And in part three, roads to be rehabilitated after 2019 were listed.

Hodgson's estimated cost to rehabilitate all of roads listed in part two of the report (next 5 years), was apx \$3.6 million dollars.

Bonding to fund road rehabilitation projects was discussed, and the information received from Kennedy & Graven was reviewed. Overall, the board and Hodgson agreed that a bonding attorney – a professional – is needed to explain and guide them through the process, as bonding is a highly complex issue.

It was noted that the board has *not* yet decided whether or not to bond. One item they commented they would need to consider before deciding was how much the payback amount would be, and if that would require an increase in the levy. And if yes, by how much?

The board did agree that developing a 5 year plan for paved roads was a good idea, whether or not they bond. A plan would include which roads are to be done and in what year – and the approximate cost. Also in the 5-year plan, the board commented that they'd like to include crack fill for the year after any road is reclaimed or overlaid, and that they would be inspected every year. Shouldering would also be inspected each year.

Many of the roads listed in Part Two of the evaluation report were discussed. Those discussed at length were:

- Sunny Beach Road:

The cost for the overlay section, from Harris to Adair road (3 miles), was estimated to cost \$615,000. However, it would cost more if the township corrects the swampy area by Sutherlands, and if they do anything at Woodtick landing.

The results of the recent soil borings performed in the swampy area near Sutherland were reviewed by Hodgson. He commented that one boring showed 13 feet of fill, with peat underneath and swap deposits down to 31 feet. The other boring showed 6 feet of fill, and got down to good material at 18 feet.

Hodgson said he was at a loss for what to recommend for this area, as it's not practical to dig out that much material. Options he is considering is digging down and putting in a layer of some sort of a geotech material and then filling in on top of that. Another option was to just keep putting new material on the top of the existing material, as has been done over the years.

It was clarified that the rehabilitation estimates on Hodgson's evaluation spreadsheet do *not* include the cost for any swampy area correction on Sunny Beach Road, nor any improvements at Woodtick.

Supervisor Ives spoke in favor of repairing all of Sunny Beach Road in one year, as they'd get a better price and doing it over 2-3 years. This is currently estimated at one million dollars. Hodgson commented he'd like see at least both reclaim sections done at the same time.

- Underwood Road west:  
Hodgson commented that they are within days of submitting a wetlands permit application, to show that what SEH and the Township are proposing - which is just to return the ditch grade back to its original condition. He was very hopeful that the permit would be approved, and then would recommend proceeding with ditch grading as designed. Once completed, Hodgson would recommend an overlay of Underwood Road west later in the summer of 2015. The estimated cost for this work was \$184,000 and included a tight blade and overlay (not a reclaim) after the ditch work done.
- Birch Street / Isleview / Fieldcrest  
The condition of these roads were discussed briefly – all are in need of repair, and would be a priority
- Harris Cemetery road  
Supervisor Key commented that only an overlay should be needed at the cemetery, rather than a reclaim.

Performing major crack filling on some of the major roads was discussed at length, like a portion of Sunny Beach Road (Adair to Harris). This process could save some roads or sections of roads. There's a new process that the City of Grand Rapids has tried near Lilly Lake (by airport). It works on wider and deeper cracks. Hodgson and the board will watch to see what the crack-filled areas look like in spring/summer. This new process uses asphalt based material – more like tar than rubberized crack fill. It is a "router and fill" type of process, and then is bonded to the existing tar with a heated instrument. The contractor who does this new process will be in the area again this summer 2015, per Hodgson.

#### Suggestions for 2015 road rehabilitation:

Glen suggested for 2015 doing an overlay at the Harris Cemetery and an overlay on Underwood west as they are in the same area, and the same type of rehabilitation. This would allow the board time to learn more about bonding, and they could continue to work on the 5 year plan – and take a look at all the roads in "part two" when the snow is gone, and physically walk them. Hodgson also recommended crack filling Sunny Beach Road from Harris to Adair, though Supervisor Ives commented that he wasn't sure crack filling would be enough. Hodgson agreed, but said it would buy them some time.

The board agreed that Underwood Rod – west should be at the top of the priority list for repair, and that Sunny Beach Road – from Adair to Park was in terrible shape. However, roads to come next in the priority were not determined.

#### Road inspections process:

The board discussed if one person or a team of two supervisors should inspect all roads, for more consistent data that is used for evaluations. Everyone agreed that with different supervisors inspecting different roads, they get a wide variety of input. Hodgson suggested a rolling two supervisor team to inspect all roads, where one rolls off each year, and a new one rotates on. And then the high priority roads could be looked at by the other supervisors individually and perhaps the road engineer. This process will be discussed again in the spring.

#### Next steps:

- Look at the road budget for 2015-16 as well as all the other funds during the upcoming budget work sessions
- Get educated about bonding, and set another meeting with an expert. Date TBD

***A motion was made to adjourn tonight's work session by Supervisor Kortekaas at 8:46pm. Upon a second by Supervisor Ives, the meeting adjourned.***

**DRAFT**

Respectfully submitted,  
Michele Smith – Harris Township Clerk

1-6-15 mtg

HARRIS TOWNSHIP--2014 ROAD EVALUATION DATA  
AND PRELIMINARY 5-YEAR PROJECT LIST  
12/10/2014

Road Name	SURFACE TYPE	LENGTH (mi)	ROADWAY TYPE	Spring 2014 Ratings			RECOMMENDED REHAB TYPE FOR 5-YEAR PLAN	RECOMMENDED REHAB YEAR	All Costs in Thousands of Dollars			
				CONDITION (1=BAD, 5=GOOD)	VOLUME (1=HIGH, 5=LOW)	PRIORITY INDEX			YEAR OF LAST REHAB	BUDGET COST PER MILE	BUDGET PAVEMENT REHAB ESTIMATE	ADDITIONAL (e.g. drainage) COST
<b>PART ONE--ROADS REHABILITATED BEFORE 2015</b>												
Harbor Heights	Paved	0.32	dead end w/ cul-de-sac	N/A	3	N/A	2014	N/A	\$ -	\$ -	\$ -	\$ -
Lakeview Drive	Paved	0.41		N/A	4	N/A	2014	N/A	\$ -	\$ -	\$ -	\$ -
Underwood Road (east of Park Rd)	Paved	0.74	residential collector	N/A	4	N/A	2014	N/A	\$ -	\$ -	\$ -	\$ -
Robinson Road	Paved	0.28	dead end w. small turnaround	5	4	20.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Ruff Shores Road	Paved	0.13	dead end w/ private cul-de-sac	5	4	20.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Southwood Road	Paved	1.39	residential collector	5	1	5.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Stony Point Road	Paved	0.39		5	3	15.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Drive	Paved	0.23	dead end w/cul-de-sac	5	3	15.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Lane	Paved	0.23	closed residential loop	5	3	15.0	2013	N/A	\$ -	\$ -	\$ -	\$ -
Key View Drive	Paved	0.50		3.86	3	11.6	2012	N/A	\$ -	\$ -	\$ -	\$ -
Mishawaka Road	Paved	1.53	residential collector	5	1	5.0	2012	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (south of Und)	Paved	1.50	residential collector	4.57	2	9.1	2012	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (north of Und)	Paved	1.37	residential collector	4.71	2	9.4	2011	N/A	\$ -	\$ -	\$ -	\$ -
Apache	Paved	0.20	closed residential loop	5	3	15.0	2007	N/A	\$ -	\$ -	\$ -	\$ -
Melody Road	Paved	0.24	dead end w/ cul-de-sac	5	4	20.0	2007	N/A	\$ -	\$ -	\$ -	\$ -
Mohawk Drive	Paved	0.07	closed residential loop	5	3	15.0	2007	N/A	\$ -	\$ -	\$ -	\$ -

**PART TWO--ROADS TO BE REHABILITATED 2015-2019**

Sunny Beach Rd (Park to Adair Rd)	Paved	1.10	residential collector	1.43	1	1.4		Reclaim	\$ 390	\$ 429	\$ -	\$ 429
Sunny Beach Rd (Wendigo to Park Rd)	Paved	1.30	residential collector	3	1	3.0		Reclaim	\$ 390	\$ 507	\$ -	\$ 507
Cemetery	Paved	0.37	N/A	1	4	4.0		Reclaim	\$ 390	\$ 144	\$ -	\$ 144
Sunny Beach Addition	Paved	0.33	dead end w/	1	4	4.0		Reclaim	\$ 390	\$ 129	\$ 50	\$ 179
Birch Street	Paved	0.73		1.43	3	4.3		Reclaim	\$ 390	\$ 285	\$ 50	\$ 335
Isle View Road	Paved	0.31	through road	1.57	3	4.7		Reclaim	\$ 390	\$ 121	\$ -	\$ 121
Romans Road	Paved	0.26		2	3	6.0		Reclaim	\$ 390	\$ 101	\$ -	\$ 101
Sunny Lane	Paved	0.22		2.57	4	10.3		Reclaim	\$ 390	\$ 86	\$ -	\$ 86
Gary Drive	Paved	0.46		2.71	4	10.8		Reclaim	\$ 390	\$ 179	\$ -	\$ 179
Field Crest Road	Paved	0.46		3.29	5	16.5		Reclaim	\$ 390	\$ 179	\$ -	\$ 179
Sunny Beach Rd (Adair to Harris Town)	Paved	3.00	residential collector	2.29	1	2.3		Overlay	\$ 180	\$ 540	\$ 75	\$ 615
Alicia Spur	Paved	0.08		4.29	2	8.6		Overlay	\$ 180	\$ 14	\$ -	\$ 14
Little Crystal Lane	Paved	0.49		2.29	4	9.2		Overlay	\$ 180	\$ 88	\$ -	\$ 88
Underwood Road (West of Park Rd)	Paved	0.80	residential collector	2.29	4	9.2		Overlay	\$ 180	\$ 144	\$ 40	\$ 184
Tolentek Drive	Paved	0.40	dead end w/ cul-de-sac	2.57	4	10.3		Overlay	\$ 180	\$ 72	\$ 20	\$ 92
Alicia Place	Paved	0.55		3.43	3	10.3		Overlay	\$ 180	\$ 99	\$ -	\$ 99
Mishawaka Shores	Paved	0.56	dead end	3.57	3	10.7		Overlay	\$ 180	\$ 101	\$ -	\$ 101

DRAFT

HARRIS TOWNSHIP--2014 ROAD EVALUATION DATA  
AND PRELIMINARY 5-YEAR PROJECT LIST  
12/10/2014

Pine Street	0.11	Paved	3.14	4	12.6	Overlay	\$ 180	20	\$ 10	30
Norberg Drive	0.61	Paved	4.57	3	13.7	Overlay	\$ 180	110	\$	110
Woodbine Lane	0.18	Paved	3	5	15.0	Overlay	\$ 180	32	\$ 10	42
<b>PART THREE--ROADS TO BE REHABILITATED AFTER 2019</b>										
Pine Landing Drive	0.46	Paved	4.14	3	12.4	N/A	\$ -	-	\$	-
LaPlant Road Landing	0.00	Paved	3.57	4	14.3	N/A	\$ -	-	\$	-
Woodland Park Road	0.30	Paved	5	3	15.0	N/A	\$ -	-	\$	-
Casper Landing (Troop Twn)	0.20	Paved	4	4	16.0	N/A	\$ -	-	\$	-
East Harris Road	0.63	Paved	4.14	4	16.6	N/A	\$ -	-	\$	-
Wesleyan Road	0.26	Paved	4.14	4	16.6	N/A	\$ -	-	\$	-
Aspen Drive	0.76	Paved	4.29	4	17.2	N/A	\$ -	-	\$	-
Verde Lane	0.22	Paved	4.71	4	18.8	N/A	\$ -	-	\$	-
Chippewa Drive	0.32	Paved	5	4	20.0	N/A	\$ -	-	\$	-
Mishawaka Landing	0.00	Paved	5	4	20.0	N/A	\$ -	-	\$	-
Winnebago Drive	0.13	Paved	5	4	20.0	N/A	\$ -	-	\$	-
Birch Hills Drive	0.38	Paved	4.57	5	22.9	N/A	\$ -	-	\$	-
Winston-Taylor Road	0.09	Paved	5	5	25.0	N/A	\$ -	-	\$	-
Jesse Harry corner	0.00	Paved		5		N/A	\$ -	-	\$	-
										25.60
										180
										390
										3,636

TOTAL ESTIMATED COST

Budget Costs per Mile:

Overlay 180  
Reclaim 390

DRAFT



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: January 8, 2015

RE: Road Item for January 14, 2015 Meeting  
SEH No. HARRT 127780 14.00

### Underwood Road West Wetland Permit Application

Attached is a copy of the "Joint Application Form for Activities Affecting Water Resources in Minnesota" relative to the proposed ditch improvements on Underwood Road west of Wendigo Park Road. This permit application was prepared by the Duluth office of SEH with support from the Grand Rapids office.

The permit application refers in several places to "the attached document." The "attached document" is the wetlands report. I am not attaching that simply because it is quite lengthy. I will, of course, provide a full copy to Michele for the Township's files. Additionally, if anyone wants to review the report document, I could either provide hard copies or you could certainly review it at the SEH office here.

I will be asking the Board to approve the application and authorize the Chairman and Clerk to sign the application.

Since I am not familiar with this entire process, I asked our Duluth office a number of questions that I thought the Board might ask. My questions and Duluth's answers are listed below.

Q: How long might it take for permit approval?

A: It will likely be 4-6 months before we see a permit.

Q: Will we need to "buy" replacement wetlands?

A: This project should be eligible for the BWSR local road replacement program, so the Township should not have to buy credits.

Q: What are our chances that the permit will be approved?

A: It should get approved (likely), but may need a quick field review in the spring before approval.

Q: What is the Township's next step in this process?

A: Next step is to sign the application, submit, maintain contact with agency folks regarding any questions they may have, and wait for a permit.

All of this makes me cautiously optimistic. Even if it takes 6 months to get the permit, that would put us into July. That would leave plenty of summer construction season to get the ditching and the proposed overlay completed in 2015. I think, though, that if the Board does want to proceed with the project in 2015, we should continue with plans and specifications, bid the project in June or so, and have a contractor ready to go as soon as possible after the permit is in hand. We have sufficient time to do all that.

**So, to keep the project moving forward, I request and recommend that the Board approve the application and authorize the Chairman and Clerk to sign the application.**

If you have any questions on this matter, please feel free to contact me.

PAFJHHARRT\1277801-gen\14-corr\011415 Engineering Items Memo.docx

# Joint Application Form for Activities Affecting Water Resources in Minnesota

This joint application form is the accepted means for initiating review of proposals that may affect a water resource (wetland, tributary, lake, etc.) in the State of Minnesota under state and federal regulatory programs. Applicants for Minnesota Department of Natural Resources (DNR) Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. Applicants can use the information entered into MPARS to substitute for completing parts of this joint application form (see the paragraph on MPARS at the end of the joint application form instructions for additional information). This form is only applicable to the water resource aspects of proposed projects under state and federal regulatory programs; other local applications and approvals may be required. Depending on the nature of the project and the location and type of water resources impacted, multiple authorizations may be required as different regulatory programs have different types of jurisdiction over different types of resources.

## Regulatory Review Structure

### Federal

The St. Paul District of the U.S. Army Corps of Engineers (Corps) is the federal agency that regulates discharges of dredged or fill material into waters of the United States (wetlands, tributaries, lakes, etc.) under Section 404 of the Clean Water Act (CWA) and regulates work in navigable waters under Section 10 of the Rivers and Harbors Act. Applications are assigned to Corps project managers who are responsible for implementing the Corps regulatory program within a particular geographic area.

### State

There are three state regulatory programs that regulate activities affecting water resources. The Wetland Conservation Act (WCA) regulates most activities affecting wetlands. It is administered by local government units (LGUs) which can be counties, townships, cities, watershed districts, watershed management organizations or state agencies (on state-owned land). The Minnesota DNR Division of Ecological and Water Resources issues permits for work in specially-designated public waters via the Public Waters Work Permit Program (DNR Public Waters Permits). The Minnesota Pollution Control Agency (MPCA) under Section 401 of the Clean Water Act certifies that discharges of dredged or fill material authorized by a federal permit or license comply with state water quality standards. One or more of these regulatory programs may be applicable to any one project.

## Required Information

Prior to submitting an application, applicants are **strongly encouraged** to seek input from the Corps Project Manager and LGU staff to identify regulatory issues and required application materials for their proposed project. Project proponents can request a pre-application consultation with the Corps and LGU to discuss their proposed project by providing the information required in Sections 1 through 5 of this joint application form to facilitate a meaningful discussion about their project. Many LGUs provide a venue (such as regularly scheduled technical evaluation panel meetings) for potential applicants to discuss their projects with multiple agencies prior to submitting an application. Contact information is provided below.

The following bullets outline the information generally required for several common types of determinations/authorizations.

- For delineation approvals and/or jurisdictional determinations, submit Parts 1, 2 and 5, and Attachment A.
- For activities involving CWA/WCA exemptions, WCA no-loss determinations, and activities not requiring mitigation, submit Parts 1 through 5, and Attachment B.
- For activities requiring compensatory mitigation/replacement plan, submit Parts 1 thru 5, and Attachments C and D.
- For local road authority activities that qualify for the state's local road wetland replacement program, submit Parts 1 through 5, and Attachments C, D (if applicable), and E to both the Corps and the LGU.

## Submission Instructions

Send the completed joint application form and all required attachments to:

**U.S Army Corps of Engineers.** Applications may be sent directly to the appropriate Corps Office. For a current listing of areas of responsibilities and contact information, visit the St. Paul District's website at:

<http://www.mvp.usace.army.mil/Missions/Regulatory.aspx> and select "Minnesota" from the contact information box.

Alternatively, applications may be sent directly to the St. Paul District Headquarters and the Corps will forward them to the appropriate field office.

**Section 401 Water Quality Certification:** Applicants do not need to submit the joint application form to the MPCA unless specifically requested. The MPCA will request a copy of the completed joint application form directly from an applicant when they determine an individual 401 water quality certification is required for a proposed project.

**Wetland Conservation Act Local Government Unit:** Send to the appropriate Local Government Unit. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site ([www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)) to determine the appropriate LGU.

**DNR Public Waters Permitting:** In 2014 the DNR will begin using the Minnesota DNR Permitting and Reporting System (MPARS) for submission of Public Waters permit applications (<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>). Applicants for Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. To avoid duplication and to streamline the application process among the various resource agencies, applicants can use the information entered into MPARS to substitute for completing parts of this joint application form. The MPARS print/save function will provide the applicant with a copy of the Public Waters permit application which, at a minimum, will satisfy Parts one and two of this joint application. For certain types of activities, the MPARS application may also provide all of the necessary information required under Parts three and four of the joint application. However, it is the responsibility of the Applicant to make sure that the joint application contains all of the required information, including identification of all aquatic resources impacted by the project (see Part four of the joint application). After confirming that the MPARS application contains all of the required information in Parts one and two the Applicant may attach a copy to the joint application and fill in any missing information in the remainder of the joint application.

Project Name and/or Number: HARRT 127780

## PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

Applicant/Landowner Name: Harris Township, MN

Mailing Address: 21998 Airport Road, Grand Rapids, MN 55744

Phone: 218.327.0435

E-mail Address: michelesmithclerk@msn.com

Authorized Contact (do not complete if same as above): NA

Mailing Address: NA

Phone: NA

E-mail Address: NA

Agent Name: Glen Hodgson, PE

Mailing Address: 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744

Phone: 218.322.4516

E-mail Address: ghodgson@sehinc.com

## PART TWO: Site Location Information

County: Itasca City/Township: Harris Township

Parcel ID and/or Address: 19-011-4301, 19-011-4401, 19-011-4404

Legal Description (Section, Township, Range): Section 11, Township 54, Range 25

Lat/Long (decimal degrees): 47.166892, -93.477436 to 47.16691, -93.472421

Attach a map showing the location of the site in relation to local streets, roads, highways.

Approximate size of site (acres) or if a linear project, length (feet): 11,254.09 LF

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

[http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform\\_4345\\_2012oct.pdf](http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf)

Project Name and/or Number: HARRT 127780

### **PART THREE: General Project/Site Information**

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted *prior to* this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

Please refer to Section 2.2 in the attached report.

## PART FOUR: Aquatic Resource Impact<sup>1</sup> Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) <sup>1</sup>	Size of Impact <sup>2</sup>	Overall Size of Aquatic Resource <sup>3</sup>	Existing Plant Community Type(s) in Impact Area <sup>4</sup>	County, Major Watershed #, and Bank Service Area # of Impact Area <sup>5</sup>
Wetland 1	Wetland	Excavate	Permanent	0.10 Ac	N/A	Fresh (Wet) Meadow	Itasca 9, BSA 5
Wetland 1	Wetland	Fill	Permanent	0.03 Ac	N/A	Fresh (Wet) Meadow	Itasca, 9, BSA 5
Wetland 1 Ditch Cut in Upland	Wetland	Fill	Permanent	0.02 Ac	N/A	Fresh (Wet) Meadow	Itasca, 9, BSA 5
Wetland 2	Wetland	Excavate	Permanent	151 sq ft	N/A	Fresh (Wet) Meadow	Itasca, 9, BSA 5

<sup>1</sup>If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

<sup>2</sup>Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

<sup>3</sup>This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

<sup>4</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>5</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

N/A

## PART FIVE: Applicant Signature

Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize Glen Hodgson to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

<sup>1</sup>The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

## Attachment A

### Request for Delineation Review, Wetland Type Determination, or Jurisdictional Determination

By submission of the enclosed wetland delineation report, I am requesting that the U.S. Army Corps of Engineers, St. Paul District (Corps) and/or the Wetland Conservation Act Local Government Unit (LGU) provide me with the following (check all that apply):

**Wetland Type Confirmation**

**Delineation Concurrence.** Concurrence with a delineation is a written notification from the Corps and a decision from the LGU concurring, not concurring, or commenting on the boundaries of the aquatic resources delineated on the property. Delineation concurrences are generally valid for five years unless site conditions change. Under this request alone, the Corps will not address the jurisdictional status of the aquatic resources on the property, only the boundaries of the resources within the review area (including wetlands, tributaries, lakes, etc.).

**Preliminary Jurisdictional Determination.** A preliminary jurisdictional determination (PJD) is a non-binding written indication from the Corps that waters, including wetlands, identified on a parcel may be waters of the United States. For purposes of computation of impacts and compensatory mitigation requirements, a permit decision made on the basis of a PJD will treat all waters and wetlands in the review area as if they are jurisdictional waters of the U.S. PJDs are advisory in nature and may not be appealed.

**Approved Jurisdictional Determination.** An approved jurisdictional determination (AJD) is an official Corps determination that jurisdictional waters of the United States are either present or absent on the property. AJDs can generally be relied upon by the affected party for five years. An AJD may be appealed through the Corps administrative appeal process.

In order for the Corps and LGU to process your request, the wetland delineation must be prepared in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, any approved Regional Supplements to the 1987 Manual, and the *Guidelines for Submitting Wetland Delineations in Minnesota* (2013).

<http://www.mvp.usace.army.mil/Missions/Regulatory/DelineationJDGuidance.aspx>

## Attachment B

### Supporting Information for Applications Involving Exemptions, No Loss Determinations, and Activities Not Requiring Mitigation

Complete this part *if* you maintain that the identified aquatic resource impacts in Part Four do not require wetland replacement/compensatory mitigation OR *if* you are seeking verification that the proposed water resource impacts are either exempt from replacement or are not under CWA/WCA jurisdiction.

Identify the specific exemption or no-loss provision for which you believe your project or site qualifies:

N/A

Provide a detailed explanation of how your project or site qualifies for the above. Be specific and provide and refer to attachments and exhibits that support your contention. Applicants should refer to rules (e.g. WCA rules), guidance documents (e.g. BWSR guidance, Corps guidance letters/public notices), and permit conditions (e.g. Corps General Permit conditions) to determine the necessary information to support the application. Applicants are strongly encouraged to contact the WCA LGU and Corps Project Manager prior to submitting an application if they are unsure of what type of information to provide:

N/A

## Attachment C Avoidance and Minimization

**Project Purpose, Need, and Requirements.** Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

Please refer to Section 2.2 in the attached document.

**Avoidance.** Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

Please refer to Section 4.4.1 in the attached document.

**Minimization.** Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

Please refer to Section 4.4.1 in the attached document.

**Off-Site Alternatives.** An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

## Attachment D Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

**Replacement/Compensatory Mitigation via Wetland Banking.** Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
N/A					

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

**Project-Specific Replacement/Permittee Responsible Mitigation.** Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit <sup>1</sup>	Corps Mitigation Compensation Technique <sup>2</sup>	Acres	Credit % Requested	Credits Anticipated <sup>3</sup>	County	Major Watershed #	Bank Service Area #
N/A							

<sup>1</sup>Refer to the name and subpart number in MN Rule 8420.0526.

<sup>2</sup>Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

<sup>3</sup>If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

N/A

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):

N/A

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

N/A

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

N/A

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

N/A

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

N/A

Provide a five-year monitoring plan to address project outcomes and credit allocation:

N/A

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

N/A

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

N/A

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
  - Previously restored or created under a prior approved replacement plan or permit
  - Drained or filled under an exemption during the previous 10 years
  - Restored with financial assistance from public conservation programs
  - Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment E

### Local Road Replacement Program Qualification

Complete this part *if* you are a local road authority (county highway department, city transportation department, etc.) seeking verification that your project (or a portion of your project) qualifies for the MN Local Government Road Wetland Replacement Program (LGRWRP). If portions of your project are not eligible for the LGRWRP, then Attachment D should be completed and attached to your application.

Discuss how your project is a repair, rehabilitation, reconstruction, or replacement of a currently serviceable road to meet state/federal design or safety standards/requirements. Applicants should identify the specific road deficiencies and how the project will rectify them. Attach supporting documents and information as applicable:

Please refer to Section 2.0 through Section 3.3 of the attached permit application.

Provide a map, plan, and/or aerial photograph accurately depicting wetland boundaries within the project area. Attach associated delineation/determination report or otherwise explain the method(s) used to identify and delineate wetlands. Also attach and discuss any type of review or approval of wetland boundaries or other aspects of the project by a member or members of the local Technical Evaluation Panel (TEP) or Corps of Engineers:

A Wetland Delineation Report is included as Appendix B in the attached permit application.

In the table below, identify only the wetland impacts from Part 4 that the road authority has determined should qualify for the LGRWRP.

Wetland Impact ID (as noted on overhead view)	Type of Impact (fill, excavate, drain)	Size of Impact (square feet or acres to 0.01)	Existing Plant Community Type(s) in Impact Area <sup>1</sup>	County, Major Watershed #, and Bank Service Area # of Impact <sup>2</sup>
Wetland 1	Excavate	4,551 Sq.ft.	Fresh (Wet) Meadow	Itasca, 9, BSA 5
Wetland 2	Excavate	151 Sq.ft.	Fresh (Wet) Meadow	Itasca, 9, BSA 5

<sup>1</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>2</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

Discuss the feasibility of providing onsite compensatory mitigation/replacement for important site-specific wetland functions:

On-site compensatory mitigation is not feasible since the road is surrounded by wetlands and no portions of the existing road will be abandoned to allow for on-site mitigation. In addition, the replacement requirements are relatively small, making it not economically feasible to pursue on-site mitigation.

Project Name and/or Number: HARRT 127780

Please note that under the MN Wetland Conservation Act, projects with less than 10,000 square feet of wetland impact are allowed to commence prior to submission of this notification so long as the notification is submitted within 30 days of the impact. The Clean Water Act has no such provision and requires that permits be obtained prior to any regulated discharges into water of the United States. To avoid potential unauthorized activities, road authorities must, at a minimum, provide a complete application to the Corps and receive a permit prior to commencing work.

By signature below, the road authority attests that they have followed the process in MN Rules 8420.0544 and have determined that the wetland impacts identified in Attachment D are eligible for the MN Local Government Road Wetland Replacement Program.

Road Authority Representative: Michele Smith Title: Harris Township Clerk

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Technical Evaluation Panel Concurrence:**

TEP member: \_\_\_\_\_ Representing: \_\_\_\_\_

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TEP member: \_\_\_\_\_ Representing: \_\_\_\_\_

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TEP member: \_\_\_\_\_ Representing: \_\_\_\_\_

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TEP member: \_\_\_\_\_ Representing: \_\_\_\_\_

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon approval and signature by the TEP, application must be sent to: **Wetland Bank Administration**  
**Minnesota Board of Water & Soil Resources**  
**520 Lafayette Road North**  
**Saint Paul, MN 55155**

# MINNESOTA LTAP

## Training & Events



### **Pavement Rehabilitation: Products, Processes, and Strategies**

This workshop is designed to provide an overview of the available technology and tools that make implementing an effective pavement rehabilitation program feasible. A successful pavement rehabilitation program encompasses a full range of rehabilitation strategies as well as maintenance treatments, with the goal of enhancing pavement performance (ride, quality, safety, service life, etc.) and life (LCC, pavement durability). Additionally, the workshop will introduce some new pavement rehabilitation technologies.

#### **Topics Covered**

Techniques for asphalt and concrete pavement evaluation, including pavement condition rating

Discussion of how to select the best rehabilitation strategy

Overview of various rehabilitation processes and their construction practices

Overview of material properties—how they are used and how to get the best performance from them

Introduction to pavement and network performance measures and specifications

#### **Dates & Locations**

This workshop is scheduled from **8:30 a.m. to 3:30 p.m.** (registration begins at 8 a.m.) at the specified location on each of the dates listed below.

**February 10, 2015**—Holiday Inn, 1155 Hwy. 10 East, Detroit Lakes, MN 56501

• **February 18, 2015**—Blaine Public Works Facility, 1801 101st Avenue NE, Blaine, MN 55449

**February 25, 2015**—Mankato City Center Hotel, 101 East Main Street, Mankato, MN 56001

#### **Registration**

- Please visit the [workshop web page](#) for more information and for registration (online, by mail, or by fax).

- **Registration contact:** College of Continuing Education, [cceinfo@umn.edu](mailto:cceinfo@umn.edu), 612-625-2900
- **Cost** (includes lunch):
  - \$60 – Township and tribal representatives
  - \$70 – City, county, state, and federal representatives
  - \$150 – All others

### **Who Should Attend**

Engineers, managers, supervisors, and technicians responsible for pavement maintenance, design, and construction.

### **Course Instructors**

**David Rettner, P.E.**, American Engineering and Testing, has worked with DOTs and local government agencies in several states on pavement rehabilitation, maintenance, and reconstruction projects using concrete, bituminous, and aggregate surfacing materials. With more than 19 years of experience as a former MnDOT pavement, geotechnical, and research engineer and more than 11 years of private-sector consulting engineering experience, Rettner provides expertise and experience in the evaluation of pavements as well as the design and successful construction of numerous rehabilitation projects.

**Dan Wegman, P.E.**, Braun Intertec, has worked with DOTs and local governments in several states with pavement rehabilitation and preventive maintenance strategies. As a former MnDOT construction and bituminous engineer and with over a dozen years working as a private-sector material supplier, Wegman provides technical insight with respect to materials, construction, and implementation.

### **Credit**

This workshop qualifies for **1.0 Roads Scholar Program** required credit and **6.0 PDHs**. See the [workshop web page](#) for more details.

### **Sponsors**

This workshop is presented by the [Minnesota Local Technical Assistance Program \(LTAP\)](#) at the [Center for Transportation Studies, University of Minnesota](#). Minnesota LTAP is sponsored by the [Minnesota Local Road Research Board \(LRRB\)](#) and the [Federal Highway Administration \(FHWA\)](#). This course is subsidized through funding from LRRB and FHWA.

Facilitated by the College of Continuing Education, University of Minnesota.

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This e-mail was sent by: **Center for Transportation Studies, Univ. of MN**  
200 TSB; 511 Washington Ave SE; Minneapolis, MN, 55455

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## Protect Our Lake And Standards

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From: **G man** (gway17@hotmail.com)  
Sent: **Wed 1/07/15 7:05 AM**  
To: **michelesmithclerk@msn.com** (michelesmithclerk@msn.com)

Hello,

I'm writing to strongly encourage Harris Township to keep portable bathrooms through the winter months at its public landings. In particular, the landings at Mishawaka and LaPlant. They would be used by fisherman and snow mobilers alike.

It is certainly a welcome refuge for those who ice fish or visit our landings, but it is a major health hazard and a very unpleasant view to those who live on Pokegama Lake.

We must keep human waste off and out of our lake. This is not something that even needs further discussion, but dealt with immediately.

No one, anywhere, should need to see certain activities.

Please, keep the portable toilets available at the landings and make them available now.

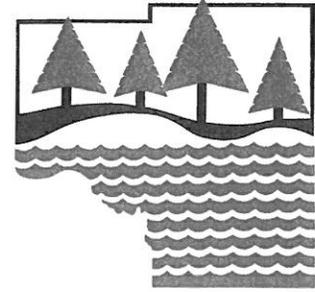
Thank you.

gw

# ITASCA COUNTY

GARRETT OUS  
LAND COMMISSIONER

Itasca County Land Department  
1177 LaPrairie Avenue  
Grand Rapids, MN 55744-3322  
218-327-2855 • Fax 218-327-4160



DATE: January 9, 2015

TO: Local Weed Inspectors and Weed Managers

FROM: Garrett Ous, County Agricultural Inspector  
Sara Thompson, Assistant County Agricultural Inspector

RE: Itasca County Annual Township & City Weed Report

Enclosed you will find a form for collecting weed management information in 2014. For your information, included on this page is a summary of weeds listed within the Minnesota weed law which are found in Itasca County.

Statutes require that a report be completed annually. In addition, the information you provide is also valuable to assess weed management impacts throughout Itasca County. **Please complete the form and return it to me by March 6, 2015 in the enclosed envelope.**

## Noxious Weeds in Itasca County

### Minnesota State Prohibited Noxious Weeds Found in Itasca: (controlled list)

Purple Loosestrife, *Lythrum salicaria*  
Leafy Spurge, *Euphorbia esula*  
Canada Thistle, *Cirsium arvense*  
Common Tansy, *Tanacetum vulgare*  
Spotted Knapweed, *Centaurea maculosa*  
Plumeless Thistle, *Carduus acanthoides*  
Wild Parsnip, *Pastinaca sativa*

### Special Regulated Plants in Itasca County

Poison Ivy, *Rhus radicans*  
Japanese Knotweed, *Polygonum cuspidatum*  
Giant Knotweed, *Polygonum sachalinense*

### Additional Itasca County Listed Noxious Weeds:

Oxeye Daisy, *Chrysanthemum leucanthemum*  
Orange Hawkweed, *Hieracium aurantiacum*  
Tall Buttercup, *Ranunculus acris*

### Restricted Noxious Weeds

Common or European Buckthorn, *Rhamnus cathartica*  
Glossy Buckthorn, (and all cultivars), *Frangula alnus Mill*  
Multiflora Rose, *Rosamultiflora Thunb*  
Common Reed – non native subspecies, *Phragmites australis*  
Garlic Mustard – *Alliaria petiolata*

Remember to keep accurate records during the summer field season. Please review the attached form and record weed control for spraying and mowing by acres and/or miles.

# ANNUAL TOWNSHIP REPORT NOXIOUS WEED CONTROL FOR 2014

(Required by Minnesota Statutes Section 18.81)

**INSTRUCTIONS:** Using black ink, please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the County Agricultural Inspector noted at the top by **March 6, 2015**. Thank you for your cooperation in providing the information.

Township: <u>Harris</u>	County: ITASCA	Date: <u>1-9-15</u>
County Agricultural Inspector (CAI):  Garrett Ous / Sara Thompson	Address:  Itasca County Land Department 1177 LaPrairie Ave. Grand Rapids, MN 55744	
If you have appointed a new Assistant Weed Inspector (AWI) in 2014, please indicate the person's name and address in the space provided at right:	AWI Name: _____  Address: _____	

## NOXIOUS WEED CONTROL

1) How many noxious weed inspection tours were made in the township in 2014?		
2) How many <b>landowner contacts</b> were made in the township for voluntary compliance?		
3) How many <b>forms were served</b> by the township board or AWI in 2014:		
Individual Notices	Inspector's Authorization to Control Noxious Weeds	Statement of Costs for Control of Noxious Weeds
Served		

4) Date mowing began?		<b>acres</b>	<b>miles</b>
5) How many acres or miles were <b>mowed</b> for noxious weed control?			
6) How many acres or miles were <b>sprayed</b> for noxious weed control?			

## CONTROL COSTS

7) Cost of spraying or mowing township property for noxious weed and/or weed and grass control this year (Please do not include brush control or snow removal costs):	<u>Spraying:</u> \$	<u>Mowing:</u> \$
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## SIGNATURES

Chairperson, Township Board:	Assistant Weed Inspector (when appropriate):
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AG-00188-12 (11/00)

Original - Township Clerk

Copy - County Agricultural Inspector

# - Minutes -

## COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

Dec. 17, 2014

The next meeting will be Jan. 21 at the Grand Rapids State Bank. (Time?)

**Present:** Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Tarry Edington (Arbo), Dale Anderson (Grand Rapids), Pat Medure (318 school board), Peggy Smith (Coleraine), Burl Ives (Harris), Isaac Meyer (Kootasca), Conley Janssen (Basketball Assn), Garret Ous (Itasca County) and Mary Jo Wimmer, facilitator.

### Open Market

**Cohasset:** Held their first annual Tree Lighting event with over 250 people attending.

**Grand Rapids:** Outdoor rinks are ready. They are formed a motorized trails committee and hope to connect with Cohasset on trails.

**Harris Township:** Has developed a 5 year road plan and may seek bonding to fund it.

**LaPrairie:** Is doing a road and sewer project in collaboration with the county. LaPrairie Avenue will get curb and gutters and a trail.

**Coleraine:** Is still short staffed. Their water tower was recently drained due to a break.

**Itasca County:** The fairgrounds is now a county park.

**District 318:** Completed a land swap with USGS for property behind the middle school.

### Recreation Association

Potential Outcomes of creating a larger recreation association (Itasca Recreation Association):

- Reduce cost of participation in recreational activities
- Improved quality of recreational opportunities
- Improved variety of recreational opportunities
- More children and youth would become involved

- Some recreational activities, such as Mt. Itasca and other lesser supported programs, would benefit greatly
- Levy authority would provide a stable source of income
- Projects and activities could be offered that one municipality would never be able to afford – economy of scale
- Better PR and advertising so people would know what's available by looking at one source
- More funding availability through grants because of the collaborative nature
- Easier to maintain facilities
- Serve all ages
- Easier communication to all residents
- Lower infrastructure and operational costs

How would tax payers respond? We would need to justify the benefits to the residents. It could also result in lower county taxes.

Kootasca is trying to bring a Boys and Girls club to Itasca County. They are very supportive of after school activities for youth, stating that, according to the school survey, 60% of Itasca County youth are involved in after school activities less than once per month.

Mary Jo will check with Senator Saxhaug as to whether we would be able to create our own geographic boundaries for a recreation association. The Greenway Recreation Association does not include school sponsored activities. 318 representatives are supportive of our idea but do not see the schools as being included at this time.

**Parameters:**

- What will be the geographic area covered? Is it possible to join the Greenway School District boundaries with the 318 boundaries?
  - If district 318 were included there would be great distances involved. However, a budget could include transportation costs.
- What recreational opportunities will be included? We discussed outdoor recreation and field house activities.
- Determine the need for a feasibility study

**Next Steps:**

1. We would like to talk with Pat Guyer about the challenges the Greenway Rec. Assn. has faced.
2. A relatively easy first step could be to join PR efforts so all communities could know what is available, similar to what Community Education does. Melanie DeBay will be invited to the January meeting.
3. Once we determine a geographic area, would need to see which towns and townships want to participate. Bigfork's Tom Johnson will be invited to the January meeting along with representatives from Marcell and Effie.

The group agreed they would like one recreation association. This would not be a duplicate of the Greenway Rec. Association.

Homework: Each municipality is to bring a list of the recreational activities and programs they offer and their budget for recreational activities.



### **Future Topics of Discussion**

- Elected or appointed city clerks. Should there be requirements? Invite someone from the League of MN Cities to address this
- Library joint powers board
- IT services
- Hiring and housing challenges

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

# HARRIS TOWNSHIP CEMETERY POLICY

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

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

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

## **HOURS:**

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

## **PURCHASING, SALE OR TRANSFER:**

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

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

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

## **FEES PER GRAVE:**

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

## **GRAVE/BURIAL REGULATIONS:**

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

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

## **GRAVE OPENING AND CLOSING:**

Fees for excavating a burial site will be set by the Harris Town Board and collected through the Funeral Director. For burial of urns, when not going through a Funeral Director, the Town Clerk must be contacted prior to the date of this burial and fee paid.

## **DISINTERMENT:**

All requests for disinterment of remains (including cremated remains) will be directed to a funeral home, which will facilitate the process. A permit, signed by all family members will be required. There will be no disinterments on weekends, holidays or during the winter months (October through May). The cost to disinter will be double that of the current opening costs. Harris Township, its officers or employees, will not be held responsible for any damages that may occur to a headstone, vault, casket or remains during a disinterment process. If it is deemed that a vault is unable to be removed, the site will be considered unsellable and maintained by the owners of the site.



## **WINTER RESTRICTIONS:**

Due to the harsh winters and frost thickness, grave openings could delay funeral activities. The Funeral Director will need to communicate with the Township regarding this time frame so adjustments can be made for the services. Four (4) full working days (i.e. Monday-Friday and non-holidays) are needed to prepare a site, not including the day of notification or the day of the funeral. Thus, adequate notice is required by the township.

## **HEADSTONES, FOOT STONES, AND OTHER MARKERS:**

Head and foot stones will be placed in such a manner to align themselves with existing markers and/or walk ways and lot lines designed into the cemetery. Headstones will be placed at the head of the grave and footstones will be placed at the foot of the grave. **Only one upright marker per grave is allowed. In case of multiple burials in one site, additional markers must be flat, and level with the ground.** The Township maintenance workers will install foot markers as they are received from the County Veterans Office. **Granite footings are not allowed.** The Township will not be held responsible for vandalism and normal wear and tear caused by weather or any other act of God.

## **TREES OR SHRUBS:**

In order to obtain uniformity and efficiency in maintenance, the following rules will be in effect: There shall be no planting of shrubs and trees on graves or lots, effective August 13, 2003. Any existing trees or shrubs that are already on lots, should they die, shall not be replaced. Maintenance of trees and shrubs currently planted at the cemetery will be done only if they become a menace to other sites, pedestrians, or create an unpleasant atmosphere. An existing tree or shrub may have to be removed to allow for excavation of an adjoining grave, and the Township will not guarantee that it will be replanted or of its survival if it is replanted.

## **FLOWERS AND OTHER DECORATIONS:**

Flowers and decorations are allowed from April 1 until the day after Labor Day. All must be removed by this date or will be removed and disposed of by the Township. If flowers or decorations become unmanageable or unpleasantly deteriorated, they can be removed at any time by the Township. Two flower boxes or containers are allowed per gravesite. Real or artificial flowers must be in removable containers or on shepherd hooks or flower stands, but can not contain more than two flower arrangements on one stand. The loss of any flowers or decorations will not be the responsibility of the Township. The Township Cemetery workers will make every effort to protect and move decorations during maintenance procedures. Flowerbeds are permitted next to the headstones on the gravesite. This bed must be maintained within the gravesite and be kept clean and free of weeds.

## **SPECIAL ORNAMENTATION:**

Special ornamentation is allowed during funerals, but must be removed within one week. Also, during the Christmas holidays, special ornamentation is allowed from December 1 to January 30. If these are not removed by the date specified, Township Cemetery workers may remove these ornamentations and the Township is not liable to return these to the owners.

## **SUPERVISION OF CEMETERY:**

The Harris Town Board supervises all transactions and maintenance of the cemetery. The Board has the right to correct any error that may be made by it, either in making interments or dis-interments, by substituting interment rights of equal value and similar locations as far as possible refund purchase price by the sole discretion and selection of the board.

In the case where a regulation may cause undue hardship, the Board has the right, without notice, to make exceptions, suspensions or modifications of any of the rules and regulations. Upon doing so such temporary exceptions, suspension, or modification shall in no way be construed as affecting the general application of this policy.

**DISCLOSURE:**

The Harris Township Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulations set forth in this policy at any time in its sole and absolute discretion.

**CONTACT PERSONS:**

The following persons can be contacted regarding the Cemetery:

Michele Smith, Clerk    327-9930  
Larry Key, Supervisor    244-5248

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**DISCLOSURE:**

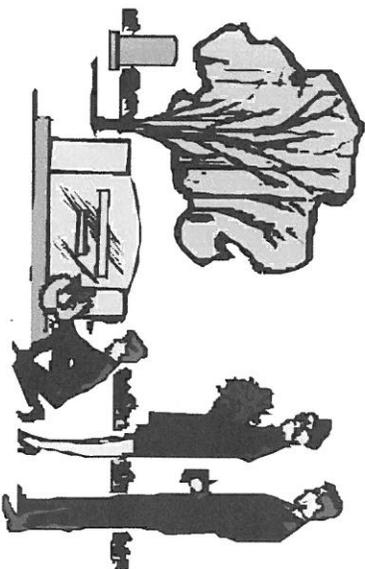
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**HARRIS TOWNSHIP  
CEMETERY POLICY**

**CONTACT PERSONS:**

The following persons can be contacted regarding the Cemetery

**Michele Smith, Clerk 218-327-9930**  
**Larry Key, Supervisor 218-244-5248**



See next page  
Amended on December 10, 2014

- Amended on August 13, 2003
- Amended on July 27, 2005
- Amended on June 20, 2006
- Amended on July 11, 2007
- Amended on December 12, 2012
- Amended on September 25, 2013

## HARRIS TOWNSHIP CEMETERY POLICY

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### HOURS:

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

### PURCHASING, SALE OR TRANSFER:

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

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

The private sale of burial plots is prohibited. All

sales must be transacted through the Town Board. The Township may re-purchase a site or sites with the compensation remaining the same as the original purchase price.

### FEES PER GRAVE:

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

### GRAVE/BURIAL REGULATIONS:

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

1. Vaults are required, except for Cremations.
2. Bodies per grave: Either 1 adult/casket or 2 infant caskets, one level, not stacked; Cremations: 4 urns with/without a vault, or up to 4 urns without vaults may be placed over an existing buried vault.
3. *Only cremation burials are allowed in sites of Section 1 (original cemetery) if purchased after October 1, 2013*
4. The Township Clerk must be notified before any interment is held.
5. Personal excavating of the grave is strictly prohibited.
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### GRAVE OPENING AND CLOSING:

Fees for excavating a burial site will be set by the Harris Town Board and collected through the Funeral Director. For burial of urns, when not going through a Funeral Director, the Town Clerk must be contacted prior to the date of this burial and fee

paid. If a cremation excavation is performed, but the burial is not carried out, a cancellation fee of \$25 will be due.

### DISINTERMENTS:

All requests for disinterment (including cremated remains) will be directed to a funeral home to facilitate the process.

### WINTER RESTRICTIONS:

Due to the harsh winters and frost thickness, grave openings could delay funeral activities. The Funeral Director will need to communicate with the Township regarding this time frame so adjustments can be made for the services. Four (4) full working days are needed to prepare a site, not including the day of notice or the day of the burial. Thus, adequate notice is required by the township.

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Only one upright marker per grave is allowed. In case of multiple burials in one site, additional markers must be flat, and level with the ground.

The Township maintenance workers will install foot markers as they are received from the County Veterans Office.

Granite footings are *not* allowed.

The Township will not be held responsible for vandalism and normal wear and tear caused by weather or any other act of God.

# HARRIS TOWN BOARD 2015 MEETING SCHEDULE

The Harris Town Board will meet on the following dates in **2015**, 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](http://www.watchictv.org).

## **Regular**

### **Meetings:**

(Second Wed. of the month)

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

## **Planning & Development**

### **Meetings:**

(Fourth Wed. of the month – unless noted)

January 28  
February 25  
March 25  
April 22  
May 27  
June 24  
July 22  
August 26  
September 23  
October 28  
November 18 (*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 10, 2015 at 8:15 p.m.**, following the annual township election. In case of inclement weather, this meeting will be rescheduled for Tuesday, March 17, 2015.

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. The meeting locations vary, so notice will be posted monthly at the town hall.

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

Posted December 10, 2014  
Published December 28, 2014

# November 2015

## Responsibilities

*Day	Responsibilities
1	MATTI: Deadline of the Consolidated Liability Coverage for November Renewal Townships
2	<b>For towns that have November elections:</b> <ul style="list-style-type: none"> <li>Last day to apply for general absentee ballots. MS § 203B.04.</li> <li>Last day for election judges to secure election supplies from town clerk. (by 9pm day preceding election) MS § 204B.29, subd. 1.</li> <li>(if town administering absentee voting) Absentee voting for general election—open until 5 pm on the day before election. MS § 203B.085.</li> </ul>
3	<b>For towns that have November elections:</b> <ul style="list-style-type: none"> <li><b>Election Day</b>—Minimum Hours: 10 am to 8 pm outside the metro area; less than 500 people. MS § 204C.05, subd. 1a.</li> <li>More than 500 people—minimum hours 7 am to 8 pm. MS § 204C.05.</li> <li>No public meetings from 6:00 pm to 8:00 pm. MS § 204C.03.</li> </ul>
4	Registration deadline for MAT Educational Conference and Annual Meeting.
5	<b>For towns that have November elections:</b> Last day to return completed voter registration cards and polling place rosters to the County Auditor. (within 48 hours after voting hours end) MS § 204C.27.
6-13	<b>For towns that have November elections:</b> Canvass results of election. (between the 3rd and 10th day after an election) MS § 205.185, subd. 3; 204C.33, subd. 1.
10	<ul style="list-style-type: none"> <li>First day for County Treasurer to mail notices of proposed tax increases to affected taxpayers. (after Nov 10 and before Nov 24) MS § 275.065, subd. 3.</li> <li><b>For towns that have November elections:</b> Last day for candidates to file Certificate of Financial Filing form. (within 7 days of election) MS § 211A.05.</li> </ul>
13-20	<b>For towns that have November elections:</b> Recount or contest election period. (must be filed within 7 days after canvass) MS §§ 204C.36 & 209.021.
16-23	<b>For towns that have November elections:</b> Town clerk may issue Certificate of Election following contest period. MS § 205.185, subd. 3(b) IF: <ul style="list-style-type: none"> <li>Candidate has submitted a Certificate of Filing form. MS § 211A.05</li> <li>Losing candidate has not requested a recount. MS § 204C.36</li> <li>Notice of Contest has not been filed. MS § 209.021</li> </ul>
24	Last day for County Treasurer to mail notices of proposed tax increases to affected taxpayers. MS § 275.065
30	<ul style="list-style-type: none"> <li>Last day for a town to certify special assessments to the County Auditor for inclusion on the property tax statements. MS §§ 429.061, subd. 3; 429.101, subd. 2.</li> <li>Last day for volunteer fire relief associations to submit forms to avoid forfeiture of fire state aid. MS § 69.051, subd. 1b.</li> </ul>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1* Daylight Savings Time Ends	2*	3* Election Day	4*	5*	6*	7
8	9 <i>Twp Assoc Mtg</i>	10* 	11A* Veteran's Day MAT Office Open <i>Parade Mtg</i>	12	13*	14
15	16*	17	18 <i>Parade Mtg</i>	19 MAT Educational Conference and Annual Meeting Arrowwood, Alexandria	20	21
22	23	24*	25	26A Thanksgiving Day MAT Office Closed	27 MAT Office Closed	28
29	30*		<b>October 15</b> Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>December 15</b> S M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

**LEGAL HOLIDAY.** No public business can be done except by necessity. MS § 645.44, subd. 5.

### Reminders

- Certification of township road mileage by county engineer to MnDOT Office of State Aid. Administrative requirement. Refer to MS § 162.081, subd. 2; also Rule for State Aid Operations. Ch 8820.0100, subd. 17b.
- County Township Associations: Begin plans for your Lobby Days in February March or April 2016.

## FW: Microphones for Harris Town Hall

From: **MICHELE SMITH** (michelesmithclerk@msn.com)  
Sent: Wed 12/17/14 8:33 AM  
To: Beth George (bgeorge@watchictv.org)  
Cc: Becky Adams (beckymadams@gmail.com); GARY ROSATO (mgrosato@msn.com)

Good morning Beth -

Below is an estimate from PCRefresh of items we'd need to expand our current sound system at Harris Town Hall so that all officers (and audience) have a microphone. I've cc'd Becky Adams in hopes she can present to this to the Cable Commission at their next meeting on January 6th, and request reimbursement. If you could put on the agenda, that would be great!

Thanks!

### 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)

Date: Mon, 15 Dec 2014 09:01:48 -0600  
Subject: Re: Microphones for Harris Town Hall  
To: [michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)

Items Needed for Audio

I have included direct links to order the equipment. **You are looking at a cost of \$479.38 plus Shipping and any tax.**

Qty 1x

[http://www.bhphotovideo.com/c/product/867217-REG/Kopul\\_m3005\\_Premium\\_Performance\\_3000\\_Series.html](http://www.bhphotovideo.com/c/product/867217-REG/Kopul_m3005_Premium_Performance_3000_Series.html)

Qty 2x

[http://www.bhphotovideo.com/c/product/898870-REG/shure\\_cvd\\_b\\_centraverse\\_desktop\\_base.html](http://www.bhphotovideo.com/c/product/898870-REG/shure_cvd_b_centraverse_desktop_base.html)

Qty 2x

**PC REFRESH**

- Repair and troubleshooting
- Virus and Spyware removal services
- Setting up a backup and restore solution
- Upgrades and installation of peripherals
- Websites
- Hardware upgrades
- Software installation
- Wireless
- Network
- Maintenance

Nathan Rollins  
218-360-2172  
[nathan@pcrefreshonline.com](mailto:nathan@pcrefreshonline.com)

Microsoft  
Intel Core  
ATI  
NVIDIA GeForce

[http://www.bhphotovideo.com/c/product/898857-REG/shure\\_cv12\\_b\\_c\\_centraverse\\_12\\_gooseneck.html](http://www.bhphotovideo.com/c/product/898857-REG/shure_cv12_b_c_centraverse_12_gooseneck.html)

Qty 2x

[http://www.bhphotovideo.com/c/product/867278-REG/kopul\\_m5025\\_premier\\_quad\\_pro\\_5000.html](http://www.bhphotovideo.com/c/product/867278-REG/kopul_m5025_premier_quad_pro_5000.html)

Qty 1x

[http://www.bhphotovideo.com/c/product/421989-REG/Behringer\\_1202\\_XENYX\\_1202\\_12.html](http://www.bhphotovideo.com/c/product/421989-REG/Behringer_1202_XENYX_1202_12.html)

<input type="checkbox"/> Accessories		<p><b>Kopul Premium Performance 3000 Series XLR M to XLR F Microphone Cable - 5' ...</b></p> <p>B&amp;H #KOM3005 • Mfr #M3005</p> <p><b>Free Shipping for This Item</b></p> <p><b>Free Expedited Shipping on Orders over \$49</b></p>
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**Item Total: \$13.49**

<input type="checkbox"/> Accessories		<p><b>Shure Centravese Desktop Base (Black)</b></p> <p>B&amp;H #SHCVDB • Mfr #CVD-B</p> <p><b>Free Standard Shipping</b></p> <p>Not eligible for free Expedited Shipping</p>
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**Important Notice!**

This is a Special order item. Est. arrival at B&H is 7-14 business days (subject to availability). Your order will be charged returnable.

International Orders\*

**Item Total: \$118.00**

<input type="checkbox"/>	<p><b>Shure CVG12-B/C Centravese 12" Gooseneck Condenser</b></p>
--------------------------	--

Accessories



## Microphone

B&H #SHCVG12BC • Mfr #CVG12-B/C

**Free Standard Shipping**

Not eligible for free Expedited Shipping

### Important Notice!

This is a Special order item. Est. arrival at B&H is 7-14 business days (subject to availability). Your order will be charged **returnable**.

International Orders\*

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### SquareTrade

Square Trade **Protection plan:**

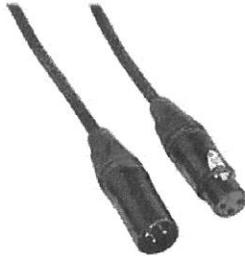
2 Year Drops & Spills \$16.00

3 Year Drops & Spills \$21.00

Compare all options

**Item Total: \$198.00**

Accessories



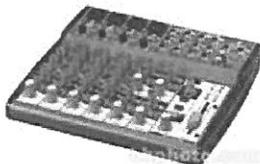
## Kopul Premier Quad Pro 5000 Series XLR M to XLR F Microphone Cable - 25' ...

B&H #KOM5025 • Mfr #M5025

**Free Expedited Shipping on Orders over \$49**

**Item Total: \$59.90**

Accessories



## Behringer XENYX 1202 - 12 Channel Audio Mixer

B&H #BEX1202 • Mfr #1202

**Free Expedited Shipping**

---

**SquareTrade****Square Trade Protection plan:**

2 Year Drops &amp; Spills \$16.00

3 Year Drops &amp; Spills \$21.00

Compare all options

---

**Item Total:        \$89.99**

PC Refresh  
P.O. Box 284  
Hill City, MN 55748  
218-360-2172

On Thu, Dec 11, 2014 at 5:30 PM, MICHELE SMITH <[michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)> wrote:

Okay - great. Thanks for letting me know.

---

Date: Mon, 8 Dec 2014 12:20:45 -0600  
Subject: Cable Commission Request  
From: [bgeorge@watchictv.org](mailto:bgeorge@watchictv.org)  
To: [michelesmithclerk@msn.com](mailto:michelesmithclerk@msn.com)

Simply send the quote for the new microphones along with Becky for the January Cable Commission meeting and copy me so I get it on the agenda. The sooner the better because the meeting is January 6 and the agenda goes out a week before that.

Beth George

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

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

**RESOLUTION No. #2007-006**

**REQUIRING BOND PURSUANT  
TO MINN. STAT. § 164.08, Subd. 2.**

**WHEREAS**, the Town Board of Harris Township, Itasca County, Minnesota has received a petition calling for the establishment of a cartway across a portion of the real property legally described as follows, to wit:

The Northwest Quarter of the Southeast Quarter (NW1/4 SE1/4), Section Thirty-three (33), Township Fifty-four (54), Range Twenty-five (25)

For the benefit of property described as follows:

The North Half of the East Half of the Northeast Quarter of the Southwest Quarter (N1/2 E1/2 NE1/4 SW1/4), Section Thirty-three (33), Township Fifty-four (54), Range Twenty-five (25)

and;

**WHEREAS**, said parcel of real estate owned by the petitioner contains more than two acres of land and allegations have been asserted that there is no legal access except over the land of others, and that the owner of same is therefore entitled to access pursuant to the provisions of Minnesota Statute §164.08; and

**WHEREAS**, the Town Board will hold the hearings required by Minnesota Statute 164.08 and incur costs and expenses relating to the deliberation upon and final determination of the relief requested in the petition; and

**WHEREAS**, the Town Board recognizes the potential for litigation commenced by parties affected by any grant of this petition by the Town Board; and

**WHEREAS**, Minnesota Statute 164.08 Subd. 2(c) allows the Town Board to require the posting of a bond or other security acceptable to the Town Board for the total estimated damages relating to the matter as the same are defined in said statute, and

**WHEREAS**, Town Board finds "damages" as defined by Minn. Stat. § 164.08, Subd 2. include but are not necessarily limited to the Town's attorney fees, the time and expenses for the supervisors, clerk and treasurer related to these proceedings, and filing and recording costs, damage awards to affected landowners, costs of litigation arising from the determination of the Board, and that the term "damages" is intended to include all prospective costs to the Township in this proceeding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Harris Township, Itasca County, Minnesota:

1. Determines that the estimated potential damages in this matter, as the same is defined by Minnesota Statute §164.08, Subd. 2, are in the amount of \$10,000.00.

2. Directs that the petitioner shall deposit into the law office trust account of his attorney, Jerry S. Ophoven, of the Anderson Law Office of Grand Rapids, Minnesota, the total sum of \$10,000.00, the same to constitute a bond pursuant to Minn. Stat. §164.08, Subd. 2, and the same to be held by said law office as security for all damages and costs associated with the determination of the petition on the following terms and conditions:

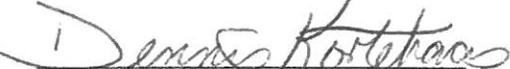
a. The Anderson Law Office shall forward confirmation of the deposit of said bond to the Township and Andrew M. Shaw of the Shaw & Shaw Law Office, the Township attorney.

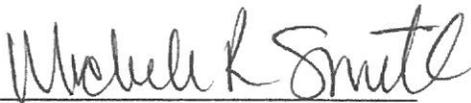
b. The Anderson Law Office shall make disbursements from said bond for the costs incurred by the Township upon provision by the Township of invoices for same.

c. The bond, or any remaining portion thereof, shall be held in the Anderson Law Office trust account until a written release for the same is provided by the Township at the ultimate conclusion of the proceedings.

3. The Township reserves the right, upon further notice and resolution, to require additional bond sums to be made available by the Petitioner in the event the costs of the proceeding exceed the amount of bond required by this Resolution.

Adopted this 24<sup>th</sup> day of October, 2007 by majority vote of the Town Board of Harris Township.

  
Board Chair, Dennis Kortekaas

  
Attest: Clerk, Michele Smith

## Resolution No. 2007-007

### RESOLUTION ESTABLISHING A CARTWAY PURSUANT TO MINN. STAT. § 164.08

WHEREAS, the Town Board of Harris Township, Itasca County, Minnesota has received a petition calling for the establishment of a cartway across a portion of the real property legally described as follows, to wit:

The North Half of the East Half of the Northeast Quarter of the Southwest Quarter (N1/2 E1/2 NE1/4 SW1/4), Section Thirty-three (33), Township Fifty-four (54), Range Twenty-five (25);

For the benefit of property described as follows:

The Northwest Quarter of the Southeast Quarter (NW1/4 SE1/4), Section Thirty-three (33), Township Fifty-four (54), Range Twenty-five (25)

and that said petition requests the course of the roadway be located upon that portion of the above described real property described as follows:

A 33.00 foot wide easement for ingress, egress, and utility purposes over, under, and across the Northeast Quarter of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter, all in Section 33, Township 54 North, Range 25 West, Itasca County, Minnesota, the centerline of said 33.00 foot wide easement is described as follows: COMMENCING at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence South 00 degrees 02 minutes 21 seconds East, assigned bearing, along the east line of said Northeast Quarter of the Southwest Quarter 33.00 feet to the point of beginning of the centerline to be herein described; thence northwesterly 25.77 feet, along a non-tangential curve, concave to the northeast, having a radius of 33.00 feet, a central angle of 44 degrees 44 minutes 54 seconds, a chord bearing of North 67 degrees 39 minutes 54 seconds West, and a chord distance of 25.12 feet; thence North 45 degrees 17 minutes 27 seconds West, tangent to said curve, 94.87 feet to the centerline of County Road Number 455 and said described centerline there terminating. The sidelines of said 33.00 foot wide easement shall be prolonged or shortened to terminate on said east line of the Northeast Quarter of the Southwest Quarter and on the southeasterly right-of-way line of said County Road Number 455.

WHEREAS, said parcels of real estate owned by the petitioner contain more than five acres of land and have access less than 33 feet in width, and that the owner is therefore entitled to access pursuant to the provisions of Minnesota Statute §164.08;

**WHEREAS**, the petitioner has presented the Board with affidavits as proof that the required notice was given to landowners who may be affected by the grant of the petition, and service upon other third parties who may be involved as identified by the Town Board, and that said notice was posted in accord with statute;

**WHEREAS**, the Town Board held a hearing on November 15, 2007, at which the petitioner and the owners of the affected parcel were present, the board and parties examined the proposed road and alternative routes, and at that time heard the interested parties;

**WHEREAS**, the Town Board, by majority vote, has determined that the grant of a cartway is mandated by law, and the route which is the least disruptive and in the best interests of the public is that requested by the Petitioner and legally described as follows, to wit:

A 33.00 foot wide easement for ingress, egress, and utility purposes over, under, and across the Northeast Quarter of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter, all in Section 33, Township 54 North, Range 25 West, Itasca County, Minnesota, the centerline of said 33.00 foot wide easement is described as follows: COMMENCING at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence South 00 degrees 02 minutes 21 seconds East, assigned bearing, along the east line of said Northeast Quarter of the Southwest Quarter 33.00 feet to the point of beginning of the centerline to be herein described; thence northwesterly 25.77 feet, along a non-tangential curve, concave to the northeast, having a radius of 33.00 feet, a central angle of 44 degrees 44 minutes 54 seconds, a chord bearing of North 67 degrees 39 minutes 54 seconds West, and a chord distance of 25.12 feet; thence North 45 degrees 17 minutes 27 seconds West, tangent to said curve, 94.87 feet to the centerline of County Road Number 455 and said described centerline there terminating. The sidelines of said 33.00 foot wide easement shall be prolonged or shortened to terminate on said east line of the Northeast Quarter of the Southwest Quarter and on the southeasterly right-of-way line of said County Road Number 455.

And that the reasons underlying the Town Board decision to choose the above route are that it represents the shortest route from a public right of way to the landlocked parcel, and all other potential routes are prohibitive in length in comparison to the requested route, and are no less disruptive to those parcels which would be burdened by said cartway.

**WHEREAS**, the Town Board has determined that it is not in the public interest to utilize public funds to open or maintain the cartway;

**WHEREAS**, the Town Board has determined that damages will be sustained by the affected landowner, who did not release their claim for damages and did not ascertain the amount of damages by agreement with the Town Board, and directs that a certified appraisal be obtained to determine the amount of said damages;

**WHEREAS**, the Town Board finds that additional “damages” – as defined by Minn. Stat. § 164.08, Subd. (c) either have been or will be incurred, including but not necessarily limited to the Town’s attorney fees, the time and expenses for the supervisors, clerk and treasurer related to these proceedings, and filing and recording costs. Some of these damages have been incurred, and others will not be incurred until a future date. The final amount of these damages will be ascertained when these proceedings are completed, and an itemization of the same will be given to the attorney representing the Petitioner, the same which shall be included in the total damage award to be paid by the Petitioners prior to opening the cartway in question.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Harris Township, Itasca County, Minnesota hereby grants a cartway to the petitioners, the same being legally described as follows:

A 33.00 foot wide easement for ingress, egress, and utility purposes over, under, and across the Northeast Quarter of the Southwest Quarter and the Southeast Quarter of the Northwest Quarter, all in Section 33, Township 54 North, Range 25 West, Itasca County, Minnesota, the centerline of said 33.00 foot wide easement is described as follows: COMMENCING at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence South 00 degrees 02 minutes 21 seconds East, assigned bearing, along the east line of said Northeast Quarter of the Southwest Quarter 33.00 feet to the point of beginning of the centerline to be herein described; thence northwesterly 25.77 feet, along a non-tangential curve, concave to the northeast, having a radius of 33.00 feet, a central angle of 44 degrees 44 minutes 54 seconds, a chord bearing of North 67 degrees 39 minutes 54 seconds West, and a chord distance of 25.12 feet; thence North 45 degrees 17 minutes 27 seconds West, tangent to said curve, 94.87 feet to the centerline of County Road Number 455 and said described centerline there terminating. The sidelines of said 33.00 foot wide easement shall be prolonged or shortened to terminate on said east line of the Northeast Quarter of the Southwest Quarter and on the southeasterly right-of-way line of said County Road Number 455.

**BE IT FURTHER RESOLVED**, that no public funds shall be expended to open or maintain said cartway;

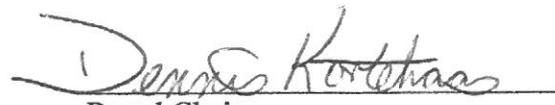
**BE IT FURTHER RESOLVED**, that the Town Board Chair and town clerk are hereby authorized and directed to secure the services of an appraiser to determine the amount of damages to the affected landowner, and to re-convene the cartway hearing on December 13, 2007 to examine the appraisal, review any evidence offered by the affected parties as to damages, and make a determination of damages by resolution of the Town Board. The Town Clerk is subsequently directed to execute and record a Cartway Order establishing said cartway and to record the same with the county recorder of Itasca County, Minnesota, upon payment to the clerk by petitioner of all costs incurred by the Township in this proceeding and the damages sustained by the affected landowner, and that the clerk is directed to make immediate demand after said damages are determined by the Town Board.

**BE IT FURTHER RESOLVED**, that upon said payment by the petitioner of the costs to the township and damages to the affected landowner, the town clerk is directed to forward the Award of Damages to the affected landowner

**BE IT FURTHER RESOLVED**, that the town clerk is authorized and directed to provide a copy of this resolution to the petitioner and affected landowner.

Adopted this 15<sup>th</sup> day of November, 2007 by majority vote of the Town Board of Harris Township.

  
Clerk

  
Board Chair

## Resolution No. 2008-001

### RESOLUTION for INTERSECTION LIGHTING

**WHEREAS**, the Town Board of Harris Township, Itasca County, Minnesota has received a letter from Itasca County dated February 19, 2008, stating that they obtained a Minnesota Department of Transportation grant to install intersection lighting at various road intersections in the county;

**WHEREAS**, the Itasca County Transportation Department surveyed 120 intersections and prioritized 56 currently unlit paved intersections primarily based on the traffic volumes through those intersections, and were chosen based on the preliminary cost estimate for the project;

**WHEREAS**, four (4) of the said 56 intersections are in Harris Township, and described as follows:

Trunk Hwy or C.S.A.H	County Road	ID#	Section	Twp #	Range
C.S.A.H. 3	#441	69	Harris	54	25
T.H. 169	#17	2	Harris	54	25
C.S.A.H. 3	#67	85	Harris	54	25
T.H. 169	#437	119	Harris	54	25

**WHEREAS**, the County is proposing to install the intersection lighting at those intersections where township agree to contract with the power companies for long term power and maintenance costs as follows:

Lake Country Power: \$12.00 per month

Grand Rapids PUC: to be determined

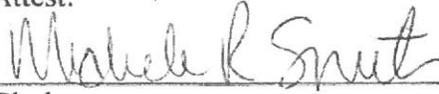
**WHEREAS**, the Town Board reviewed the information from the county on February 27, 2008 during the P&D Meeting, and determined that it would be in the public interest to have well lighted intersections;

**WHEREAS**, a motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the four intersections for lighting, and supported entering into a power and maintenance agreement with the associated power company, and whereby all voted in favor there of, passing the motion;

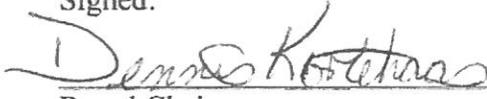
**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of Harris Township, Itasca County, Minnesota hereby approves entering into a power and maintenance agreement with associated power companies for the four intersection identified above, with Itasca County paying the cost of installation, using monies from a Minnesota Department of Transportation Grant.

Adopted this 12<sup>th</sup> day of March, 2008 by majority vote of the Town Board of Harris Township.

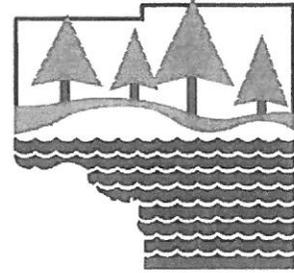
Attest:

  
Clerk

Signed:

  
Board Chair

**ITASCA COUNTY  
HIGHWAY DEPARTMENT**  
123 NE 4th Street  
Grand Rapids, MN 55744-2600



Hours: Monday thru Friday - 8:00AM to 4:30PM  
Telephone: 218-327-2853  
Fax: 218-327-0688

February 19, 2008

Itasca County Township officials

RE: Grant for road intersection lighting

Itasca County has been successful in obtaining a Minnesota Department of Transportation grant to install intersection lighting at various road intersections in the county. Intersection lighting has been determined, through studies, to be the most cost effective methods of improving motorist safety at rural road intersections.

The Itasca County Transportation department surveyed approximately 120 intersections and prioritized 56 currently unlit paved intersections primarily based on the traffic volumes through those intersections. 56 intersections were chosen based on the preliminary cost estimate for the project. A map and worksheet is included with this letter.

The cost of the project will be related to the installation of the lights and the power and maintenance costs associated with the installations. Itasca County is proposing to install the intersection lighting at those intersections where townships agree to contract with the power companies to pay for long term power and maintenance costs.

Power and maintenance costs are as follows:

Lake Country Power - \$12.00 per month  
North Itasca Electric - \$37.50 per month  
Minnesota Power - \$14.58 per month  
Grand Rapids PUC - (to be determined)

If your township wishes to have Itasca County install the lighting at the intersections identified on the worksheet and your township is willing to commit to the long term power and maintenance costs, please send a resolution from your township board identifying the intersection(s) to be included in the project and supporting entering into a power and maintenance agreement with the associated power company. **Please respond in writing by April 1, 2008.** 

If you have any concerns regarding this project, feel free to contact me at 327-0687.

Sincerely,

A handwritten signature in black ink that reads "Tony Carter". The signature is written in a cursive style with a large, prominent "T" and "C".

Tony Carter  
Assistant County Engineer

# **NOTICE:**

**DRAFT**

## **Harris Town Board WORK SESSION:**

The Harris Town Board will meet on **Wednesday, January 21<sup>st</sup>, 2015** for a work session. The purposes of this work session are:

- ✱ • BOARD OF AUDIT: Audit the Treasurer's and Clerk's financial records for 2014 to verify that they are in order and that year end balances match.
- BUDGET: Review, discuss, and consider items for the 2016 proposed budget and levy.

The work session will be held at **7:00pm** at the **Harris Town Hall, 21998 Airport Road, Grand Rapids.**

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

POSTED: 1-14-15



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# New Standard Mileage Rates Now Available; Business Rate to Rise in 2015

IR-2014-114, Dec. 10, 2014

WASHINGTON — The Internal Revenue Service today issued the 2015 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2015, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 57.5 cents per mile for business miles driven, up from 56 cents in 2014
- 23 cents per mile driven for medical or moving purposes, down half a cent from 2014
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil. The rate for medical and moving purposes is based on the variable costs, such as gas and oil. The charitable rate is set by law.

Taxpayers always have the option of claiming deductions based on the actual costs of using a vehicle rather than the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after claiming accelerated depreciation, including the Section 179 expense deduction, on that vehicle. Likewise, the standard rate is not available to fleet owners (more than four vehicles used simultaneously). Details on these and other special rules are in [Revenue Procedure 2010-51](#), the instructions to [Form 1040](#) and various online IRS publications including [Publication 17](#), Your Federal Income Tax.

Besides the standard mileage rates, [Notice 2014-79](#), posted today on IRS.gov, also includes the basis reduction amounts for those choosing the business standard mileage rate, as well as the maximum standard automobile cost that may be used in computing an allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 10-Dec-2014

## RBA #1 (REQUEST for BOARD ACTION) - January 14, 2015 AGENDA

### STATEMENT OF ISSUE:

**Approve the Clerk's list of election judges for the 2015 Township Election on Tuesday, March 10<sup>th</sup>, and the rates of pay.**

### BACKGROUND AND SUPPLEMENTAL INFORMATION:

The following people are being recommended for appointment as election judges for the May 6<sup>th</sup>, 2014 Special Township Election (all have been trained as the law prescribes, and have previously served as election judges):

1	Michele Smith ( <i>head judge</i> )	30037 Harris Town Road	327-9930
2	Etta Jane Flohaug	32200 Southwood Road	326-5631
3.	Charlotte Lorenson	21328 S. US Hwy 169	326-6524
4.	Joan Johnson	33138 Gary Drive	259-3146
	Alternate: Jane Dreke	17726 Wendigo Road	327-1077

*Note: In compliance with MN state statute 204B.22 ELECTION JUDGES; NUMBER REQUIRED - Subdivision 1, a minimum of three (3) election judges is required for a township election. 4 is recommended for those using a HAVA Automark machine.*

Judges will be working from 11:00am (polls open at noon) until 8:30pm on the day of election. Also, because our township has a qualified healthcare facility, Wendigo Pines, two election judges may need to assist any residents that are eligible and interested in voting by absentee ballot.

Election Judge pay is being proposed at **\$10.00 per hour**, with the *Head* Election Judge pay being proposed at \$18.70 per hour. Judges would be paid for the hours worked on Election Day. Mileage must be paid by law for work-related travel, and is being proposed at the current IRS rate of **\$0.575 per mile**.

### **BOARD ACTION requested:**

***Approve the list of election judges as recommended by the Town Clerk for the Township Election to be held on March 10, 2015, at the rates noted above for Election Day work hours, and mileage for work related travel.***

# Resolution No. 2015-001

## APPOINTING THE ABSENTEE BALLOT BOARD for the March 2015 HARRIS TWP ELECTION

WHEREAS, Minnesota Statutes Section 203B.121, subd.1 requires a town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on **Tuesday, March 10, 2015**; and

WHEREAS, the ballot board must consist of election judges trained in the handling of absentee ballots, or staff trained as election judges; and;

WHEREAS, even though only **two members are required to meet whenever an absentee ballot needs to be processed**, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be 3 for the March 2015 election for the Town of Harris, but 4 is recommended due to mandated use of the HAVA Automark machine; and

WHEREAS, the Town Board for the Town of Harris has appointed its election judges for the March 2015 election as required by Minnesota Statutes Section 204B.21;

NOW THEREFORE, BE IT RESOLVED THAT, That the Town Board for the Town of Harris hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

Michele Smith  
Joan Johnson  
Charlotte Lorensen  
Etta Jane Flohaug  
Jane Dreke (alternate)

BE IT FURTHER RESOLVED: That the Town Board of the Town of Harris hereby authorizes any member of the ballot board to be compensated as required by Minnesota Statutes Section 203B.121, at the Election Judge rate and mileage reimbursement rate for 2015 when said member performs any required duty of the ballot board (1 hour minimum pay).

Supervisors	VOTE			
Dennis Kortekaas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Gary Rosato	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Larry Key	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Burl Ives	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Jim Kelley	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

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### State of Minnesota, County of Itasca, Town of Harris

Adopted by the Harris Town Board, January 14, 2015

Attest:

\_\_\_\_\_  
Dennis Kortekaas, Chairman

\_\_\_\_\_  
Michele Smith, Clerk

## RE: \$50 gift card received

From: **Kyle Hartnett** (khartnett@mntownships.org)  
Sent: Tue 12/09/14 11:35 AM  
To: MICHELE SMITH (michelesmithclerk@msn.com)

Michele:

Assuming the gift card is something that Mediacom gives all its new customers, I would view it as a part of the package the township purchased. Therefore, a formal resolution accepting it as a "gift" would not be required. The town may want to accept it through a motion just to acknowledge that it came in and that it will be used for town purposes.

The card can then be used for anything the town would normally spend money on.

If you have further questions, please let me know.

Kyle R. Hartnett

Attorney

Minnesota Association of Townships

805 Central Avenue East

PO Box 267

St. Michael, MN 55376

[khartnett@mntownships.org](mailto:khartnett@mntownships.org)

763-497-2330

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

**Sent:** Sunday, December 7, 2014 1:28 PM

**To:** Kyle Hartnett

**Subject:** \$50 gift card received

Hello Kyle,

Harris Township just installed Mediacom high-speed internet and phone service at our town hall. As a token of their appreciation for our business, Mediacom recently sent us a \$50 American Express Business Gift Card. There is no name on the card.

Can the township accept it? If so, does it need to be accepted during a business meeting via motion or resolution?

And, it okay to accept, can it be used to purchase things like printer ink or paper used by the clerk at the town hall?

We do have a franchise agreement with Mediacom for cable services in the township - if that matters.

Thanks for your guidance.

**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)