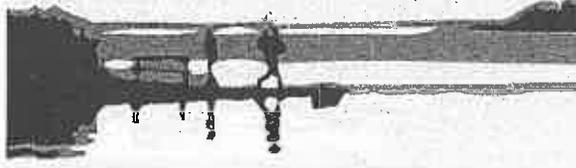


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-326-4704

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

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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

www.harristownshipmn.org

REGULAR MEETING November 10, 2015 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on October 14, the Round Table Work Session with the City of Grand Rapids staff on October 21, the Public Hearing on October 28, and the P&D Meeting on October 28, 2015
3. **Business from the floor**
4. **Consent Agenda**
5. **Roads**
 - Road issues/concerns/comments
6. **Recreation**
7. **Correspondence**
 - Board Action items:
 - None
 - Noteworthy items:
 - Notice from Itasca County of a public meeting on Dec 1st at 4:00pm to discuss the Iron Range Expansion and Highway Corridor Concept Plan (see notice for more details)
 - Non-action items
 - None
8. **Old Business**
9. **New Business**
10. **Treasurer's Report**
11. **Approve payment of bills**
12. **Public Input** (*please limit comments to 5 minutes*)
13. **Upcoming events and meetings**
 - Mon. Nov 16 Work Session 7:00pm Harris Town Hall
 - Wed. Nov 18 Planning & Development Mtg (*a week early, due to Thanksgiving*)... 7:30pm Harris Town Hall
 - Wed. Dec 9 Regular Meeting..... 7:30pm Harris Town Hall
14. **Adjourn**

MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, October 14, 2015 at 7:30pm

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The Regular Meeting of the Harris Town Board was held on Wednesday, October 14, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith. *Absent*, but called in via speaker phone for the meeting: Treasurer Becky Adams.

Also in attendance were Glen Hodgson – SEH Road Engineer, Marge Kelley, Cyndy Martin, Dan Butterfield, Judy Myers, Rick Blaké, and Dwight Moody.

1. Pledge to the flag, followed by the reading of the township mission statement

2. Consider approval of Minutes from Regular Meeting on Sept. 9, and P&D Meeting on Sept. 23, 2015.

A motion to approve the minutes from September 9th and September 23rd, 2015 as presented was made by Supervisor Ives and seconded by Supervisor Kelley. Motion passed by a unanimous vote.

3. Business from the floor

- Range Water Conditioning - town hall water report presented by Dwight Moody

Supervisor Rosato called Range Water Conditioning to request a water analysis at the Harris Town Hall, and present his findings to the board. Dwight Moody summarized his findings as follows:

- Hardness test (not purity): 12 grains per gallon of hardness. The Better Business Bureau's (BBB) chart of hardness provides the following ranges for comparison: 1 grain or less of hardness is soft water. 1-3 grains is slightly soft; 4-7 grains is average hardness; 8-10 grains is hard water, and anything over 10 grains is very hard water. The town hall, with 12 grains, has 'very hard water'. Hardness can affect the water heater and appliances as it builds up a residue on the fixtures.
- Iron: 1.5 parts per million (ppm) for iron. The BBB chart states that 0.3 ppm or greater is enough iron to stain.

Moody commented that harness doesn't affect the smell of the water, but iron does have a particular smell and can affect the taste of the water. The smell and taste may or may not be offensive. Well water that sits in pipes or a water heater is more likely to have an odor. Supervisor Rosato said that when he ran hot water at the town hall, it smelled. Moody noted that this likely may be coming from the water heater as there's very little water used when rented – even with the bathrooms used. The removal of the anode rod in the water heater may help with the smell, but would void a warranty; adding chlorine to water heater after the rod is removed may also help.

The suggested fix for the hardness was a installing a water softener at the town hall. A proposal was shared with board.

Culligan had also provided Supervisor Rosato with a proposal but a representative was not able to be at tonight's meeting.

A motion to table consideration of the two water softener proposals until the Oct 28th P&D meeting was made by Supervisor Ives and seconded by Supervisor Haubrich. Motion passed by a unanimous vote.

Clerk Smith will include copies of both proposals in the agenda packet for the P&D meeting so the board has a chance to review them in advance.

- Dan Butterfield: Traffic in and out of town hall parking lot

Butterfield had spoken with a neighbor who lives near the town hall, and he had concerns regarding the amount of late night traffic that was observed going in and out of the town hall parking lot. The neighbor had

reported the activity to the sheriff's department but wondered if better lighting or cameras in the parking lot could help keep the suspicious traffic out of the lot.

Supervisor Rosato commented that the other township properties also suffer from traffic – such as the Service Center fields, the parks, the cemetery, and the landings - but agreed to take it under consideration. The board appreciated the neighbor monitoring the activity and reporting it to the sheriff's office.

- Rick Blake: Town Hall rental fee for DFL Caucus

Rick Blake came to the board on behalf of township residents who may be attending the upcoming precinct caucus for the Democratic Party on March 1, 2016. He commented that the Republican Party meets only at the Robert J. Elkington Middle School – and at no charge. The Democratic Party, however, spreads their caucuses throughout the county. They have met at the Harris Town Hall in the past, and were only charged the deposit fee – which was returned. However, in recent years, a charge was required so they met elsewhere. Blake came to request that the Town Board waive the town hall rental fee for the DFL party caucus; the caucus is for citizens of a Harris Township and would be held Tuesday, March 1st 2016.

A motion to approve waiving the town hall rental fee for the DFL caucus was made by Supervisor Ives, if hall is currently available on that date. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.

Mr. Blake was instructed to contact the town hall caretaker to reserve the hall, if available.

4. Consent Agenda

- 1) Consider approval of cemetery site sold to William & Kim Shannon: Section 2, Block 43, Lot 2, Site 6

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the consent agenda item. Motion passed by a unanimous vote

5. Roads (Treasurer Adams called in and was on speaker phone, so she could participate in this part of the meeting)

- Review Engagement Letter from Robert W. Baird and Co. – as underwriter of bonding process, being considered to fund a large road project

Adams explained that the engagement letter basically said that the town board wanted Baird & Co. to proceed with looking into bonding. Adams already signed the letter with Baird, based on direction from the board at a previous meeting. This letter did *not* obligate the board to issue bonds.

Supervisor Haubrich had several questions about the details of the letter, regarding securities rating, who had fiduciary responsibility if Baird did not, would there really be fees & expenses of 1% annum of par amount, etc. Adams did not know the answers to Haubrich's questions but suggested the board forward her these and any other questions, and she would get the answers from Paul Donna of Baird & Co.

- Review finance plan from Baird, and consider setting public hearing date to review the 5 year road plan

The time table as prepared by Baird was reviewed, noting that the proposed public hearing to review the township's five year plan was suggested for Wednesday, October 28th – the same day as the P&D meeting. This would secure the town hall is available.

- Consider approval of Resolution #2015-010, Resolution calling for Public Hearing on Street Reconstruction Plan and Issuance and Sale of Not to Exceed \$3,000,000 General Obligation Street Reconstruction Bonds Thereunder.

In order to continue the process of considering bonding, the board was encouraged to approve the resolution that would set the public meeting date and time, and specify a "not to exceed" amount of up to 3 million dollars. It could be set lower at the public hearing, but couldn't go any higher. Adams again emphasized that having the public hearing to review the 5 year road plan did *not* obligate the board to bonding. That would be considered with a different resolution, after the public hearing.

A motion was made by Supervisor Kortekaas to adopt Resolution 2015-010 as per attached document, setting the public hearing date for Wednesday, October 28th, 2015 at 6pm at Harris Town Hall, and for

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up to 3 million dollars as was written in the draft. The motion was seconded by Supervisor Ives and passed by a unanimous vote.

Clerk Smith will submit the public hearing notice to the Herald Review, for publication in the legal section on October 15, 2015 as outlined in the Baird timetable, and provide documentation to Stefanie Galey as requested.

- Glen Hodgson, SEH Road Engineer → updates as needed
 - 2015 road construction projects have been substantially completed and will be reviewed in the spring.
 - The 5 year road reconstruction plan will need to be presented at the Public Hearing on October 28th, and Hodgson agreed to bring those for the public's review.
 - Crack filling option: Hodgson shared three photos of a road in LaPrairie that had a bad crack, and was repaired using a method the board had not yet tried. The first photo was a before photo, the second photo showed how the crack area had been routed out (apx 30" by 1.5" deep), and the third photo was what the crack area looked like after the asphalt patch was laid. This method can be used prior to overlaying a road, or without an overlay. Hawkinson Construction did the work. Hodgson commented that the road in the photos had more severe than any cracks that were filled with Nuvo Gap this summer on township roads; this new method is made for really bad cracks.
- Other road issues/concerns/comments
 - Harbor Heights Road
Glen Hodgson and the maintenance crew repaired the area that had been washing out on Harbor Height's Road, by taking out the gravel and putting in recycled asphalt. Hodgson checked it after the recent rain, and it seemed better.
 - Fieldcrest Road:
Supervisor Rosato contacted the gas company regarding the culvert damaged on Fieldcrest Road during installation; there are stakes out there now.
 - Metzenhuber Road:
Supervisor Rosato commented that there is potential for washout along Metzenhuber Road; however, the maintenance crew is going to clean out culvert in the area, and open it up.

6. Recreation

- Landings – docks
In follow up to a question by the board on when docks are taken out, Supervisor Rosato reported that the docks have *not* yet been taken out at the township landings; the maintenance crew likes to leaves them out as long as possible, and watches Zorbaz for when they take out their docks.

7. Correspondence

- Board Action items:
 - *Consider approval of the Engagement Letter from Wipfli LLP to conduct the 2015 township audit*
Treasurer Adams (*still on speaker phone*), explained that every year the township gets a letter from Wipfli as they would like to again conduct the township's annual audit. If we chose them, the letter lays out exactly what they would do during the audit. The Engagement Letter was a request to approve that Wipfli perform the township's 2015 audit. Treasurer Adams and Clerk Smith both recommended the board approve and sign the letter.

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A motion was made by Supervisor Haubrich to approve the Engagement Letter as submitted by Wipfli LLP, to conduct the 2015 township audit. The motion was seconded by Supervisor Ives and passed by a unanimous vote.

- Noteworthy items:
 - *Proposed Fire Contract for 2016 with City of Grand Rapids (can call to meet with the city, if desired)*

After reviewing the 2016 fire contract reports and comparing to the last year's 2015 reports, the board agreed they'd like to discuss the fire contract calculations at the upcoming round table meeting with the city staff on October 21. The cost of Harris Township's 2016 fire contract was \$79,649 – up \$4,400 from 2015's contract amount of \$75,249 (an increase of apx 5.8%). Yet the number of calls went down, from 18 calls in 2015 and to only 15 calls in 2016. The board had a lot of questions regarding how the rates were determined.
 - *Collaborative Opportunities Meeting minutes from September 22, 2015 & Agenda for 10/26/15 meeting*

Future funding of the Collaborative Opportunities Team was discussed; the board wondered when the team would be asking townships to pay a membership fee. Supervisor Ives explained that the team is still waiting on the Blandin Foundation's grant money.
 - *Thank you email, regarding use of Crystal Park pavilion*
 - *MN Assoc of Township notice: No Cost New Officer Training*
- Non-action items
 - Copy of Itasca County approved land use and sewage treatment system permits

8. Old Business

- Review information regarding email accounts using the township's website server, Gov Office (see email/handout)

At the request of the board, Clerk Smith contacted the host of the township website (GovOffice) to ask about email accounts for officers, so that user name would be similar and identify their connection with Harris Township, such as msmith@harristownshipmn.org. Smith summarized that GovOffice does have a mail server to host email accounts for clients. The township can receive up to 2 free email accounts – but with only 200 mb of storage, and each additional account would cost the township \$50/year. Smith felt that 200 mb of storage was extremely minimal, and nowhere near adequate for township officers. In addition, the cost did not seem justifiable.

At the upcoming Collaborative Opportunities Team meeting on October 26, 2015, Supervisor Ives shared that the agenda included a follow-up "Informational Technology" discussion. He will ask about options for email with higher storage limits than GovOffice offered.

It was also suggested that someone could contact the MN Association of Townships to ask what they would recommend, as they recently had an article in their newsletter about use of private emails or servers for township business. The article stated that..."town officers may use private email accounts for town business, but there is a very good reason to have a separate private email account for township business. That reason is personal privacy." If a town is sued, the plaintiff may demand to see communication held by town officers. Or a judge could order the township officer to provide *complete* access to their private email accounts, and everything in it.

- Consider setting a date for the Annual Road Meeting, with published notice

In the past, the town board always held an "annual road meeting" in the late spring after road inspections were done, whereby notice was published and posted and residents were encouraged to attend to tell the board about any road concerns they had. This meeting provided good input for the board when they discussed which roads to repair that season. However, road inspections were not done by the board this past spring of 2015, and so the annual road meeting was not held. Supervisor Rosato wondered if the board was mandated by statute to hold this type of meeting for their residents, or if because the township now had a 5 road plan in effect, they were not obligated to hold that type of meeting. Glen Hodgson, engineer from SEH,

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encouraged the board to continue performing annual road inspections as the 5 year plan is just a plan – and can often change – but he suggested starting them again in the spring of 2016.

Supervisor Kelley made a motion to table a decision on whether or not to hold an Annual Road Meeting until the clerk could determine if such a meeting was necessary or optional. Smith agreed to have that information by the October 28, 2015 P&D meeting. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.

- Consider setting a date for a work session, to review a variety of items (Rosato)

Supervisor Rosato suggested that the board have a work session to review a variety of things, including town hall concerns, board procedures, policy questions, employee reports to the board, and the continuation of orientation.

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to table this until the October 28th, 2015 P&D meeting when November town hall available dates could be reviewed. Clerk Smith agreed to bring a schedule to the P&D meeting. The motion passed by a unanimous vote.

- Signed IRRRB contract; copy given to clerk

With regards to the IRRRB Residential Rehabilitation Grant Program, Supervisor Rosato informed the board that he did sign the contract as authorized by the board at a previous meeting and gave a copy to the clerk for the town records.

Dan Butterfield, township representative for the IRRRB program, reported that the house is down, and they are in the process of hauling away debris, and the asbestos abatement inspection had been done. He added there is more paper work on the way. With regards to the garage that was going to be torn down, it was not as bad as they originally thought and so it may stay.

- Speed limit on Sunny Beach Road

Burl reported that he did not yet have any additional information on option to lower the speed limit in certain areas of Sunny Beach Road to 30 mph, from the currently posted 35mph.

9. New Business

- Town Hall Floor - Refinishing

Supervisor Rosato met with three companies regarding a proposal to refinish the town hall floors. He showed them everything he wanted done but only received a proposal from one company: Busy Bees. They would refinish – i.e. strip, clean, and wax – all the floors in the town hall except the flooring in the township office. The cost proposed was \$700.00, and only one day would be needed for the work. Rosato said he recognized that the timing would need to coordinate with the rental schedule.

A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to approve the proposal from Busy Bees for \$700 to refinish the floors at the town hall as presented. The motion passed by a unanimous vote.

- Resignation letter – town hall care taker

A letter of resignation was received dated October 3rd from the town hall caretaker. She agreed to stay until December 9th if needed but if a new person is found before that, she'd be willing to work with them to learn the job. She thanked the board, residents and non residents, for allowing her to work for them. Supervisor Rosato expressed the board's appreciation for her many years of service.

A motion was made by Supervisor Haubrich, seconded by Supervisor Kelley, to accept the resignation letter dated October 3rd, 2015 from Bonnie Key, Harris Town Hall Caretaker, as submitted – to resign effective no later than December 9, 2015. Upon a vote, Kelley, Haubrich, Ives, and Rosato voted to accept the resignation; Supervisor Kortekaas was opposed. Motion passed.

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Next step: Supervisor Rosato stated that he has a Town Hall Caretaker job description, and suggested he could work with Treasurer Adams, the other human resources representative, and the clerk if needed, to develop a plan for hiring a new caretaker. He will report back to the board at P&D meeting.

• Steep driveway - Sunny Beach Road

A resident from Sunny Beach Road contacted Supervisor Ives, asking about the time table for construction on Sunny Beach Road in 2016. The resident has a very steep driveway, and wanted to talk to someone about how to adjust the grade so that his driveway better meets the road. He thought doing this type of project during the road improvement project may be a good time. Ives gave the resident Glen Hodgson's phone number and suggested the township's road engineer would be the best person to ask about a cost estimate and "how to" plan for his driveway. Hodgson commented that he had talked to the resident, but that plans are still very preliminary.

10. Treasurer's Report – dated October 14, 2015 (September 1-30, 2015 financials)

Treasurer Adams reported via speaker phone that there was nothing out of the ordinary on this month's report. She recapped the October report as follows:

- Balance Sept 1, 2015: \$1,372,087.41
- Receipts: \$ 1,895.86
- Disbursements: \$ (197,940.93)
- Balance Sept 31, 2015: \$1,176,042.34

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the October 14, 2015 Treasurer's Report of September 2015 financials. Motion carried by a unanimous vote

11. Approve payment of bills for October 2015

After reviewing the bill list, Supervisor Ives asked for clarification on the bill payable to "Powerplan" for John Deer Parts in the amount of \$1,505.94. Treasurer Adams (*via speaker phone*) commented that Powerplan is just the name of the company where payments go. Clerk Smith pulled the invoice for the board's review.

A motion was then made by Supervisor Ives, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled "October 2015 Bill Listing to Board" in the amount of \$55,182.26. Motion passed by a unanimous vote.

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

- Judy Myers suggested that when a new town hall caretaker is hired, that the board require that the rental schedule be kept up to date online, so the board knows when they can schedule a work session. It would also be nice for anyone wishing to rent the hall.

13. Upcoming events and meetings

- Mon Oct 19 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Oct 21 Round table with City of Grand Rapids Staff..... 5:30pm GR Public Utilities
- Added: 10/28: Public Hearing on the Five Year Road Plan and Bonding. 6:00pm Harris Town Hall
- Wed Oct 28 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Tues Nov 3 ISD#318 Special Election.....polls open 7am – 8pm Harris Town Hall
- Mon Nov 9 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Tues Nov 10 Regular Meeting (*a day early, due to Veterans Day on Wed.11/11/15*)..7:30pm Harris Town Hall
- Wed. Nov 18 Planning & Development Mtg (*a week early, due to Thanksgiving*)... 7:30pm Harris Town Hall

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14. Adjourn

With no other business to become before the board, a motion was made at 9:01pm by Supervisor Kortekaas to adjourn tonight's meeting; upon a second by Supervisor Ives, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

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October 2015 Bill Listing to Board

Description

Amount

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	713.16
Dennis Kortekaas	Mtgs, wages, labor, less withholding	401.81
Burl Ives	Mtgs, wages, labor, less withholding	1,059.29
Jim Kelley	Mtgs, wages, labor, less withholding	506.63
Ken Haubrich	Mtgs, wages, labor, less withholding	480.22
Michele Smith	Mtgs, wages, labor, less withholding	973.38
Becky Adams	Mtgs, wages, labor, less withholding	497.92
Bonnie Key	Cleaning labor, showing, less withholding	470.89
Dan Key	Labor less withholdings	2,765.79
Derrick Marttila	Labor less withholdings	2,854.77
PERA	ONLINE pmt:: Payroll withholding	1,614.64
Century Link	ONLINE pmt:: August phone service	285.41
Davis Oil	Sept invoices	297.67
Grand Rapids Public Utilities	Utilities; lights and town hall	215.23
Hawkinson Construction	Birch Street Cul-De-Sac and Sunny Beach Road	15,568.90
Hawkinson Sand and Gravel	class five and gravel	1,709.49
Home Depot	ONLINE pmt::	476.62
Itasca County Recorder	record deeds:: Krumrel, Hill	92.00
Itasca County Transportation	Salt and Sand Dec 2014 - March 2015	4,332.25
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	414.22
L and M	invoices for Sept	96.08
MATIT	commercial package insurance premium - yearly	6,765.00
MediaCom	PHONE PAY:: sept phone and internet service - town hall	108.94
Minnesota Benefit Assoc	dental premiums	378.20
Minute Man Press	copies for meetings	51.58
Northland Portables	Sept, portables: wendigo park, crystal park, cemetery, boat landings	492.00
Plackner Tree Service	treem removal: birch street, southwood	500.00
Pokegama Lawn and Sport	blade and wheel	78.88
Powerplan	John Deer parts	1,505.94
Range Water	water cooler Oct	10.00
Schwartz and Sons Excavating	Sept grading	1,260.00
S E H	Engineering Services - misc. services	4,875.36
Verizon	cell phone bills - oct 12	115.60
Waste Management	October- 3 yd rel on call	127.26
Commissioner of Revenue	Payroll withholding :: electronic payment	443.00
EFTPS	Payroll withholding :: electronic payment	2,644.13
Total		\$ 55,182.26

Approval to pay :: October 14 2015, Checks numbered 16896 through 16924

ubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato

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Wed. Oct 28, 2015 @ 10:00 pm at Harris Town Hall
at which hearing all persons who appear shall be given an opportunity to express their views with respect to said proposal.

5. The Clerk is authorized to cause publication of notice of the hearing and the intent to issue bonds in the form attached as Exhibit A hereto, in the official newspaper of the Municipality, not less than 10 nor more than 28 days prior to the date of the hearing, as required by law.

The motion for the adoption of the foregoing resolution was duly seconded by Supervisor FVES, and upon roll call vote being taken thereon, the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted this day, October 14, 2015.

Gary Rosato, Chairman

Gary Rosato

Attest:

Michele R. Smith
Michele R. Smith, Clerk



**Minutes from the Harris Town Board
Round Table with City of Grand Rapids Staff
Oct 21, 2015 - 5:30pm
Grand Rapids Public Utility Service Center**

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A work session of the Harris Town Board was held on Monday, October 21, 2015 at the Grand Rapids Public Utility Service Center in Grand Rapids, MN, and began at 5:30 p.m

Attending from Harris Township: Supervisors Gary Rosato, Jim Kelley, Burl Ives, and Ken Haubrich as well as Clerk Michele Smith. Absent: Supervisor Dennis Kortekaas, and Treasurer Becky Adams

Attending from the City of Grand Rapids: Tom Pagel – City Administrator, Julie Kennedy – City Engineer, Rob Mattei – Director of Community Development

The purpose of this round table work session was for the Harris Town Board to meet on a casual basis with the City of Grand Rapids staff, to discuss any items of common interest. No board action is taken at these sessions.

Rosato opened tonight's round table with introductions and commented that a round table between the city staff and Harris Township hadn't occurred since Mike Gorham came in to talk to the township about Natural Gas in December 2012. Natural gas is in the city and is currently being installed throughout Harris Township.

Some items discussed by the city and township were as follows:

- The city purchased the Kent property on Airport Road; there are 20 acres zoned industrial – so they plan for future industrial development. However, if nothing develops short term, the city will lease the house out for some income. Because the city can no longer do 'eminent domain' to acquire property, they decided to purchase this land as it borders the airport property, has good roads to it, and has city sewer and water.
- The city received a complaint from a resident of Harris Township who lives on Airport Road, regarding Hammerlund truck traffic near his home. However, the city has no restrictions for truck use on Airport Road. The city-owned "haul road" can be used by Hammerlund, but it's not encouraged as the city believes it will soon become part of the motorized ATV trail.
- The city and township discussed the motorized ATV multi-use trails, the proposed location, and its maintenance.
- The township is considering repairing Isleview and Birch in 2016 and asked the city if they'd consider repairing their portion of Isleview, which is also in poor condition. The city replied that because that road serves very few city residents (apx 12), it wasn't high on their priority list; as such, city staff did not feel their portion of Isleview would be improved any time soon. The groups also discussed Harris Township taking over the city's portion of Isleview. Tom Pagel commented that he'd be willing to explore cost sharing or property exchange for this to occur.
- Broadband internet was also discussed. Trout Lake Township now has the "GigaZone" by Paul Bunyan, yet Harris Township - a much larger and more populated township – can only get Paul Bunyan services in few limited areas. Pagel commented that the Mediacom / Paul Bunyan

franchise and joint powers board agreement comes up for renewal in the next year or two, so perhaps it's time for negotiation of service areas. The board stressed that getting broadband internet to *all* of Harris Township is a top priority, and would be very appreciative of any help the city could provide.

- The groups discussed an option of water and sewer between the city and Harris Township. The city explained that this service would only be considered at the request of township – and the township would pay for construction and related costs to connect to the city. Overall the city would provide water to the township, and the township would return the sewer to the city. The city currently has this type of arrangement with Arbo Township and the City of LaPrairie. They also have an arrangement with the City of Bovey, though it may be ending soon.
- The cemetery GIS program was brought up, as the township purchased it from the city a couple years ago but had difficulties in getting it up and running. They are currently not using it. Overall, it did not work well for the maintenance crew or clerk – but the data is still there. Julie Kennedy said she did take over this project from Mike LeClaire, and offered to help the township start it up again. She suggested having the township maintenance crew meet with the city's cemetery crew so the township crew could see how the city uses the program in their day to day work for the cemetery; getting the maintenance crew on board and excited about the GIS program would be key to its success.
- The city shared that the airport 'master plan' is done every 7-10 years, and is due to be updated soon. It's like a comprehensive plan for the airport, and rules build out from it. Aspen Drive is in the "B zone" of the airport, limiting structure height. The proposed 7,000 ft. expansion of a runway is now off the table, per the city.
- The Blandin land issue was discussed but the city has very little land that is affected.
- The town board asked about the expansion of 21st Avenue to Horseshoe Lake Road or Islevew via the road that goes past the Catholic Church. The city responded that unless its developer driven, they are not planning any expansion. They are still bus trying to take care of the residents and properties that were annexed by the city in 2010.
- Boat landings were discussed; the city has several public landings including Forest Lake, Hale, Crystal, Steamboat, and Sylvan bay. Some of the township landings were damaged when the Army Corps of Engineers were raising and dropping the water level, resulting in wave action. The city commented that they hadn't had any problems – probably given the location of their landings to the dams. Overall, they don't deal with the Army Corps of Engineers; they do work a little with the DNR, and have had good results.
- The Collaboration Opportunities Team has representatives from both Harris Township and the City of Grand Rapids. Tom Pagel and Ed Zabinski attend if they can from the city, and Burl Ives and Ken Haubrich attend from the township. Both groups felt that talking and learning what's going on in neighboring communities is a key to the group's success.
- A district wide fire department was discussed. Grand Rapids and Cohasset train together and that works well. The 2016 fire contract rate increase was also discussed. The city staff explained that rates are based on tax capacity and the quantity of calls. The town board had some concern that the township's contract is going up apx \$4,500. However, the city noted that this is still less expensive than the township having to put up a building, buy a truck, and find people to volunteer to be firefighters. No new facility is being considered, per the city; the

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airport building is primarily used for maintenance. The Harris Town Board reminded the city that they have wells and 250 gallon/minute pumps at Crystal and Wendigo parks that can fill pumper trucks when needed. This would eliminate the need for pumper trucks to go back & forth to town to get water. Tom Pagel agreed to relay this information to the fire department. Overall, the Township wondered if it was worth them keeping these pumps; they had to replace recently and they are expensive.

- The Wendigo Golf Course and Conference Center property will have been tax delinquent for 5 years come 2016, and because it is zoned industrial/commercial, it changes to "tax forfeit" property. The city encouraged the township to push the county to put it up for sale, otherwise it just sits there and collects no taxes. The amount of taxes owed is over ½ million dollars. It's currently for sale, asking price of apx 1.1 million.

The city and township agreed they'd like to continue these round table sessions, and will look at meeting again in March or April, 2016.

The round table work session ended at 7pm.

Respectfully submitted,

Michele Smith, Harris Township Clerk

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PUBLIC HEARING MINUTES

ON STREET RECONSTRUCTION PLAN
AND INTENT TO ISSUE GENERAL OBLIGATION
STREET RECONSTRUCTION BONDS THEREUNDER
October 28, 2015 – 6:00pm

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A Public Hearing of the Harris Town Board was held on Wednesday, October 28, 2015. The public hearing was called to order at 6:00pm as posted and published, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams.

Also in attendance were Paul Donna - from Robert W. Baird & Co., Glen Hodgson – SEH Road Engineer, Dan Butterfield, Marge Kelley, Cyndy Martin, Ron Myers, Mike Hendricks, Ed & Sue Casper, Jennifer & Lester Flem, and ICTV.

The purpose of the hearing was as follows, per posted and published notice (Oct 18, 2015):

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

1. Pledge to the flag
2. Opening remarks – Chairman, Gary Rosato

Chairman Rosato opened the public hearing, commenting that the purpose of tonight's session was to get public feedback on the proposed five year road plan to be presented by Glen Hodgson, road engineer from SEH, and on funding options including issuance of bonds for up to three million dollars to be presented by Paul Donna from Robert W. Baird (who was running about 15-20 minutes late).

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

Maps showing the proposed five year road projects were shared by Glen Hodgson, road engineer for SEH. There was one map per year, and Hodgson recapped the roads proposed for each year:

- o **2016 (3 roads)**
 1. Sunny Beach Road – the complete length. There would be two types of improvements: From Harris Town Road to Adair Road, would be an overlay. The rest of the road from Adair Road to Wendigo Road, would be a reclaim. Hodgson explained both processes and why they are being used on the two sections of Sunny Beach Road.
 2. Isleview Road - reclaim
 3. Birch Street - reclaim

The proposed cost estimate for the 2016 roads: **\$3.057 million dollars.**
- o **2017 (2 roads)**
 1. Sunny Lane - reclaim
 2. Gary Drive – reclaim

The proposed cost for the 2017 roads: **\$306,000**
- **2018 (2 roads)**
 1. Fieldcrest Road - reclaim

2. Romans Road -- reclaim

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

• **2019 (3 roads)**

1. Mishawaka shores trail - overlay

2. Little crystal lane - overlay

3. Woodbine lane - overlay

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

• **2020 (3 roads)**

1. Alisha Place - overlay

2. Wesley Drive - overlay

3. Tolerick Drive -- overlay

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

Hodgson recapped that the board worked on the proposed work plan over the past 8-10 months, and that consideration to approve the five year road plan was part of the purpose of tonight's public hearing. He noted that it was just a *plan* -- as the roads noted farther out were more speculative. He recommended the board reviewing all roads each year, and then updating the plan as needed, while adding another year to the five year plan. Hodgson also commented that without bonding, the proposed Sunny Beach Road project would not occur in 2016; those two items would need to happen together.

Public comments and responses by Hodgson or board:

- Q: Beyond the 2016 Sunny Beach Road project, the repairs for roads in subsequent years average apx \$300,000. Is that typical?

A: Yes, on average, that's the amount the township has budgeted each year for major road construction within the current levy.

- Q: What is the reclaim cost per mile, and how does that compare to overlay costs?

A: \$300,000/mile to overlay vs \$450,000/mile for reclaim (pavement work only -not drainage). The life of a reclaim is a lot longer: 15 year life for overlay vs, 25-30 year life for a reclaim.

- Q: Given the added life, why not reclaim the entire Sunny Beach Road?

A: As a road engineer, he recommends only doing what is necessary at the time, and reclaiming the first section of Sunny Beach Road is unnecessary.

- Without bonding, how long would it take to repair Sunny Beach Road?

A: If the township spent \$300,000/year just on that road, it would take approximately 10 years.

- Q: Are any drainage issues going addressed during work on Sunny Beach Road?

A: Yes; the areas currently planned are the: the first corner after the first mile - the culverts are undersized so will be fixed. And, the area of the "Sutherland swap" -- the board has discussed raising the road in that area. No other major drainage changes are in the 3 million dollar budget. Another drainage area was suggested: In the area east of Oak Island Estates, water drains on the road. Hodgson hadn't looked at that area yet, but will add it to his list for consideration. This is in the reclaim area -- so that will help as road bed is higher.

- Q: Will the township be bidding more than one road project per year? Perhaps do 2016 and 2017 together?

A: Each year will be bid separately, because as the future unfolds, the roads to repair may change.

- Q: When will the board decide if they will move forward with bonding?

A: This will be considered at the P&D meeting later tonight, when a resolution will be considered to adopt the five year road plan and proceed with issuing general obligation bonds.

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With no other comments from the audience, a motion was made by Supervisor Kelley at 6:25pm to recess the public hearing until Paul Donna arrived, to discuss the bonding option. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.

At 6:30pm, Paul Donna arrived and Supervisor Kelley made a motion, seconded by Supervisor Haubrich, to come out of recess at and continue the public hearing. The motion carried by a unanimous vote.

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

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

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

Public comments and responses by Mr. Donna or board:

- Q: What are the origination fees?
A: This is the "Underwriters discount" as shown on page 2 of handout; its included in TIC % rate on page 1.
- Q: Is a 10 year loan more economical and a 15 year loan?
A: Yes.
- Q: If the township bonds for \$3 million, will they only get \$2.8 million after all the fees are deducted?
A: Yes
- Q: In the information that the board had, there was talk of a "day loan charge of 1% per annum". Could Mr. Donna please explain?
A: These costs may or may not occur; if they do, it would be for a very short period of time, during day of closing. This is *not* something that is charged every year.
- Q: What is makes up the "Cost of issuance" noted on page 1?
A: Page 2 shows break out, and includes: underwriters fee as well as the costs of bond counsel, of a pricing opinion, the paying agent, and the contingency.
- Q: Who would insure the loan?
A: Two insurance companies would be polled, but the exact companies had not yet be investigated.
- Q: The Township has never taken a loan, and therefore has no 'credit history'. Does the township need to be 'rated'? If so, what are the benefits?
A: There are two rating agencies – Moodys and Standard & Poor's. Each charges a fee to provide a rating – which is approximately \$10,000-\$15,000. The township would not want to pay to be rated unless it's beneficial. Baird & Co. would do the research and then recommend to the board whether or not to get a rating - depending on the net cost. Donna noted that the handouts assume no credit rating, so costs could be lower if rated. An "A rating" could mean a ¼ percent better rate.

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- Q: What is the difference between private placement and public issuance of bonds?
A: If the board moves forward, they will need to consider private placement vs public issuance. Private placement would have lower transaction costs, but interest rates are generally a little higher but the difference could offset each other. Private placement is also often a smoother process. With public issued bonds, the transaction costs are higher, but interest rates are usually lower.
- Q: Are there any hidden costs not shown on the handouts?
A: Pay agent costs not included; they are the ones who actually pay the bond holders.
- Q: Is there an attorney involved?
A: Yes, there is a bond council involved, who represents township. They make sure the township has gone through all the right steps in the bonding process. The firm that has helped out so far, at no cost, is Faegre, Baker, Dainiels LLP out of Minneapolis.
- Q: Paul Donna was asked what would *he* do in his own neighborhood, if faced with this question. What would bet the biggest bang for the buck? And are there any other options besides bonding?
A: The only way for a township to pay for large projects is either pay upfront, or pay over time. It's difficult for a township to write a check for 2-3 million dollars unless they've saved up over time, or raise the levy to cover the cost of the project. The other option is for them to take out a loan. Anytime a loan is taken out by a government unit, it's considered bonding. Due to low interest rates, it's cheaper now to borrow money that over the last 40-50 years; cheap money over time is what he'd do.
- Q: What's closing like? How long does it take?
A: A resolution would start the process and overall closing would take about 60 days. If the resolution is approved tonight, the township could have funds in the bank by early to mid January.

5. Public input

- Mike Hendricks: Even if the board bonds for \$3 million dollars, only \$2.8 million would be deposited - which is <\$200,000> short of the 2016 estimated road project costs. The township levy would need to be raised in order to do the other township projects at the current level of services, which would mean higher taxes. In addition, he was scared of the impact of Itasca County taxes which are going up 7% plus there is a large ISD #318 referendum being voted on next Tuesday (11/3/15) for \$80 million dollars. All of these would impact residents' taxes.
- Dan Butterfield: What is the time frame for voting on the resolution? If it could wait until a November meeting, they would know if school bond issue passed.
- Ed Casper: If the township does not bond, he didn't know how they could ever repair Sunny Beach Road. Patching the road over 8—10 years was not a viable option to him; bonding made sense.
- Lester Flem: He concurred with Ed Casper and moving forward with bonding. This project needs to get done. And the road will continue to fall apart regardless of whether or not the school board bond passes.
- Ron Myers: Agreed with Ed Casper and Lester Flem; overall, he was in favor of bonding in order to get Sunny Beach Road repaired in one year.

6. Adjourn

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With no other comments by the board, or input from the public, a motion to adjourn the public hearing was made at 7:06pm by Supervisor Ives. Upon a second by Supervisor Haubrich, the motion passed and the meeting adjourned,

Respectfully submitted,
Michele Smith, Clerk of Harris Township

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, October 28, 2015 at 7:30pm**

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The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, October 28, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance: Glen Hodgson, road engineer from SEH, Paul Donna, from Robert W. Baird & Co., Dan Butterfield, Marge Kelley, Jennifer and Lester Flem, Cyndy Martin, Peter Miskovich, and Paul Hawkinson.

1. Pledge to the flag

2. Business from the Floor

- **Dr. Peter Miskovich:** As a Sunny Beach Road resident, he came to the board to discuss a safety issue with his driveway. His driveway is very steep; he's had two vehicles slide down it and cause damage. He's been contemplating repairing his driveway and had talked to Paul I Hawkinson of Hawkinson Construction about lowering the grade by 3-4 feet. The line of sight may also be improved by doing this. Miskovich asked if the township engineer could assist him, when the Sunny Beach Road is improved.

Glen Hodgson, from SEH, commented that he had reviewed the area and agreed the driveway is steep. The driveway would be in the reclaim area of the project, in a rolling section of the road. Hodgson commented that he thought the road bed could probably be lowered in this area— but was not sure by how much; he would need to study this area more. Ives asked if any borings were done in this area, but Hodgson thought it was several hundred feet away. He would want borings done right in this specific area before moving forward. Paul Hawkinson added that when the house was built, they had clean sand subsoil but was not sure what's under the road.

3. Consent Agenda

- None

4. Roads

- Discuss results of Public Hearing that was held tonight 10/28/15 at 6:00pm, on the township's five year street reconstruction plan and intent to issue general obligation bonds

The board discussed that they were disappointed in the small turnout for tonight's public hearing to consider the five year road plan and bonding option; only 8-9 residents were in attendance. Overall, one resident feared bonding while the others were okay with it.

Supervisor Rosato commented that did didn't feel the bonding option had been discussed enough as a board, and wasn't sure if he was willing to put township in debt for 10-15 years when there are other options. He recognized that roads are rough, but considered them safe for the type of traffic they saw at low speeds. He was surprised to learn during the public meeting tonight that even if the township bonds for 3 million dollars, they will still be <\$200,000> short to get the project done. Supervisor Ives responded that bids may be lower than engineers estimate, so the bonding may still cover the entire cost of the project. He added that he was not sure how Sunny Beach Road will ever get done if they don't bond. Right now is the cheapest time to borrow money as interest rates are lower now than they've been in many years, so if they are going to bond, now's the time. Supervisor Haubrich agreed he was also disappointed in the small public hearing turnout and is still on the fence with regards to bonding; the impact on the township is weighing on him and he worries they may be short on cash for other road projects. He suggested having a contingency plan in case they don't have enough money. Treasurer Adams reminded the board that there is \$300,000 in road budget for 2016 – which would be added to the 2.8 million dollars that would come from bonding.

Rosato asked if putting a question on the March 2016 ballot was an option. While it is an option, Ives commented that by waiting that long, the timeline for bidding would not doable. Perhaps they could do it as a fall project but feared the contractor's bids may not be as competitive that time of year. Plus interest rates by then could be all over the board, especially being it's a presidential election year.

Paul Donna responded that if the board needs more input from the public, they could continue the public hearing until a later date, and reconsider the resolution at that time. Donna noted that, per the attorney, the resolution does need to be acted on during the same day as the public hearing. The soonest the board could have another public hearing in conjunction with a regularly scheduled meeting date (and meet the ten day published notice requirement) would be at the P&D meeting on Wednesday Nov 18th. Glen Hodgson noted that delaying action until 11/18/15 was not a problem from a project scheduling perspective. He'd like to bid in March, and noted they could bid the projects without having the money in the bank.

The board noted that if they vote in favor of the resolution for bonding, the public has 30 days to petition the board to place it on the March 2016 ballot as a question.

Kelley was in favor of continuing the public hearing until the November 18th P&D meeting and Kortekaas suggested the public could also email the clerk with their comments, if they are unable to attend.

A motion was then made by Supervisor Kortekaas to table a decision on Resolution #2015-001 Resolution Approving Street Reconstruction Plan and Authorizing the Issuance of Approximately \$3,000,000 in General Obligation Street Reconstruction Bonds Thereafter until the November 18th P&D meeting. The motion was seconded by Supervisor Kelley for discussion: The motion should include the public hearing be continued to the same date of November 18th, at 6pm at the Harris Town Hall. The board agreed. The board also agreed that a larger block ad should be run in the newspaper, in addition to the small legal notice that is required. Upon a roll call vote, Kortekaas, Kelley, Ives and Haubrich voted in favor tabling the decision and continuing the public hearing, while Rosato voting against it. Motion carried.

- Glen Hodgson, SEH Road Engineer – updates

- None

- Other road issues/concerns

- Annual Road Meeting – not mandated, per MN Association of Townships attorney (see email)

- The board agreed to resume annual road reviews and the annual road meeting in the spring of 2016

- 2015 Certification of Town Road Mileage to MnDOT – due to Itasca County by Fri. Nov 6, 2015

- Supervisor Rosato agreed to compare the length of roads in the township annual report to the recent list of MnDOT mileage as received from Itasca County; he will drop off any changes to the county engineer's office.

- Master road map for Itasca County

- Supervisor Ives asked if the township was up to date with the road list and map as requested by Itasca County. Were there any roads not accounted for? Were vacated roads now off the list? Supervisor Kortekaas offered to look into this project and report back to the board.

5. Recreation

- None

6. Town Hall Report dated 10-8-15

- The board reviewed the town hall report as submitted as prepared by town hall caretaker. There were 14 rentals and \$275 collected.

- The board then discussed the replacement plan for the town hall caretaker, due to her resignation letter as submitted. Supervisor Rosato commented that he and Treasurer Adams had a good meeting with Bonnie Key, the current caretaker, and she offered suggestions regarding the job and duties, based on 14 years in the position.

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Rosato and Adams planned to review the current caretaker job description and would like to advertise for a town hall caretaker in the Herald Review newspaper, to be staffed by early December. The board was invited to give input on job description, if they had any.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Haubrich, to advertise in the Herald Review for a part time town hall caretaker position when ready. Supervisor Rosato agreed to be the contact person for those answering the ad. He and Adams will work together to find or create a job application form. The motion passed by a unanimous vote.

7. Maintenance Report for September 7 – October 9, 2015

The board reviewed the maintenance report as submitted by the maintenance crew. The last page of hours by project was noted to be very blurry. Rosato agreed to check in with them on what might have caused this.

Rosato also commented that the crew did put red flashing lights on top of the stop signs on Wendigo Park Road, where it meets Harris Town Road. He was worried they may be too bright and bother the nearby residents, but they are fine. He'd like to consider adding lights to the two signs on Harris Town Road as well. The lights are solar powered, and about \$99each.

Also, the docks are currently still out, but will probably be taken out soon as others are pulling theirs.

8. Old Business

- Consider proposals for water softeners at Harris Town Hall (tabled from 10/14/15 Regular Meeting)

The board reviewed two proposals for water softeners at the town hall:

- Range Water Conditioning: \$2,295
- Culligan: \$1,450

Supervisor Ives commented that he was not sure a water softener was needed at the town hall, as suggested by the Range Water Conditioning presentation at the October 14th meeting. He thought that perhaps they needed to have the water heater fixed. While the water testing performed did indicate the water at the hall was hard, large quantities of water are not used at the hall on a regular basis, which is part of the problem.

Supervisor Ives then made a motion to table a decision on the water softener water proposals until the November 18, 2015 P&D meeting. The motion was seconded by Supervisor Kelley. After a short discussion, Ives, Haubrich, Kelley and Rosato voted in favor of the motion, and Kortekaas voted against. Motion passed.

- Consider setting a date for a work session in November, to review a variety of items (tabled from 10/14/15)

The open dates at the town hall in November, as received from the caretaker, were reviewed by all officers of the board.

A motion was then made by Supervisor Haubrich, seconded by Supervisor Kelley, to hold a work session on Monday, November 16th at 7:00pm. Chairman Rosato and Clerk Smith agreed to work together on an agenda to include in the posted notice. Motion passed by a unanimous vote.

- Consider running another ad in the Source Book as published by the Herald Review (see copy of last year's ad)

The board reviewed the 2015 ad that was run in the Source book, and noted all the updated information that would be needed. The cost would be \$435 for a half page ad. The board also discussed if it was worth running the ad, as not that many people seem to review the Source book; most will search Google or our website for township information.

A motion was then made by Supervisor Ives, seconded Supervisor Haubrich, to not run a township informational ad in the 2016 Source Book. Motion passed by a unanimous vote.

- New computer purchased for Clerk

Clerk Smith shared with the board that she purchased a new township computer from Computer Enterprises in Grand Rapids, as her old one had been having issues for some time and then suddenly

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would no longer stay connected to the internet – which is vital to her position. Her computer was over 5 years old (purchased in 5/2010), which is the average life span of most computers these days.

Other issues she'd been having were:

- o The computer would totally shut down due to overheating; the fan ran almost continuously
- o The monitor would go black for no reason; she'd have to shut down to get it to be visible again
- o The laptop battery wouldn't charge, even after replacing it
- o She had PC Refresh clean & go through the laptop in May 2015, which did help for a month or two, but then got worse
- o The log in screen would randomly get the "hiccups" – which made it difficult to log in, as the cursor would jump back to the starting place while typing in the password

The cost of the new laptop and software was cost \$1,019, which was well below the 2015 budget line item amount of \$1,500 for computers. Smith did let Chairman Rosato know of her computer difficulties before purchasing a computer, letting him know of the need for a new one.

• Township Email Addresses

Supervisor Kelley shared with the board that he talked to someone who'd be willing to come to a township meeting to talk about hosting emails for the officers of the board. PC Refresh also offered to provide a proposal. Per the collaboration opportunities team meeting, there are services out there and people who are willing to come in and check malwares and such on all township computers. Ives will get information to the Clerk, to disseminate to board.

The board agreed to have Kelley invite the person he met to the Monday, November 16th work session, to share information with the board regarding email services.

9. New Business

- None

10. Public Input

- None

11. Upcoming meetings/events

- Tues Nov 3 ISD #318 Special Election..... polls open 7am – 8pm Harris Town Hall
- Mon Nov 9 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Tues Nov 10 Regular Meeting (*a day early, due to Veterans Day on Wed.11/11/15*)..... 7:30pm Harris Town Hall
- Mon. Nov 16 Work Session – variety of times, including email presenters.....7:00pm at Harris Town Hall
- Wed. Nov 18 Planning & Development Mtg (*a week early, due to Thanksgiving*)..... 7:30pm Harris Town Hall

12. Adjourn

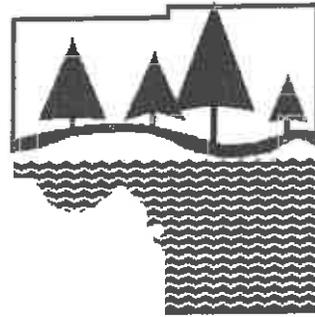
With no other business to come before the board, a motion was made at 8:33 p.m. by Supervisor Kortekaas, seconded by Supervisor Haubrich, to adjourn the meeting. Motion passed.

Respectfully submitted,
DRAFT

Michele Smith – Harris Township Clerk

ITASCA COUNTY

Courthouse
Environmental Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2857 Fax (218) 327-7331



November 4, 2015

To: Township and Municipal Officials

RE: **Public Meeting for Comprehensive Land Use Plan 2015 Appendix and Transportation Goal Update - Iron Range Rail Expansion and Highway Corridor Concept Plan**

Dear Township and Municipal Officials:

Please be advised that the Iron Range Rail Expansion and Highway Corridor Concept Plan "concept plan" is completed and a public meeting for December 1, 2015 at 4:00 pm to discuss the concept plan and staff drafted updates to the transportation goal of the Itasca County Comprehensive Land Use Plan. The concept plan was completed by Short, Elliot and Hendrickson Engineering (SEH, Inc.) and would become an appendix to the Comprehensive Land Use Plan. The concept plan documents the transportation planning process used for identifying conceptual corridor options for railroad and highway improvements in southern Itasca County.

The public meeting will occur at the Itasca County Courthouse, 123 NE 4th Street, Grand Rapids, MN at a work session of the County Board on December 1, 2015 at 4:00 pm. The County Board may schedule additional public meetings if necessary.

The Comprehensive Land Use Plan is used by the Planning Commission/Board of Adjustment and County Board of Commissioners as a guide to direct the land use activities in Itasca County through 2020. The goals include: government cooperation, natural resources, housing/settlement patterns, agriculture, commercial/industrial, recreation, and transportation. The Plan is implemented through a variety of means that may include, but are not limited to: the zoning ordinances, official zoning maps, establishing educational programs, incentive programs and changing spending priorities.

You may view the Iron Range Rail Expansion and Highway Corridor Concept Plan and the proposed updates to the transportation goal on our website at <http://www.co.itasca.mn.us> by clicking on the Environmental Services Department. Paper copies will be made available at the Environmental Services Department. If you have any questions, please don't hesitate to contact me at 218-327-2857. Also, if you are unable to attend the meeting, written comments may be sent to this office or my email daniel.swenson@co.itasca.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Swenson', is written over a faint, illegible typed name.

Dan Swenson
Land Use Planning and Assessment Director

Cc: Itasca County Board Members
Planning Commission and Board of Adjustment Members