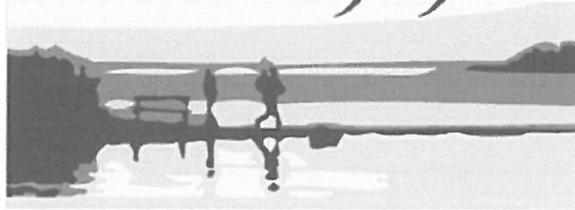


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-244-5248

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

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

REGULAR MEETING June 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 the Regular Meeting on May 13, the Supervisor A Interview Work Session on May 27, the P&D Meeting on May 27, and the Road Work Session on June 3, 2015.
3. **Business from the floor**
4. **Consent Agenda**
 - 1) Consider approval of cemetery site purchased by Kathryn Krumrei, Sec 3, Block 29, Lot 1, Site 4
5. **Roads**
 - Glen Hodgson – SEH Road Engineer (*see memorandums*)
 - Sunny Beach Road Pavement Patching Quotes
 - Birch Street Pavement Patching Quotes
 - Underwood Road-west: Updates and Next Actions
 - Consider approval of the “preliminary jurisdictional determination” (JD), due 6/12/15
 - Other road issues/concerns/comments
6. **Recreation**
 - Update: Itasca Little League using Crystal Springs Park ball field only, on Mon & Wed (only) from 5:30 – 8pm
7. **Correspondence**
 - Board Action items:
 - Annual Weed Inspector Annual Training – June 30th from 8am – 12:00pm at the MN Interagency Fire Center, 402 SE 11st St, Grand Rapids - Upstairs Training Room
 - Noteworthy items:
 - Short 2015 Summer Course by MN Association of Townships (June 24 in Walker, June 25 in Carlton)
 - Non-action items
 - Certificate of Liability Insurance received from Schwartz and Son, Inc.(for grading gravel roads)
 - Copies if Itasca County approved land use and sewage applications
 - Copy of *rejected* zoning/sanitation permit – for variance request by Fuhman/Laux on Isleview Rd
 - 2014 population and household *estimate* from MN State Demographer, since 2010 census
8. **Old Business**
9. **New Business**

10. Treasurer's Report – dated June 10, 2015 (of May 2015 financials)

11. 2014 Annual Financial Report and Independent Auditor's Report *(see bound report copies for review)*

12. Approve payment of bills for June 2015

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

14. Upcoming events and meetings

- Wed June 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Wed July 8 Regular Meeting..... 7:30pm Harris Town Hall
- Mon July 13 Itasca County Twp Association Meeting..... 7:00pm TBD

15. Adjourn

**Minutes of the
Harris Town Board
Work Session
Wednesday, May 27, 2015 at 6:00pm**

DRAFT

A work session of the Harris Town Board was held on Wednesday, May 27, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at **6:00pm** by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

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

Also in attendance were residents Marge Kelley and Ken Haubrich.

The purpose of this meeting, as posted, was:

- **Conduct a group interview with all those interested in filling the vacant Town Supervisor seat A position, which resulted when Supervisor Larry Key resigned.**

After the pledge to the flag, Clerk Smith explained to the board that there were two candidates who applied for the Supervisor seat A position: Ken Haubrich and Jason Engeldinger. Haubrich was in attendance at tonight's work session for the interview, but Engeldinger was unable to attend due to prior commitment to be out of town. Both candidates submitted answers to interview questions in advance, which were shared with the board. *(A copy of the submitted questions/answers will be attached to these minutes.)*

Because Haubrich was at tonight's meeting, the board did conduct a casual interview. They reviewed his answers to the interview questions, and then asked him a few additional questions, such as describing what he did in his position with Blandin Paper Company, what hobbies he had, and what he'd like to see the township board work on.

With regards to Engeldinger, Chairman Rosato commented he had talked to him prior to his submission of a his interest email, but not afterwards. No one else on the board had talked to him.

After Engeldinger's interview answers were reviewed, Rosato commented that they showed strong leadership experience and training, that he was team oriented, and had a desire to give back to his community.

With no other questions or comments from, or for, the board, Supervisor Ives made a motion to adjourn the work session at 6:26pm. Upon a second by Supervisor Rosato, the motion carried and the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, May 13, 2015 at 7:30pm**

DRAFT

The Regular Meeting of the Harris Town Board was held on Wednesday, May 13, 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 and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None. (Supervisor A seat still vacant)

Also in attendance were Glen Hodgson – SEH Road Engineer, Mike Gorham and Joe Roy - Northwest Gas, and residents Cyndy Martin and Ken Haubrich.

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

2. Consider approval of Minutes from the Regular Meeting on April 8, the Work Session on April 14, the P&D Meeting on April 22, and the Local Board of Appeal and Equalization on April 23, 2015.

Several corrections were requested and noted by the clerk, including:

- 4/14 minutes: Correcting that a motion was made by Supervisor Kelley, not Supervisor Key
- 4/14 minutes: Omit the duplicate temporary employee rate information
- 4/22 minutes: Clarify that Supervisor Rosato suggested the contract paragraph presented by Ives be sent to Mike Hendricks – and not that Rosato specifically asked Ives to send the contract paragraph information to Hendricks.
- 4/22 minutes: Correct the nonresident cemetery site price referenced in the motion to change to a single tier rate structure, where Ives objected as he would have preferred a single rate that was between the resident rate of \$125 and nonresident rate of \$250 (not \$150 as erroneously typed in draft minutes.)

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to approve the minutes for 4/8, 4/14, 4/22, and 4/23/15 as amended above. The motion passed by a unanimous vote.

3. Northwest Gas representatives: Discuss upcoming expansion for 2015 - Mike Gorham and Joe Roy

- **Mike Gorham** handed out a “*Harris Township - Application for Utility Permit on Township Road Right of Way*” for the board’s review, as well as a large map showing the expansion areas.

Gorham explained that Northwest Gas is now in phase 4. Gas is currently across Hwy 169 at Mishawaka Road and starting down Harris Town Road. They want to tap into the Great Lakes transmission lines that feed the area – and interconnect on Dove Lane in Blackberry. This would allow another source of gas and the ability to serve all areas along the path. In addition, they plan to include a part of Sunny Beach Road, Wendigo Park Road, and River Road. Phase 4 is a larger and longer area that they’ve done in prior years/phases, but they need the gas.

Gorham requested that the board approve the application that would grant Northwest Gas permission to place, construct, and maintain a new system of natural gas distribution mains along and across: Alicia Place, Alicia Spur, Aspen Drive, Birch Hills Drive, Cemetery, East Harris Road, Field Crest Road, Key View Drive, Norberg Road, Sunny Beach Road, Sunny Lane, Underwood Road, Verde Lane, Wendigo Park Picnic Area, Wendigo Park Road, Wesleyan Road, Westwood lane, Westwood Road, Winston-Taylor Road, Adair Road*, Carol Street, Hauser Road, Pennela Road, Pine Crest Road, River View Drive, Root Road, Forest View trail, Sunset Lane and Sunset Drive. No tree clearing was anticipated and work would star on or after May 18, 2015 and be substantially complete on or before Nov 1, 2015. *The board noted that Adair Road is *not* a township road; it’s private.

The board discussed they’ve all received residential letters from Northwest Gas and asked Gorham about the procedure to hook up to natural gas. Gorham explained the process includes a neighborhood ‘sign-up’ meetings and application completion, and went on to clarify how the gas gets to a person’s home.

The board asked Gorham if there were future plans to extend natural gas service south of th Pokegama Lake Bridge. Gorham responded that yes, there are plans to extend south of the causeway – though not this year

or next, but that they will be do at some point. The plan is to go down Wendigo Road to LaPlant Road, then to Southwood Road and across to the Crystal Springs Road area.

Joe Roy commented that they are encouraging Sunny Beach Road residents who are interested to hook up to contact Northwest Gas as soon as possible, as their conversion contractors will be very busy this summer.

A motion was made by Supervisor Kelley to approve the Harris Township "Application for Utility Permit on Township Road Right of Way" as requested by Northwest Gas. The motion was seconded by Ives noting that because Adair Road is a private road, that it be scratched from the application. Discussion: Glen Hodgson was asked if there were any concerns from road engineer standpoint. Hodgson commented that he will be in communication with Gorham when they are working on township roads. Upon roll call, the motion carried by a by unanimous vote.

4. Business from the floor

- None

5. Consent Agenda

- Consider approval of the RBA regarding compensation for the two full-time maintenance workers and the part time Town Hall Caretaker, as recommended by the board at the April 22, 2015 P&D meeting.
- Consider approval of Resolution 2015-006 A Resolution Designating the Compensation for Officer of the Harris Town Board, as discussed at the April 14, 2015 work session.
- Consider approval of the amended "Employee Compensation Policy", page as recommended at the April 14, 2015 Work Session
- Consider approval of the amended cemetery policy, as approved by the board at the April 22, 2015 P&D Meeting ("Fees per Grave" section, and "Contact persons" section)
- Consider approval of Resolution #2015-005 A Resolution to Update the Administrative Policy regarding Board Meeting and Access to Public Information (note updated agendas of section #6. Order of Business)

A motion to approve the consent agenda as presented was made by Supervisor Kortekaas and seconded by Supervisor Kelley. Motion carried by a unanimous vote.

6. Roads

- Glen Hodgson – SEH Road Engineer (see SEH memorandums for the following, in the agenda packet)
 - Recommendation regarding a 2015 gravel road project, after reviewing roads

Hodgson recapped that the current five-year rotation plan calls for new gravel on Carol Street, Hauser, Pine Crest, Sunset Drive, Sunset Lane, and Root Road which were done in 2010. However, after examination of each of these roads by Hodgson and Dan Shannon on 4/29/15, it was found that there is adequate gravel (at least 7") on all six roads. Based on the inspection results, Hodgson recommended NOT having a gravel road project in 2015, but that they look at these roads again in 2016 along with the other four roads scheduled for gravel in 2016.

Motion made by Supervisor Ives to not place the 2015 scheduled gravel on the six roads noted above. The motion was seconded by Supervisor Kelley. Discussion: Clarification was given that the board will relook at these six roads again in 2016, and reconsider the gravel rotation plan overall. Motion was passed by a unanimous vote.

- Follow-up regarding Alicia Place stumps

As directed by the board, Hodgson looked at Alicia Place near 28606 where a stump was reported to be coming up through pavement. Hodgson confirmed there is indeed a stump pushing up through the pavement and he anticipated the frost will continue to push the stump up during the coming winters. However, Hodgson did not see this situation as a current safety hazard. He did state that it should be excavated and removed before a bituminous overlay is done on Alicia Place – which is currently on the draft 5-year road improvement plan.

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Hodgson also reviewed a similar pavement distress about 150 yards west of the stump (near 28662 Alicia Place). This area hadn't yet erupted through the pavement but there was definitely something pushing up – such as a stump or a large rock. Again, before an overlay, Hodgson suggested it be excavated and patched but that this was nothing that needed to be corrected right away.

The board asked if either issue was a snowplow hazard. Hodgson said no – and that the plow had probably been shaving off the stump a bit over the past few years.

Overall, Hodgson recommended that the stump at 28606 Alicia Place be removed within the next summer or two; the smaller push up area could be removed at the same time or wait until the overlay project on Alicia is done.

The board suggested that perhaps work could be done when Underwood Road west is done this year, to save on mobilization, or done next year when Sunny Beach Road work is done.

A motion was made by Supervisor Kelley to fix the stump push up area(s) on Alicia Place next year (2016), in conjunction with Sunny Beach Road improvements to save on mobilization costs. Upon a second by Supervisor Ives, motion passed by a unanimous vote.

o Follow-up regarding signage at Wendigo Park Circle/Wendigo Park Road/Alicia Place

As requested by the board in response to a resident's concern, Hodgson looked at the traffic control on Wendigo Park Circle/Wendigo Park Road/Alicia Place, specifically where they all come together at an offset four-way intersection. Wendigo Park Circle is not a township road – it's still private – so the township is not legally required to install signage on that road. However, Hodgson recommend stop sign as indicated in the drawing included with his memo to the board.

Advisory signs on Wendigo Park Road were also recommended by Hodgson, and he commented that he found value in a stop sign on Wendigo Park Circle to protect traffic on a township road.

The board agreed that the current situation is a safety hazard and they liked the idea of 2 new stop signs (one at each end of Wendigo Park Circle) with advisory signs underneath as noted by Hodgson.

A motion was made by Supervisor Ives to install road safety signs as discussed for the Wendigo Park Circle/Wendigo Park Road/Alicia Place area, including 2 stop signs – on the north and south ends Wendigo Park Circle where they join Wendigo Park Road - and the advisory signs of 'traffic does not stop' as proposed by Glen Hodgson; the maintenance crew would install the signs. Upon a second by Supervisor Kelley, motion passed by a unanimous vote.

• Other road issues/concerns/comments:

o Grading contract from Schwartz & Sons

A grading road contract was received from Schwartz, and Supervisor Rosato noted that it contained the same rates as in Schwartz's proposal, previously reviewed and approved by the board: \$145.00 per hour for grading and \$150/hour for mobilization.

A motion to approve and sign the road grading contract from Schwartz was made by Supervisor Ives, confirming the rates of \$145/hour for grading and \$150/hour for mobilization. Upon a second by Supervisor Kelley, motion carried by a unanimous vote.

Clerk Smith agreed to request a certificate of insurance from Schwartz when the contract was mailed back to them.

o Sunny Beach Road complaint of water in ditch

A resident of Sunny Beach Road asked Supervisor Ives if there was anything he could do about standing water in a ditch near his residence; he was a new home owner. The board felt that the purpose of a ditch was to collect water, but Hodgson agreed to take a look at it.

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○ Sunny Beach Road – pot holes

Complaints were received regarding two pot holes on Sunny Beach Road near Oak Island Estates. Hodgson agreed they are really bad and something needed to be done. Rosato agreed to check with the maintenance crew to ask what ideas they had on what *they* could do. If needed, a patch may be needed and then Hodgson would work with the crew.

○ Contract from Dust B Gone

A contract was received from Larry D. Hansen dba Dust “B” Gone, to place magnesium chloride dust guard on Wagon Wheel, Hauser, Carol Street, Bay View, River Ridge, River View, and Bear Creek roads, all of which had all been dust-guarded the past several years. The total miles would be apx 3.39 miles at \$3,381/mile. Total estimate by Rosato for 2015 dust guarding was apx \$11,461, which is \$1,500 over budget. However, Hansen had explained to Rosato that the cost of material had went up as well as transportation costs.

A motion by Supervisor Kortekaas was made to approve the contract with Dust “B” Gone as proposed for a cost of \$3,381/mile for roads as noted above. Motion was seconded by Supervisor Kelley and passed by a unanimous vote.

○ Woodbine Road - turn around

The maintenance crew submitted pictures Woodbine’s turn around area at the end of the road, and the ruts left by a delivery truck when it got stuck. However, this area is outside of the township’s maintenance jurisdiction, yet the residents have requested that the township fix the damage.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to have the township maintenance crew fix up the ruts of the turnaround area of Woodbine Road. Discussion: To technically improve the turnaround, an easement would be needed. Motion was passed by a unanimous vote.

○ Culvert on Southwood Road

The maintenance crew found that there was a culvert on Southwood Road that is across a driveway and worn out on top – with jagged edges. The noted it was a safety hazard. The crew suggested that they could remove the culvert and fill in the area with class 1, as this ditch in this area didn’t need a culvert.

The name and address for the resident was found, but a phone number could not be located. Supervisor Rosato would like to stop by and talk to the residents to explain that the township would remove the culvert and fill in the area at no cost to them. He’d then follow up with a letter from the board, if needed.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Ives, to allow the maintenance crew to do the work once the residents have been notified. Motion carried by a unanimous vote.

○ Crack sealing – summer 2015

Hodgson talked with the crack sealing contractor who is working with cities of Grand Rapids and LaPrairie. He would like to coordinate the crack sealing project on Harris Township roads and talk about the project at the May 27th P&D meeting. Hodgson will get prices and make a recommendation to the board of which roads to crack fill. The board agreed to have Hodgson do this.

○ Sunny Beach Road – preconstruction study results by SEH

The town board hired SEH to do a preliminary work study on Sunny Beach Road and Islevew/Birch Street, and the results, per Hodgson, should be final soon. He would like to bring the SEH staff to a board meeting or work session, to present the results of that study including costs, drainage issues, and recommendations on the swampy area near Sutherlands and Wood Tick landing (on Sunny Beach Road) as well as which areas they recommended should be reclaimed vs. overlaid.

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A presentation at a work session was preferred per by the board. And, while a neighborhood meeting will be held at some point, this particular session would just be a presentation to the board by SEH – yet open to the public.

A date/time was discussed to hear the results of the SEH preliminary work study on Sunny Beach Road and Isleview/Birch Street. It was decided that this work session would be held: Wednesday, June 3rd at 7:00pm at the Harris Town Hall. The clerk will post accordingly.

7. Recreation

- Request by Itasca Little League to reserve both park's ball fields (see email from Connie Sutherland)

Itasca Little League sent Clerk Smith an email, asking to reserve both Crystal and Wendigo parks ball fields Monday – Thursday, from 5pm to 8pm for practices. Last year, they'd requested just Crystal Park field, which was approved by the board.

A motion was made by Supervisor Ives to allow Itasca Little League to reserve Crystal and Wendigo ball fields Monday-Thursdays from 5pm-8pm, from May – mid July. The motion was seconded by Supervisor Kortekaas. Discussion: Ball fields generally are open to public, so should they be allowed to be reserved? Board felt by allowing them to reserve the fields, it was the township's way of supporting Itasca Little League in lieu of a monetary donation. The maintenance crew plans to drag the fields once a week. Upon a vote, the motion passed by a unanimous vote.

- Mishawaka landing

There was some damage to a truck at Mishawaka landing, which resulted when a truck was partially underwater on the *north* side of the dock. The board discussed if the dock at Mishawaka public access was a one-sided or two-sided dock landing. The ramp is only on one side per Rosato. However, the board wondered if it could become a double-sided dock to load. Supervisor Ives agreed to check with the DNR to ask about planking both sides of the dock. The maintenance Crew will review the area as well.

8. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - MN Power invite for open house for Great Northern Transmission Line (Tues 5/12 – Timberlake Lodge)
 - Email of thanks from Kelly Whitted, Assessor for Harris Township regarding LBAE held 4/23/15
 - Collaborative Opportunities meeting minutes from April 15, 2015
 - MN Dept of Health report of results of water testing at Harris Town Hall: samples were in compliance with safe drinking water rules

9. Old Business

- Discuss potential dates for an ATV Trail Open House in June 2015 (see email from Megan Christianson)

The Grand Rapids Motorized Trails Taskforce had met with Harris and Wildwood townships and received good feedback. Now they'd like to host an open house at Harris Town Hall in June for the public. Supervisor Ives clarified that the group would like to use the town hall, but did not need the board to attend the open house. As a result, the board agreed that Megan Christianson should contact the town hall caretaker to set up a meeting date and time that works best for their group. And if any of the board members were available, they could attend if desired.

The board also approved that the rental fee be waived for this ATV trail open house, as it benefits the township. Clerk Smith will relay this agreement to the town hall caretaker.

- Aquatic invasive species

In follow up to a question asked by the board, Supervisor Rosato talked with University of MN Extension and found that our maintenance crew does *not* need to be certified with regards to aquatic invasive species to install the township's docks. The information they saw from a presentation at an Itasca County Township

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Association meeting applied to business owners – and so does not apply to our maintenance crew. In addition, Itasca County has not yet listed Pokegama Lake as a concern lake.

- Tax forfeit property

Supervisor Ives spoke with the Itasca County Land Department in follow up to a letter received by the board regarding tax forfeited property in the township that would be sold if not taken over by the township. There were two properties that Ives thought may be of interest to the township. One was a property that abuts Wendigo Park, on Old Hidden Point Trail. The other was off Gary Drive. As a result of his inquiry, the properties came off the sale list for a year, and allows the board to look into more. Ives gave a packet of information to the clerk and asked that she copy and disseminate to the board. No prices were known yet per Ives. And, they have a year before the county goes through process again.

- Cemetery Policy - Granite Footings

Clerk Smith was asked about the current restriction of the township's cemetery policy that states "Granite footings are not allowed". There was someone who was looking to order a 'crematorium' type headstone, where urns are housed on the ends, but the monument company out of Virginia strongly recommended granite footings. Supervisor Rosato noted he'd talked to the maintenance crew about this and found that with the new ground thawing method, which uses a blanket rather than a hood, they have had good success taking out footings without any breakage. The crew did suggest that anyone putting in a granite footing ask about a warranty to replace if breakage did occur.

Supervisor Rosato noted there were two options: Allow granite footings, or consider doing a 'variance' to the current policy for anyone requesting a granite footing.

A motion was made by Supervisor Kortekaas to amend the Harris Cemetery Policy to allow granite footings by omitting the current line of the policy stating they are not allowed. The motion was seconded by Supervisor Ives and passed by a unanimous vote.

10. New Business

- Discuss a Memorial Day celebration at Harris Cemetery on 5/25/15, and who can attend

Clerk Smith will *not* be attending this year, but agreed to get things together and bring them to the Service Center. Supervisor Rosato also is unable to attend, but Supervisors Kelley, Kortekaas, and Ives should be there – and possibly Treasurer Adams. Smith will post a quorum notice accordingly.

- Discuss if summer maintenance interns are desired for 2015, and a hiring process/company if applicable

The maintenance crew had voiced that they would like at least one summer intern who has experience with mowers and is going to school for a trade. Supervisor Ives suggested hiring someone who's going to college and lives in Harris Township (someone local). Advertising could be put on the website, but they would go to Express Pros for the actual hiring.

Clerk Smith agreed to work with Supervisor Rosato on the intern job description and requirements to give to Express Professional and then request a contract. Rosato and Treasurer Adams agreed to interview any potential candidates before a job is offered by Express Professionals.

A motion was made by Supervisor Ives to hire one (1) seasonal intern for 2015 summer maintenance through Express Professionals. The motion was seconded by Supervisor Kelley and motion carried by a unanimous vote.

- Northwest Gas Joint Powers Board meeting – Monday May 11th

Chairman Rosato reported that the Northwest Gas Joint Powers Board met for the first time on Monday, May 11th, 2015 Overall, the joint powers board voted to allow commercial accounts, and authorized a monthly charge of \$15/mo with a base energy charge of 96 cents per therm. The Residential rates stayed the same at \$8/mo plus \$1.01 per therm.

- Updated cell phones for Maintenance Crew:

Treasurer and HR representative Adams reported that during the maintenance employee evaluations, the crew requested updated cell phones. They currently have iPhone 4s. Verizon contacted Adams and the contract is up for renewal, with iPhone 5S's available for \$100 each or iPhone 6's for \$200 each. The crew said

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they'd prefer the 5S due to 'thickness'. Adams requested the board's approval to get the guys updated cell phones.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley to get the crew new iPhone 5Ss as requested. Discussion: Supervisor Ives asked why the township is using Verizon and not AT&T, since coverage in the township is much better with AT&T. The board thought that back when cell phones were first purchased for the maintenance crew, that AT&T was not in the area yet. Adams agreed to look into government contracts with AT&T. Upon roll call, motion passed by a unanimous vote.

11. Treasurer's Report – dated May 13, 2015 (of April 2015 financials)

Treasurer Adams apologized that the financial report of April financials was not yet completed. She agreed to bring it to the May P&D meeting.

12. Approve payment of bills for May, 2015

Upon review of the bill list, Supervisor Ives asked about the higher checks to the maintenance crew this month; he asked if it was because there were 5 weeks in April. Treasurer Adams confirmed that was the reason for the higher check amounts.

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to pay the bills as per the attached adjusted document titled "May 2015 Bill Listing to Board" for \$33,939.36. Upon roll call, motion passed by a unanimous vote.

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

- None

14. Adjourn

With no other business to become before the board, a motion was made at 9:23pm by Supervisor Kelley to adjourn tonight's meeting; upon a second by Supervisor Kortekaas, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

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May 2015 Bill Listing to Board

		Description	Amount
			€ J8
Gary Rosato	Mtgs, wages, labor, less withholding		651.32
Dennis Kortekaas	Mtgs, wages, labor, less withholding		-
Burl Ives	Mtgs, wages, labor, less withholding		571.97
Jim Kelley	Mtgs, wages, labor, less withholding		1,550.40
Michele Smith	Mtgs, wages, labor, less withholding		785.49
Becky Adams	Mtgs, wages, labor, less withholding		797.54
Bonnie Key	Cleaning labor, showing, less withholding		2910.28
Dan Key	Labor less withholdings		3210.79
Derrick Marttila	Labor less withholdings		1667.94
PERA	ONLINE pmt:: Payroll withholding		480.00
Advantage Systems	security systems - town hall garage and cemetery		3,316.86
Blue Cross Blue Shield	May - Aug insurance premiums		3,837.50
Braun Intertec	sunny beach Rd and isleview Rd - geotechnical evaluation and coring		278.86
Century Link	ONLINE pmt:: April phone service		5985.98
City of Grand Rapids	PEG and Franchise Fees - 1st QTR 2015		22.46
Cole Hardware	rubber cement, light bulbs, patch kit		458.93
Davis Oil	April invoices - fuel		849.67
Ferrellgas	April invoices - propane		217.83
Grand Rapids Public Utilities	Utilities; lights and town hall		68.88
Hawkinson Sand and Gravel	topsoil		150.61
Herald Review	Board meeting notice		467.96
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery		101.54
MediaCom	PHONE PAY:: April phone and internet service - town hall		190.01
Minute Man Press	copies for meetings		285.00
Northland Portables	portables for wendigo, crystal, cemetery		75.00
PC Refresh	cleanup laptop and check network connections		27.25
Range Water	cooler rental april		1,325.00
S E H	Engineering Services - misc. services		115.68
Stokes	registration bushing right and labor 1.5hrs		158.32
Verizon	cell phone bills - April		17.20
Waste Management	3 yd rel on call		340.00
Commissioner of Revenue	Payroll withholding :: electronic payment		2,417.11
EFTPS	Payroll withholding :: electronic payment		
Total			\$ 33,939.36

Approval to pay :: May 13, 2015, Checks numbered 16749 through 167

Jim Kelley

Dennis Kortekaas

Burl Ives

Gary Rosato

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The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, May 27, 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, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none. (Supervisor A seat still vacant.)*

Also in attendance: Glen Hodgson – Road Engineer from SEH, and residents Dan Butterfield, Judy Myers (and her brother), Marge Kelley, Ken Haubrich and his wife Diane.

1. Pledge to the flag and mission statement read.

2. Appoint candidate to fill vacancy of Harris Town Board Supervisor – Seat A

Chairman Rosato explained that a work session was held at 6pm tonight, May 27th, 2015, to interview candidates for the Supervisor seat A vacancy that occurred when Supervisor Larry key resigned, effective 3/15/15. The term of office for the newly appointed supervisor will begin upon taking the oath of office (within 10 days of appointment), and serve until the next township election in March 2016.

There were two people who applied for the Town Supervisor seat A position: Ken Haubrich and Jason Engeldinger. Haubrich was at the work session for the interview but Engeldinger was not able to attend due to being out of town. However, both candidates had submitted answers to interview questions in writing, for board consideration.

Chairman Rosato noted that when a vacancy in the position of supervisor occurs, the remaining town board members and the town clerk combine as the “appointment committee” with each having an equal voice in the decision. This is the only time a clerk votes at a board meeting.

Chairman Rosato then asked for voice votes in favor of Ken Haubrich for Supervisor A. Those in favor were Supervisors Kortekaas, Kelley, and Ives, Clerk Smith, and Chairman Rosato. Those opposed: None.

Votes in favor of Jason Engeldinger for Supervisor A were then asked for by Rosato; there were none.

A motion to appoint Ken Haubrich to fill the vacant Harris Town Supervisor A seat for approximately 10 months, until the next township election, was made by Supervisor Kortekaas and seconded by Supervisor Kelley. The motion passed by a unanimous vote.

Clerk Smith presented Haubrich with a certificate of appointment, in accordance with Minn. Stat. § 367.25, subd. 1. This certificate contained essentially the same information as a certificate of election. Haubrich was then given the Oath of Office, which he then filed with the clerk. As a result, Haubrich assumed the office of Supervisor A tonight, and assumed all of the authority and obligations of the position.

3. Business from the Floor

None

4. Consent Agenda

- Consider approval of cemetery sites purchased by William & Donna Wilson, Sec 2, Block 44, Lot 1, Sites 1 & 2
- Consider approval of cemetery sites purchased by Mary Lou Smith, Sec 3, Block 3, Lot 2, Site 4
- Revised “Attachment A” for Itasca County Snowplowing Contract – all roads now have numbers (*copy in pkt*)

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

5. Roads

- Glen Hodgson – SEH Road Engineer:
 - Discuss 2015 crack sealing project (see memo from Hodgson);
 - *See also letter from the Mishawaka Shores Homeowners Association requesting crack sealing of Mishawaka Shores Trail*

Hodgson recommended 5 roads for rubberized crack sealant: **LaPlant boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road (east) and Mishawaka Road.**

Mishawaka Shores Trail was not part of the five roads recommended for the rubber sealant type of crack fill, as most of the deep and wide cracks are beyond repair by this type of crack sealant. *However*, Hodgson explained there is a different crack fill product called Nuvo Gap, which is meant to repair wider, deeper cracks like that on Mishawaka Shores Trail. The process includes grinding out the cracks, and then filling them in with 2 layers of a product more like an asphalt/pavement mix - not a rubberized product. It was used by city of Grand Rapids last year and they were very satisfied with the results. Mishawaka Shores Trail was a good candidate to try this type of crack fill per Hodgson.

Hodgson went on to explain that the Nuvo Gap product would be a way to improve the rideability of Mishawaka Shores Trail until more extensive road improvement work could be done. The board was reminded that this road is on the draft 5 year road plan, as it needs more than crack filling in the next five years.

Supervisor Ives asked if Nuvo Gap should also be used on **Alisha Place** to fill some of larger cracks on the road. Per Hodgson, if sealant is used on a road, he recommends waiting several years before overlaying it as it won't stick as well to the sealant. Alicia Place is on the 5 year plan in the overlay category, but if the board ends up pushing back the road overlay for 5-6 years, he would recommend crack filling Alicia Place next year.

Also discussed regarding Nuvo Gap:

- The cost of Nuvo Gap was thought to be more expensive than rubberized sealant
- The life of Nuvo gap was claimed to be 5-10 years
- No other road besides Mishawaka Shores Trail was recommended for Nuvo Gap at this time, as it's just going to be used on a trial basis.
- Hodgson agreed to ask if Nuvo Gap could be used to go over old cracks.
- The same contractor does both types of crack fill – with both the rubberized sealant and Nuvo Gap.

A motion was then made by Supervisor Kelley to have Hodgson get a cost proposal for rubberized crack sealing on LaPlant boat landing, Winston-Taylor Road, Wesleyan Drive, Underwood Road (east) and Mishawaka Road plus a cost estimate for use of Nuvo Gap on Mishawaka Shores Trail. Upon a second by Supervisor Haubrich, motion passed by a unanimous vote. Hodgson agreed to bring the information back to the board at the June 10th Regular meeting.

- Update on wetland permit application for ditch and shoulder improvements to Underwood Road-west

Glen Hodgson explained that Itasca County Soil & Water has moved along to the next step with regards to the wetland permit application for the ditch and shoulder improvements on Underwood Road-west. The application is scheduled for review on July 7th by the SWCD board. Hodgson did not anticipate a problem as the impact to wetlands is so small. He is comfortable moving forward with the project and will bring information to the June 10th Regular meeting to submit bids, and award on July 8th.

- Pot holes on Sunny Beach Road

There was some confusion on the pot hole repairs on Sunny Beach Road near Oak Island Estates, and if the maintenance crew was going to look at them or if Glen Hodgson was to look at them. Hodgson agreed to meet with the maintenance crew to decide together what can be done.

- Other road issues/concerns
 - Isleview Road ditching was finished Friday per Hodgson, and it looks good. He added that the back slope was just seeded 3 days ago, so it hasn't had time to grow yet.
 - Fieldcrest ditching on west side – has never been talked about in detail, but rather just informal discussions. There is a lot of water that runs off the field in the spring when the snow melts from the ditches. Hodgson agreed that this could be an issue if Fieldcrest is improved.
 - Road Work Session next Wednesday, June 3rd – SEH will give a short presentation of their findings of engineering review of Sunny Beach Road, Isleview Road, Birch Street, Romans Road and Pine Street. The work session will begin at 7pm.

6. Recreation

- None

7. Town Hall Report dated 5-11-15

Maintenance items noted on the bottom of the town hall report were reviewed by the board and noted; Rosato will work with maintenance crew on these items.

There was also a note from a renter that was shared by the Town Hall Caretaker, regarding an electrical plug that needed to be fixed and a breaker for the Bunn coffee maker. Rosato added these items to the list for the maintenance crew.

There were 17 rentals, and \$425.00 was collected.

8. Maintenance Report

Memorial Day service: Many people commented on how nice the cemetery looked. Supervisor Ives asked that the comments and thanks be passed on to the maintenance crew.

Town Hall flooring was noted in the maintenance report; Rosato noted he still needed to touch base with the caretaker on the floor issues.

9. Old Business

- Consider setting the Annual Road Meeting date, and decide on a road review process.

After some discussion with Glen Hodgson, the board agreed the 2015 road projects have already been decided, so there's no hurry to complete the road inspections. However, they will plan to do them before the snow flies, probably early fall. That way, they will have a better idea of road issues before budget meetings commence.

A motion was made by Supervisor Kelley to table this until the August P&D meeting. The motion was seconded by Supervisor Ives and passed by a unanimous vote.

- Consider options regarding the discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where four sites are unusable as they are in the River Road right-of-way (tabled from 4/22/15 P&D meeting)

A motion was made by Supervisor Kortekaas to table this again, as the Hafar family (including his wife) was not able to be in attendance tonight. Supervisor Rosato seconded the motion. Discussion: Rosato and Kortekaas agreed to meet out at the cemetery with the maintenance crew to discuss options – including possibly moving the fence, which would make all sites useable. Supervisor Ives suggested tabling it until the June 24th P&D meeting, and the rest of the board agreed. The motion passed by a unanimous vote – to table this item until 6/24.

- Treasurer's May Report – of April 2015 financials (tabled from 5/13/15 Regular meeting)

Treasurer Adams recapped the treasurer's report of April financial activity, which was not yet ready at the time of the May 13th Regular meeting:

- April 1, 2015 balance on hand: \$1,137,958.75
- Total receipts: \$ 1,723.84

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- Total disbursements: \$ (19,103.46)
- April 30, 2015 ending balance: \$1,120,579.13

Adams commented that the Building & Grounds fund still showed a negative balance of (\$31,762.27) as money had not yet been transferred out the capital improvement fund into the Building & Grounds Fund as previously agreed to by the Board. She wanted to wait until after the 2014 audit was completed, which should be very soon.

Supervisor Kelley made a motion, seconded by Supervisor Haubrich, to approve the Treasurer report dated May 27, 2015 of April financials. Motion passed by a unanimous vote.

- Consider approval of Express Employment Professionals 2015 contract for a summer maintenance intern
After reviewing the contract, noting that the rate paid by the township to Express was \$0.33/hour higher than 2014, a motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Express Employment 2015 contract for hiring a summer maintenance intern. The rate paid to the intern would be \$11/hour as per the township’s employee compensation policy, and the rate paid to Express would be \$16.28/hour. Motion passed by a unanimous vote.

The township’s HR representatives, Chairman Rosato and Treasurer Adams, hoped to interview the candidates next week and advise Express which one they’d like hired.

- Discuss interest (if any) in the tax forfeited parcels in Harris Township: 19-013-1109, 19-420-0010, 19-535-0226; (see packet of additional information and maps)

Supervisor Ives brought information for the board’s review, after having a conversation with the real estate department of Itasca County. There were three tax forfeited parcels in Harris Township:

1. #19-013-1109 is a parcel off Wendigo Road, and has a house on it. Ives did not think the township would have an interest in this property.
2. #19-535-0226 is a small piece of land near Gary Drive. One of the landowners that abuts up to it is interested in it, and has also talked to county. Ives did not think the township would have an interest in this property.
3. #19-420-0110 is near Hale Lake, off of Hidden Point Trail, and abuts up to the township’s Wendigo Park. This property Ives felt the township *might have* an interest in, as they own property on 2 sides of it. However, the cost of the tax forfeited parcel was not yet known; the county will come to the township with a number for board consideration. One concern is that Hidden Point Trail is not a township road, so they’d need an easement to access the property from that road.

The board thanked Ives for bringing this information to the board.

10. New Business

- Tour of township properties
Supervisor Ives asked if Chairman Rosato would take new Supervisor Haubrich on a tour of all the township properties and buildings, and introduce him to the maintenance crew. Rosato agreed to do that.

11. Public Input

- None

12. Adjourn

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With no other business to come before the board, a motion was made Supervisor Ives to adjourn tonight’s meeting. Upon a second by Kortekaas, the meeting was adjourned at 8:19pm.

Respectfully submitted,

Michele Smith – Harris Township Clerk

A work session of the Harris Town Board was held on Wednesday, June 3, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 7:00pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

In attendance were Supervisors Rosato, Kelley, Haubrich and Ives, as well as Clerk Smith. *Absent: Supervisor Kortekaas and Treasurer Adams*

Also in attendance were SEH staff, Glen Hodgson, Sara Christenson, and Matt Wayworth. Residents in attendance were Rob Bahr, Judy Myers, and Barney Bignall.

The purpose of this meeting, as posted, was:

- **Hear a presentation by S.E.H. staff regarding their results of a preliminary work study on Sunny Beach Road, Isleview, Birch Street, Romans Road, and Pine Street. Information will include, but is not limited to, road improvement costs and type (reclaimed vs. overlaid), and drainage issues/possible solutions.**

1. **Pledge to the flag**, followed by the reading of the Harris Township mission statement

2. **SEH Presentation of Preliminary Engineering Report** (*thick bound copies of the report – including maps, photos, and spreadsheets - were given to board; a copy will be kept in the road file at the town hall.*)

As authorized by the board, SEH did preliminary road studies to help plan for future major road repairs – particularly on Sunny Beach Road and Isleview/Birch Street. The presentation of the findings was led by Matt Wayworth from SEH. He had a large map of each of area he discussed, which was also referenced by exhibit number, found in the bound copies of the engineering report.

Some of the key notes from the presentation are as follows:

Sunny Beach Road - See Exhibit 1A

- ***Pavement corrections:*** See red and yellow lines
 1. **Harris to Adair Road section – Red line:** This section of the road was not that bad. An overlay and crack repair are being recommended
 2. **Adair Road to Wendigo Road – Yellow line:** This section of the road is falling apart in many areas, which is a sign that the base and road pavement are not holding up to current traffic. Reclaiming the road is being recommended.
 - **Romans Road was included with the Adair to Wendigo Road section** as it's on the draft 5 year road plan, and is just off Sunny Beach Road. So if the board was going to repair it, it SEH felt it would make sense to do it at the same time as this section of Sunny Beach Road in order to save on mobilization
- ***Subgrade corrections:*** See yellow circles on exhibit 1A (3 areas)
 1. **Area 1** – low area near Sutherlands: Borings found that this area was made up of silty sands over peat – which is down apx 16' in places – with the road on top. As a result, the road moves and shifts over time. SEH recommended subcutting 48" in this area with fabric below, then with a layer of sand, followed by class 5. It would then be paved over top with rest of road.

Research found that this area's elevation was lower than highest level of lake, so it was likely underwater at some point. SEH looked at raising the road, but felt that additional fill would put additional weight on the peat – which could cause the road to sink. Yet, with the amount of peat/sand in this area– down a depth of 16 ft – it's too much to excavate it all out. Thus, raising the road in this area was not recommended.

- Note: The board commented that this area floods every year – and that the lake backs up into that area and over the road.

2. Area 2 - Wood Tick public access area: Borings found that this area had silty sand, and peat 8 ft down - through the landing, to the east side. Due to the soils and peat, SEH recommended a subcut be done. The steel culvert would be replaced with a concrete cross culvert. The DNR did not have an issue as long as the culvert was the same size, if not bigger, to prevent beaver damming it up. The current culvert size is 48".

Research found that the highest recorded lake level was in 1946 – but that the road in the Woodtick area was higher than that and thus has never been under water.

3. Area 3 – Near Hale Lake: Borings found there was silty sand in this area but no peat. An 18" subcut in that area would help the effects of the freeze/thaw cycle.
- **Drainage concerns** (blue circles on Exhibit 1A):
 - Corner - SEH recommends replacing the culverts
 - Bottom of the hill - No change was recommended as the water holding on north side was not a problem.
 - **Cost Estimate for Sunny Beach Road Project** (see Appendix B)
 - **\$2.35 million dollars** for all work proposed by SEH on entire length of Sunny Beach Road (from Harris Town Road to Wendigo Park Road). Noted it also includes Romans Road and engineering costs.

Isleview Drive / Birch Street / Pine Street (Exhibit 2A)

- **Pavement correction:**

Roads are in poor shape with severe alligator cracks; SEH recommended a reclaim – not an overlay.

- **Subgrade corrections**

Two areas were recommended for subgrade correction (see white circles on Exhibit 2A); these are low spots that are filled with silty sand, and susceptible to frost. SEH recommended a subcut 24" in the first area, and 18" in the second area. Both areas have cross culverts but they are in poor condition so should be replaced. No other areas that had subgrade issues. There were no other drainage issues.

Isleview and Birch were thought to be built in the mid 1970s, and not overlaid since, that SEH could find.

- **Cost Estimate for Isleview/Birch/Pine**

Total cost with Pine Street: \$561,000

Comments by the board on Sunny Beach Road:

- Board explained they had always divided Sunny Beach into 3 sections rather than 2, with the middle section being from Adair Road to Wendigo Park Road. This middle section, the board continued, is the worst section due to high traffic. *SEH agreed to break down the cost estimate for Sunny Beach Road into 3 sections, as if each section was their own projects.*

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- SEH will relook at area on Sunny Beach Road near Sutherlands, per board's request and concern with their initial findings.
- Ives shared with SEH information on additional areas of concern on Sunny Beach Road that he had observed from being a resident of that road.
- The Board had the same concern about opening up low areas for subcuts on Sunny Beach Road, as they had with Underwood Road-west.
- Romans Road and Pine Street – Could these roads be overlaid rather than reclaimed? Yes – per Hodgson, but it would reduce the life of roads.
- Timing of a 2016 road project was discussed. SEH agreed it could be done early next year, with a June pavement date

3. Adjourn

A motion to adjourn was made by Supervisor Kelley at 7:57pm. Upon a second by Supervisor Haubrich, the work session adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

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MEMORANDUM

TO: Harris Township Board
FROM: Glen D. Hodgson, PE 
DATE: June 5, 2015
RE: Road Items for June 10, 2015 Meeting
SEH No. HARRT 132049 14.00

Sunny Beach Road Pavement Patching Quotes

On June 4 I met with the maintenance crew on Sunny Beach Road. We looked at what I consider to be the worst section of pavement on Sunny Beach. Generally, that is between Anchor Road (private) and Kathryn Avenue (private.) We marked pavement patch and overlay work that we thought were appropriate.

Later that same day I met with Hawkinson Construction on site. We again looked at the work that was marked out. Hawkinson will provide a quotation to me to do this work. They indicated that I would have the quote prior to the Board meeting.

I request that the Board consider the quotation for this work after it is presented at the meeting.

I should note that it was very difficult to decide where to stop the patching work. There are many areas of pavement distress on Sunny Beach Road. My overall strategy was not to fix everything. Rather, my overall strategy was to address the "worst of the worst" distressed areas to get us through this summer with the idea that reconstruction will occur next summer.

The work that I recommend is outlined with pink paint on the pavement if the Board wants to look at my recommendations in more detail. I have also asked Hawkinson to structure their quote in a way that we could easily add more work if desired.

Birch Street Pavement Patching Quotes

I also met with Hawkinson on the cul-de-sac at the very end of Birch Street. I asked them for a quote to construct a small overlay patch over the worst area of the cul-de-sac. That quote should also be available prior to the Board meeting.

I request that the Board consider the quotation for this work after it is presented at the meeting.

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MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: June 5, 2015

RE: Underwood Road (west) Updates and Next Actions
SEH No. HARRT 132388 14.00

Update on Wetlands Permitting—Corps of Engineers

The Clerk has received the Corps' wetlands permit for the ditch work that we plan to do on Underwood Road west of Wendigo Park Road. There is a form (a "jurisdictional determination") that needs to be approved, signed, and returned. I do not have a copy of the JD, but Michele will have a copy at the Board meeting if anyone wants to review it. **I request that the Board approve the jurisdictional determination (JD) from the Corps and authorize the Chairman to sign that form.**

Update on Wetlands Permitting—Itasca County Soil and Water Conservation District

I have been communicating with SWCD personnel on the local government review of our wetlands permit application. The SWCD Board will consider the application at their July 6 meeting. I am cautiously optimistic that the application will also receive local approval. **No Board action is required at this time.**

Next Action—Advertisement for Bids

SEH is putting the "finishing touches" on the plans and specifications for the project. Those plans and specifications will be done before the June 10 Board meeting. The next step is to advertise for bids for the work. We recommend advertising in the Herald-Review on June 14 and June 21. Bid opening can be scheduled for July 6 with bids being presented to the Board on July 8. This should allow an August/September construction timetable. **I request that the Board authorize SEH to place the advertisement for bids in the Herald-Review on June 14 and 21.**

Next Action—Resident Notification

SEH will send a notice out to all the property parcel owners along Underwood (west) notifying them that the project is proceeding. We will add a few details about schedule and general scope of work. We will probably do this around the time the first bid advertisement appears in the paper. **No Board action is required at this time.**

P:\FJH\HARRT\132388\1-gen\14-corr\061015 Memo to Board_Advertise for Bids.docx



DEPARTMENT OF THE ARMY
ST. PAUL DISTRICT, CORPS OF ENGINEERS
180 FIFTH STREET EAST, SUITE 700
ST. PAUL MN 55101-1678

REPLY TO
ATTENTION OF

May 28, 2015

Operations
Regulatory (2015-00172-WAB)

Ms. Michelle Smith
Clerk - Harris Township
21988 Airport Road
Grand Rapids, Minnesota 55744

Dear Ms. Smith:

We have reviewed information about a permit application for the reconstruction of a segment of Underwood Road. The project involves excavation and placement of fill material in 0.16 acres of wet meadow (Type 2) wetlands to reconstruct the north roadside ditch. The proposed work includes widening the road shoulder by two feet and reconstructing the north ditch to its original dimensions. The authorized work is illustrated on the attached drawings, 2015-00172-WAB, page 1 of 4 through page 4 of 4, hereby incorporated as part of this authorization. The project site is in the S $\frac{1}{2}$, S $\frac{1}{2}$, of Section 11, T54N, R25W, Itasca County, Minnesota.

Department of the Army Regional General Permit-003-MN (RGP-003-MN) provides authorization under section 404 of the Clean Water Act for certain categories of activities involving the discharge of dredged or fill material into waters of the U.S. or activities conducted in/over/under waters covered by Section 10 of the Rivers and Harbors Act. We have determined that the described work is authorized by RGP-003-MN(L), provided the attached Standard Conditions are followed.

This determination covers only the project as described above. If the design, location, or purpose of the project is changed, our office should be contacted to make sure the work would not result in a violation of Federal law.

If your project will require off-site fill material that is **not** obtained from a licensed commercial facility, you must notify us at least five working days before start of work. A cultural resources survey may be required if a licensed commercial facility is not used.

This General Permit is valid until January 31, 2017, unless modified, reissued, or revoked. The time limit for completing the work described above ends on that day. It is the permittee's responsibility to remain informed of changes to the General Permit program. If this authorized work is not undertaken within the above time period, or the project specifications have changed, our office must be contacted to determine the need for further approval or re-verification.

It is the permittee's responsibility to ensure that the work complies with the terms of this letter and any enclosures, AND THAT ALL REQUIRED STATE AND LOCAL PERMITS AND APPROVALS ARE OBTAINED BEFORE WORK PROCEEDS.

A A preliminary jurisdictional determination (JD) has been prepared for the site of your project. The preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps representative identified in the final paragraph of this letter. You also may provide new information for further consideration by the Corps to reevaluate the JD. If this JD is acceptable, please sign and date both copies of the Preliminary Jurisdictional Determination Form and return one copy to the address below within 15 days from the date of this letter. = 6/12/15

U.S. Army Corps of Engineers
Bemidji Field Office
4111 Technology Drive, Suite 295
Bemidji, Minnesota 56601
Attn: Bill Baer

If you have any questions, contact Bill Baer in our Bemidji office at (651) 290-5338 or William.A.Baer@usace.army.mil. In any correspondence or inquiries, please refer to the Regulatory number shown above.

Sincerely,

William Baer

for

Tamara E. Cameron
Chief, Regulatory Branch

Enclosure

C.f. Matt Johnson, Itasca SWCD
Todd Armbruster, SEH Inc.



The following description of linear transportation crossings authorized under Regional General Permit-003-Minnesota (RGP-003-MN) is excerpted from RGP-003-MN. Read RGP-003-MN in its entirety at <http://www.mvp.usace.army.mil/regulatory/>. All projects authorized under RGP-003-MN must also follow the Standard Conditions of RGP-003-MN and any terms specified in the RGP-003-MN verification letter.

L. Linear transportation crossings. Discharges of dredged or fill material in waters of the U.S. or work in Section 10 waters required for the construction, expansion, modification, or improvement of linear transportation projects, providing the discharge into waters of the U.S., including jurisdictional wetlands does not exceed 1/2 acre or 500 linear feet of a stream in a single location. The width of the crossing must be limited to the minimum necessary for the actual crossing, and shall be culverted, bridged or otherwise designed to prevent the restriction of and withstand the expected high flows, prevent the restriction of low flows, and provide for the movement of organisms. This RGP category cannot be used to authorize nonlinear features that may be associated with transportation projects, such as maintenance buildings, parking lots or aircraft hangars.

Temporary structures, fills and work necessary to conduct the construction activity are authorized. Temporary impacts are not included in the 1/2 acre limitation. Temporary impacts must be kept to the minimum necessary to complete the work. Appropriate measures must be taken to maintain normal downstream flows and minimize flooding to the maximum extent practicable, when temporary structures/work/discharges including cofferdams, are necessary for construction activities, access fills or dewatering of construction sites. Temporary fills must consist of clean fill materials, and be placed in a manner that will not be eroded by expected high flows. Temporary fills

must be removed in their entirety and the affected areas returned to preconstruction contours and elevations. The areas affected by temporary fills must be re-vegetated with native, non-invasive plant species, as appropriate. (Section 10 RHA / Section 404 CWA)

Notification Requirements:

The project proponent must notify the District Engineer by submitting a PCN and receive written confirmation that the project is authorized by the RGP-003-MN, if any of the following criteria are met:

There is any discharge into a special aquatic site, including wetlands; or there is any discharge into a stream or river; or activities are conducted in waters covered by Section 10 of the Rivers and Harbors Act of 1899.

STANDARD CONDITIONS

All RGP-003-MN authorizations are subject to the following standard conditions, as applicable, in addition to any case-specific conditions imposed by the District Engineer. These conditions and any special conditions must be satisfied for any RGP authorization to be valid:

1. Mitigation/Sequencing.

Discharges of dredged or fill material into waters of the U.S. **must be minimized or avoided to the maximum extent practicable.**

When determining the least environmentally damaging practicable on-site alternative, impacts to all resources including jurisdictional waters, non-jurisdictional waters, and high quality uplands should be considered.

Mitigation in all its forms (avoiding, minimizing, or compensating) will be required to the extent necessary to ensure that the adverse effects to the aquatic environment are minimal. Compensatory mitigation requirements are determined on a case by case basis and may be required to reduce adverse effects of

a project, either temporary or permanent, to the minimal level.

The District Engineer will determine appropriate compensatory mitigation requirements in accordance with Federal guidelines and established District policy.

Generally, compensatory wetland mitigation shall be required for projects that impact more than:

400 square feet in a shoreland wetland protection zone,

2,000 square feet in a "less-than-50 percent" county,

5,000 square feet in a "50%-to-80%" county, and

10,000 square feet in a "greater than 80%" county.

as shown on the attached map labeled enclosure 5:

When the above project thresholds are exceeded, the compensatory mitigation requirement applies to the project's total wetland impacts, including the threshold amounts specified above. Use of Corps-approved mitigation banks and in-lieu fee procedures are generally acceptable methods of providing compensatory mitigation for small projects having compensatory mitigation requirements of 1/4 acre or less.

Compensatory mitigation shall be designed to replace the functions lost as result of the project. Where certain functions and services of waters of the U.S. are permanently adversely affected as a result of the authorized discharge, such as the conversion of a forested or scrub-shrub wetland to a herbaceous wetland in a permanently maintained utility right of way, or are temporarily affected, such as the temporary conversion of forested or scrub-shrub wetlands in a linear project corridor, compensatory mitigation may be required to reduce the adverse effects of the project to the minimal level.



impound water.

12. Spawning areas. Activities in spawning areas during spawning seasons must be avoided to the maximum extent practicable. Activities that result in the physical destruction (e.g., through excavation, fill, or downstream smothering by substantial turbidity) of an important spawning area are not authorized.

13. Equipment. Heavy equipment working in wetlands must be placed on mats, or other measures must be taken to minimize soil disturbance. Equipment should be clean and free of greases, oils, fuels, and sediments prior to working within aquatic habitats.

14. Tribal rights. No activity or its operation may impair reserved tribal rights, including, but not limited to, reserved water rights and treaty fishing and hunting rights.

15. Wild and Scenic Rivers. No activity may occur in a component of the National Wild and Scenic River System, or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status, unless the appropriate Federal agency with direct management responsibility for such river has determined that the proposed activity will not adversely affect the Wild and Scenic River designation or study status. Information on Wild and Scenic Rivers may be obtained from the appropriate Federal land management agency in the area (e.g., National Park Service, U.S. Forest Service, Bureau of Land Management, U.S. Fish and Wildlife Service.)

16. Water quality standards. All work or discharges to a watercourse resulting from permitted construction activities, particularly hydraulic dredging, must meet applicable Federal, State, and local water quality and effluent standards on a continuing basis.

17. Preventive measures. Measures must be adopted to prevent

potential pollutants from entering the watercourse. Construction materials and debris, including fuels, oil, and other liquid substances, shall not be stored in the construction area in a manner that would allow them to enter the watercourse as a result of spillage, natural runoff, or flooding. To the extent practicable and appropriate measures should be taken to control and minimize the spread of invasive species via equipment transfer.

18. Spill contingency plan. A contingency plan must be formulated that would be effective in the event of a spill. This requirement is particularly applicable in operations involving the handling of petroleum products. If a spill of any potential pollutant should occur, it is the responsibility of the permittee to remove such material, to minimize any contamination resulting from this spill, and to immediately notify the State Duty Officer at 1-800-422-0798 and the U.S. Coast Guard at 1-800-424-8802.

19. Disposal sites. If dredged or excavated material is placed on an upland disposal site (above the ordinary high-water mark), the site must be securely diked or contained by some other acceptable method that prevents the return of potentially polluting materials to the watercourse by surface runoff or by leaching. The containment area, whether bulkhead or upland disposal site, must be fully completed prior to the placement of any dredged material.

20. Water intakes/activities. No activity may occur in the proximity of a public water supply intake, except where the activity is for repair or improvement of the public water supply intake structures or adjacent bank stabilization.

21. Endangered Species. (a) No activity is authorized which is likely to adversely affect a threatened or endangered species as identified under the Federal Endangered Species Act (ESA), or which is likely adversely affect critical habitat of such species. (b) No activity is authorized which

may affect a listed species or critical habitat unless consultation under the ESA addressing the effects of the proposed activity has been completed. Non-federal permittees shall notify the District Engineer if any listed species or critical habitat might be affected or is in the vicinity of the project, and shall not begin work on the activity until notified by the District Engineer that the requirements of the ESA have been satisfied and that the activity is authorized. Federal project proponents should follow their own procedures for complying with the requirements of the ESA and provide documentation of compliance with those requirements. (c) No activity is authorized which is likely to jeopardize a proposed species or which is likely to adversely modify proposed critical habitat. (d) Authorization of an activity under RGP-003-MN does not authorize the take of a threatened or endangered species as defined under the ESA. In the absence of separate authorization (e.g., an ESA Section 10 Permit, a Biological Opinion with incidental take provisions, etc.) from the U.S. Fish and Wildlife Service (USFWS), both lethal and non-lethal takes of protected species are in violation of the ESA. General information on the location of threatened and endangered species and their critical habitat is provided in Attachment A and Enclosures 3-7. Information can also be obtained directly from the offices of the USFWS Twin Cities Field office (TCFO) at 612-725-3548. (e) If it becomes apparent that a federally listed endangered plant or animal species will be affected by work authorized by this permit, work must be stopped immediately and the St. Paul District Corps of Engineers must be contacted for further instruction.

22. Bald and Golden Eagle Protection Act and Migratory Bird Treaty Act. Notification to the Corps is required for projects within 0.5 miles (2640 feet) of an eagle nest. There are approximately 1300 bald eagle nests distributed among 64 of Minnesota's 87 counties. In Minnesota, bald eagles typically nest in old, large diameter trees within approximately 500 feet of a water

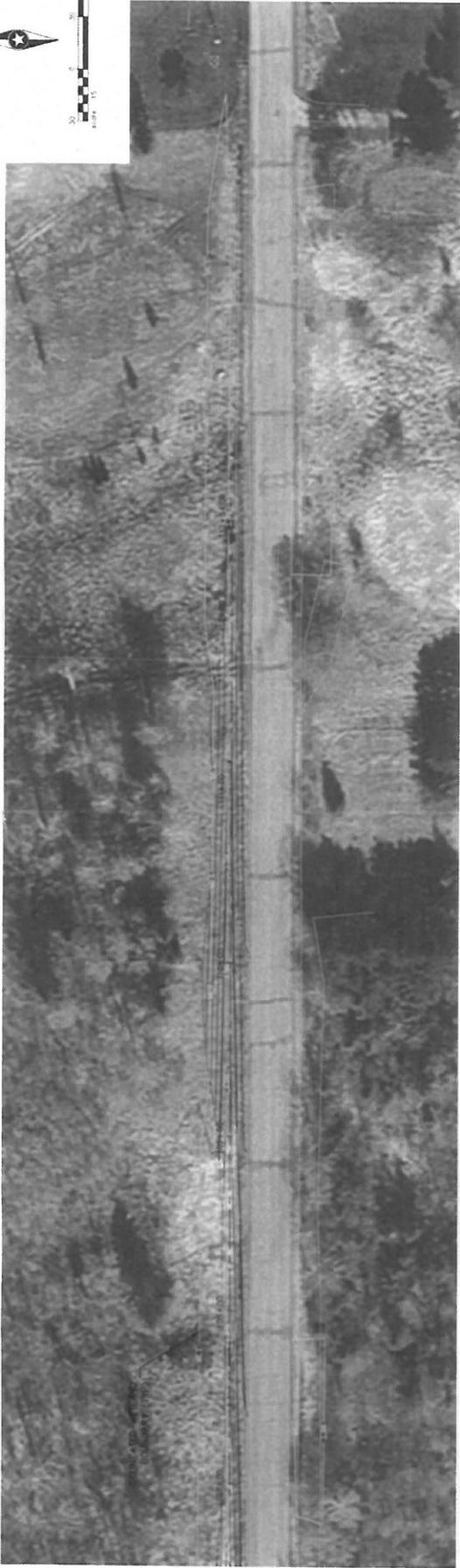
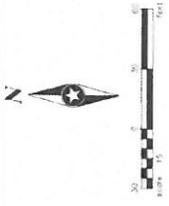


proves to have been false, incomplete, or inaccurate (see 4 above).

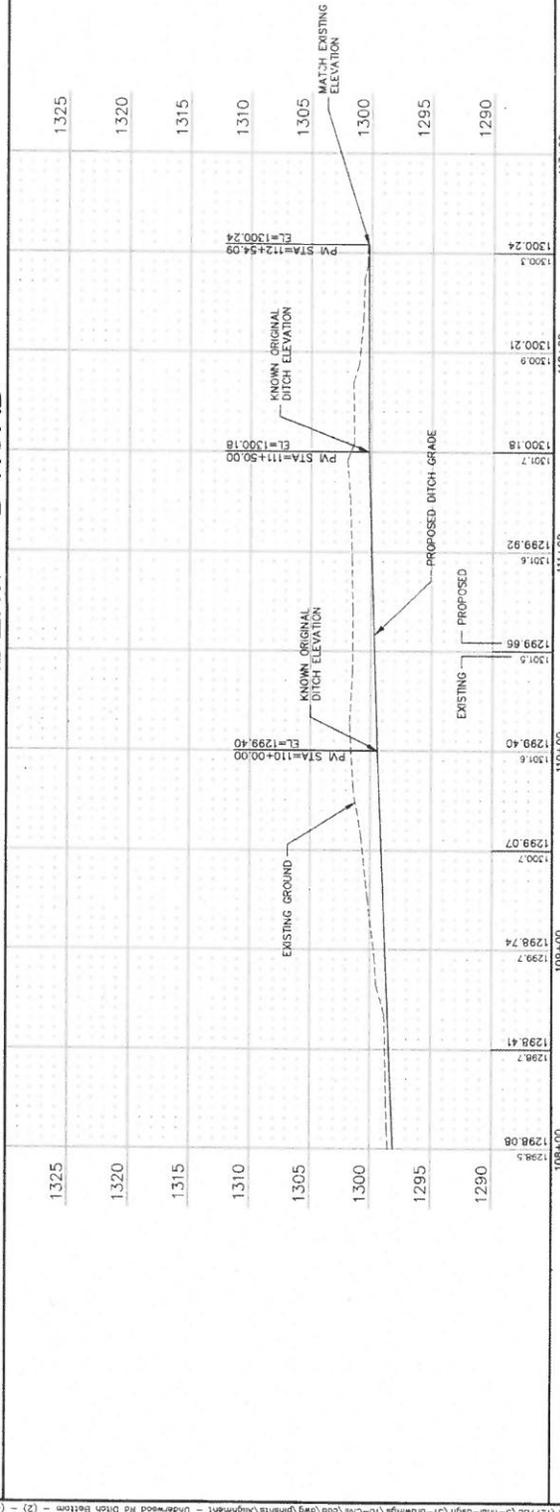
- c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

Such a reevaluation may result in a determination that is appropriate to use the suspension, modification, or revocation procedures contained in 33 CFR 325.7 or enforcement procedures such as those contained in 33 CFR 326.4 and 326.5. The referenced enforcement procedures provide for the issuance of an administrative order requiring the permittee to comply with the terms and conditions of the permit and for the initiation of legal action where appropriate.

6. This Office may also reevaluate its decision to issue RGP-003-MN at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following: significant new information surfaces which this office did not consider in reaching the original public interest decision. Such a reevaluation may result in a determination that is appropriate to use the suspension, modification, or revocation procedures contained in 33 CFR 325.7.



UNDERWOOD ROAD



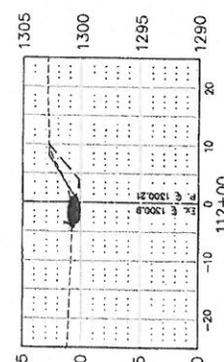
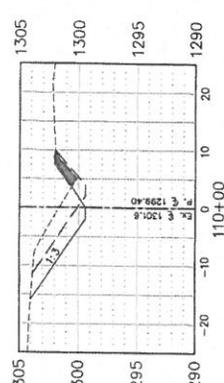
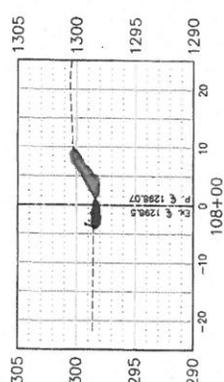
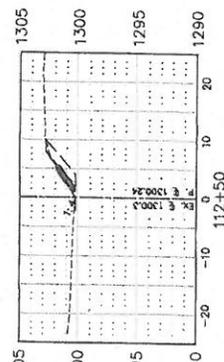
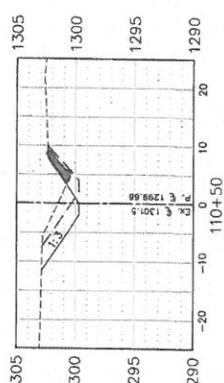
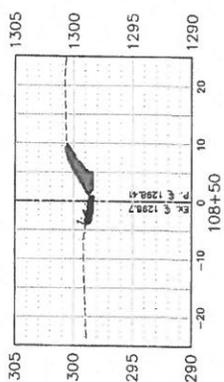
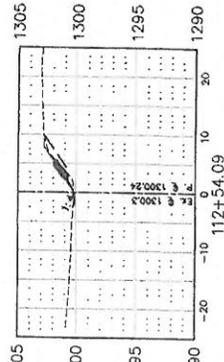
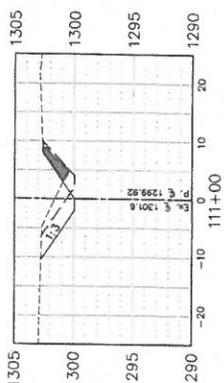
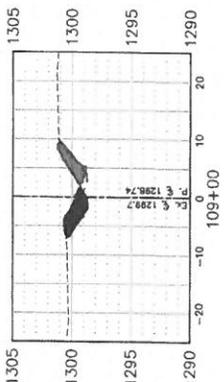
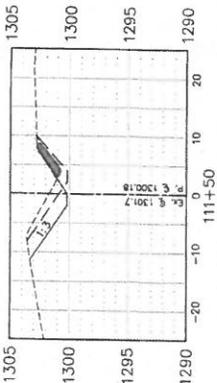
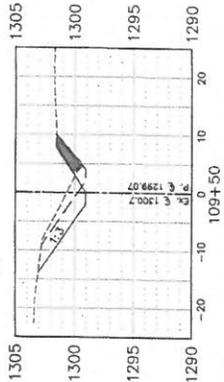
DRAWN BY: _____ DESIGNER: _____ CHECKED BY: _____ DESIGN TEAM: _____	NO. BY: _____ DATE: _____ NO. BY: _____ DATE: _____ NO. BY: _____ DATE: _____	REVISIONS _____ _____ _____	HARRIS TOWNSHIP, MINNESOTA	UNDERWOOD ROAD DITCH PLAN AND PROFILE	FILE NO. HARRIS 127760	2 4
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SEH
 STATE ENGINEER
 STATE OF MINNESOTA
 1500 W. WASHINGTON ST., SUITE 200
 ST. PAUL, MN 55102
 TEL: 612.241.4200
 FAX: 612.241.4201
 WWW.SEH.MN.GOV

P:\V\HARRIS\127760\5-final-dgn\51-dwg\10-civ\cadd\p\h\h\Alignment - Underwood Rd Ditch Bottom - (2) - (04).dwg 12/30/2014 9:32 AM schristian

-Excavate

-Fill



P:\FH\148RT1\2720\5-fnd-dgn\51-dwg\10-CIV\load\sh\4\HRR7033_west.dwg 12/30/2014 10:04 AM schistman

PRELIMINARY JURISDICTIONAL DETERMINATION FORM

This preliminary JD finds that there "may be" waters of the United States on the subject project site, and identifies all aquatic features on the site that could be affected by the proposed activity, based on the following information:

District Office	St. Paul District	File/ORM #	2015-00172-WAB	PJD Date:	Feb 6, 2015
State	MN	City/County	Grand Rapids / Itasca	Name/Address of Person Requesting PJD	Mr. Glen Hodgson Short Elliott Hendrickson Inc. 21 NE 5th Street, Suite 200 Grand Rapids, Minnesota 55744
Nearest Waterbody:	Pokegama Lake	Location: TRS, LatLong or UTM:	S 1/2 S 1/2 of Section 11, T54N, R25W See attached App. A		
Identify (Estimate) Amount of Waters in the Review Area:	Name of Any Water Bodies on the Site Identified as	Tidal:			
<u>Non-Wetland Waters:</u>	Section 10 Waters:	Non-Tidal:			
linear ft	width	acres	Stream Flow:		
<u>Wetlands:</u>	1.31 acre(s)	Cowardin Class:	N/A	<input checked="" type="checkbox"/> Office (Desk) Determination	
				<input type="checkbox"/> Field Determination:	Date of Field Trip:

SUPPORTING DATA: Data reviewed for preliminary JD (check all that apply - checked items should be included in case file and, where checked and requested, appropriately reference sources below):

- Maps, plans, plots or plat submitted by or on behalf of the applicant/consultant: Glen Hodgson, SEH Inc.
- Data sheets prepared/submitted by or on behalf of the applicant/consultant.
 - Office concurs with data sheets/delineation report.
 - Office does not concur with data sheets/delineation report.
- Data sheets prepared by the Corps
- Corps navigable waters' study: List of RHA Section 10 waters
- U.S. Geological Survey Hydrologic Atlas:
 - USGS NHD data.
 - USGS 8 and 12 digit HUC maps.
- U.S. Geological Survey map(s). Cite quad name: _____
- USDA Natural Resources Conservation Service Soil Survey. Citation: WebSoilSurvey
- National wetlands inventory map(s). Cite name: ArcGIS shapefile
- State/Local wetland inventory map(s): _____
- FEMA/FIRM maps: _____
- 100-year Floodplain Elevation is: _____
- Photographs: Aerial (Name & Date): ArcGIS (FSA/USGS): 1991, 2003, 2006-2010, 2013
 - Other (Name & Date): _____
- Previous determination(s). File no. and date of response letter: _____
- Other information (please specify): Site review by local wetland official



IMPORTANT NOTE: The information recorded on this form has not necessarily been verified by the Corps and should not be relied upon for later jurisdictional determinations.

<u>William Lee</u> 5/28/15	
Signature and Date of Regulatory Project Manager (REQUIRED)	Signature and Date of Person Requesting Preliminary JD (REQUIRED, unless obtaining the signature is impracticable)

EXPLANATION OF PRELIMINARY AND APPROVED JURISDICTIONAL DETERMINATIONS:

1. The Corps of Engineers believes that there may be jurisdictional waters of the United States on the subject site, and the permit applicant or other affected party who requested this preliminary JD is hereby advised of his or her option to request and obtain an approved jurisdictional determination (JD) for that site. Nevertheless, the permit applicant or other person who requested this preliminary JD has declined to exercise the option to obtain an approved JD in this instance and at this time.

2. In any circumstance where a permit applicant obtains an individual permit, or a Nationwide General Permit (NWP) or other general permit verification requiring "preconstruction notification" (PCN), or requests verification for a non-reporting NWP or other general permit, and the permit applicant has not requested an approved JD for the activity, the permit applicant is hereby made aware of the following: (1) the permit applicant has elected to seek a permit authorization based on a preliminary JD, which does not make an official determination of jurisdictional waters; (2) that the applicant has the option to request an approved JD before accepting the terms and conditions of the permit authorization, and that basing a permit authorization on an approved JD could possibly result in less compensatory mitigation being required or different special conditions; (3) that the applicant has the right to request an individual permit rather than accepting the terms and conditions of the NWP or other general permit authorization; (4) that the applicant can accept a permit authorization and thereby agree to comply with all the terms and conditions of that permit, including whatever mitigation requirements the Corps has determined to be necessary; (5) that undertaking any activity in reliance upon the subject permit authorization without requesting an approved JD constitutes the applicant's acceptance of the use of the preliminary JD, but that either form of JD will be processed as soon as is practicable; (6) accepting a permit authorization (e.g., signing a proffered individual permit) or undertaking any activity in reliance on any form of Corps permit authorization based on a preliminary JD constitutes agreement that all wetlands and other water bodies on the site affected in any way by that activity are jurisdictional waters of the United States, and precludes any challenge to such jurisdiction in any administrative or judicial compliance or enforcement action, or in any administrative appeal or in any Federal court; and (7) whether the applicant elects to use either an approved JD or a preliminary JD, that JD will be processed as soon as is practicable. Further, an approved JD, a proffered individual permit (and all terms and conditions contained therein), or individual permit denial can be administratively appealed pursuant to 33 C.F.R. Part 331, and that in any administrative appeal, jurisdictional issues can be raised (see 33 C.F.R. 331.5(a)(2)). If, during that administrative appeal, it becomes necessary to make an official determination whether CWA jurisdiction exists over a site, or to provide an official delineation of jurisdictional waters on the site, the Corps will provide an approved JD to accomplish that result, as soon as is practicable.

PRELIMINARY JURISDICTIONAL DETERMINATION FORM

This preliminary JD finds that there "may be" waters of the United States on the subject project site, and identifies all aquatic features on the site that could be affected by the proposed activity, based on the following information:

Appendix A – Sites

District Office	St. Paul	File/ORM #	2015-00172- WAB	PJD Date:	02/06/2015
State	Minnesota	City/County	Grand Rapids / Itasca	Person Requesting PJD	Mr. Glen Hodgson
Site Number	Latitude	Longitude	Cowardin Class	Est. Amount of Aquatic Resource in Review Area	Class of Aquatic Resource
1	47.16694	-93.47169	PEM1B	0.49 acre	Type 2
2	47.16692	-93.47739	PEM1B	0.16 acre	Type 2
3	47.16692	-93.48108	PEM1B	0.15 acre	Type 2
4	47.16692	-93.48194	PEM1B	0.17 acre	Type 2
5	47.16679	-93.48189	PSS1B	0.05 acre	Type 6
6	47.16680	-93.47809	PSS1B	0.02 acre	Type 6
7	47.16680	-93.47749	PSS1B	0.02 acre	Type 6
8	47.16680	-93.47633	PEM1B	0.08 acre	Type 2
9	47.16680	-93.47462	PSS1B	0.04 acre	Type 6
10	47.16680	-93.47226	PEM1B	0.11 acre	Type 2
11	47.16680	-93.47041	PEM1B	0.02 acre	Type 2

PRELIMINARY JURISDICTIONAL DETERMINATION FORM

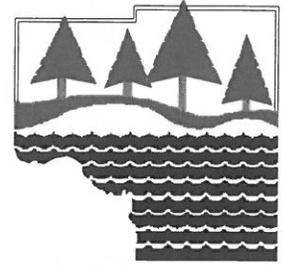
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2	47.16692	-93.47739	PEM1B	0.16 acre	Type 2
3	47.16692	-93.48108	PEM1B	0.15 acre	Type 2
4	47.16692	-93.48194	PEM1B	0.17 acre	Type 2
5	47.16679	-93.48189	PSS1B	0.05 acre	Type 6
6	47.16680	-93.47809	PSS1B	0.02 acre	Type 6
7	47.16680	-93.47749	PSS1B	0.02 acre	Type 6
8	47.16680	-93.47633	PEM1B	0.08 acre	Type 2
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10	47.16680	-93.47226	PEM1B	0.11 acre	Type 2
11	47.16680	-93.47041	PEM1B	0.02 acre	Type 2

ITASCA COUNTY

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



Township Supervisor, City Mayor and Assistant Weed Inspectors

Date: May 28th, 2015

Re: Itasca County Local Weed Inspector Annual Training

Presentations will be given by county and state weed managers covering topics related to: Local Weed Inspector Review, Update on State Noxious Weed list, Herbicide Strategies, etc.

DATE: TUESDAY, JUNE 30TH, 2015

START TIME: 8:00 a.m. – 12:00 p.m.

LOCATION: Upstairs Training Room
Minnesota Interagency Fire Center - 402 SE 11th St.
Grand Rapids, MN

Township supervisors, city mayors and their appointed assistants shall attend meetings required by the Commissioner of Agriculture in Minnesota Statutes, section 18.79, subdivision 7, and to receive the training considered necessary by Minnesota Statutes, section 18.79, subdivision 6. The Minnesota Department of Agriculture and the Minnesota Association of Townships have mutually agreed that only one supervisor from each township is required to attend this training. All township supervisors are welcome, but if only one from each township attends, that supervisor is responsible for training the supervisors not in attendance. An assistant weed inspector may attend in place of the supervisor or city mayor. **Please insure that the local weed inspector for your City or Township receives this notice prior to the meeting.**

If no one from your township or city is able to attend, please contact the County Agricultural Inspector for an excused absence. If you have any questions, please contact the Itasca County Land Department.

Sincerely,

Garrett Ous
Land Commissioner
County Agricultural Inspector

Sara Thompson
Forest Recreation Specialist
Assistant County Agricultural Inspector



Itasca County Local Weed Inspector

Annual Training

Tuesday, June 30th, 2015

8:00 a.m. – 12:00 p.m.

Upstairs Training Room

Minnesota Interagency Fire Center (MIFC)

Please Bring:

2014 City and Township Noxious Weed Control Report (if you haven't turned it in)

----- AGENDA-----

<u>TIME FRAME</u>	<u>PRESENTER</u>
8:00 Arrive at MIFC – SIGN WILL BE POSTED OF WHERE TO ENTER	-----
8:00 – 8:10 Sign in	-----
8:10 Welcome: Meet and Greet <ul style="list-style-type: none"> • Local Weed Inspector Overview • Noxious Weed Law Updates • Town and City Weed Control Reports 	Sara Thompson
8:30 Tour of MIFC	Matt Woodwick – MN DNR
9:15 Aquatic Invasive Species Control Plan when using Aircraft for Fire Suppression	Matt Woodwick – MN DNR
9:35 Noxious Weed Management within State Parks	Tony Lenocho – MN DNR
9:55 5 minute break	
10:00 Leech Lake Division of Resource Management Terrestrial Noxious Weed Program and Management Strategies	Bobby Henderson – Leech Lake DRM Invasives Species Coordinator
10:25 – 11:45 Noxious Weed Identification, look-a-likes, and control strategies <ul style="list-style-type: none"> • Leafy Spurge • Spotted Knapweed • Wild Parsnip • Buckthorn 	Sara Thompson – Spurge and Knapweed Julie Meidtke Buckthorn Mary Blickenderfer – Wild Parsnip Dale Sutherland – Herbicide Management

COOKIES, ROLLS, AND REFRESHMENTS WILL BE PROVIDED

PLEASE DO NOT COME TO THE LAND DEPARTMENT, GO TO THE MINNESOTA INTERAGENCY FIRE CENTER

Directions to MIFC

Route 1: Take 169 South to SE 11th Street, take left onto SE 11th. Go down 3 blocks. Fire Center will be on right.
Route 2: From 169 take left onto US Hwy 2 East (to Duluth). Take a right onto SE 7th Ave towards Airport. SE 11th Street is one block past the round-about. Take right onto SE 11th. MIFC will be on left.

Legend

-  Direction
-  MIFC



Google earth

© 2015 Google

3000 ft



Pre-Registration

This registration form must be postmarked (faxed/emailed) by **June 3 for Week 1** and **June 10 for Week 2** to qualify for this rate.

EARLY BIRD RATE: \$50 per person
(on-site rate will be \$60)
 (Registration fee includes program expenses, printed material, refreshments and lunch)

Submit Registration any of these ways:
 Minnesota Association of Townships (MAT)
 PO Box 267 - St. Michael, MN 55376
 Fax: 763-497-3361 | www.mntownships.org

CHOOSE LOCATION (circle choice)

Week 1	Week 2
June 15 (St Cloud)	June 22 (Fergus Falls)
June 16 (Morton)	June 23 (Thief River Falls)
June 17 (Mankato)	June 24 (Walker)
June 18 (Rochester)	June 25 (Carlton)

WORKSHOPS

#1: CTAS **County:** _____ **Position:** _____ **Wkshp: #** _____

#3: Board of Equalization **#2: Supervisor PM** **Phone:** _____

#4: Clerk/Treasurer PM **Position:** _____ **Wkshp: #** _____

Phone: _____ **Position:** _____ **Wkshp: #** _____

SEND BILL TO:

Name: _____ **County:** _____ **Position:** _____ **Wkshp: #** _____

Address: _____ **Phone:** _____ **Position:** _____ **Wkshp: #** _____

Phone: _____ **Position:** _____ **Wkshp: #** _____

_____ Payment enclosed or _____

NO PHONE REGISTRATIONS ACCEPTED

Cancellation Policy: Refunds will be made to those that have mailed/faxed/emailed a request within 30 days from the date of the workshop. Fees will be refunded, less a \$10 processing fee.

Agenda



CTAS Help

Current CTAS v8 users can sign-up each morning for a 30 minute 1-on-1 session with the State Auditor's representative to answer questions or help you with CTAS v8.

Sign-Up **ONSITE**.
 First come, first served. Time slots are limited and run from 8:45am - 11:45am.

Bring your computer!
ON-SITE only.

- 8:00 Registration (refreshments)**
- 8:30 Township Game:** New game format with actual questions received by MAT staff which include the Open Meeting Law, Elections, Requests for Data, Roads/Cartways/Driveways, and other primary concerns of township officials.
- 10:00 Refreshment Break**
- 10:10 Transition Requirements of Town Offices:** Changes in office holders happen for a number of reasons. This session will look at both the statutory requirements and some practical advice on how to deal with them so the transitions occur as smoothly as possible.
- 10:40 Can't We All Just Get Along?:** This session will identify ways in which town officers can stay focused on the good of the township and keep public differences from becoming personal.
- 11:10 Bills Made Law & Resolution History:** Report on what bills passed this year's legislature affecting townships and a discussion of where our resolution policies are currently at and why they did not advance into law or get a bill drafted.
- 11:45 Lunch**
- 12:30 Workshop #1: CTAS** The Small City and Town Accounting System is an accounting software package for the small cities and towns in Minnesota. This session will begin with an overview of CTAS v8 and then follow with hands-on training provided by the State Auditor's Office.
- 12:30 Workshop #2: Budget & Audit Responsibilities** Why are township budgets important? How should your township budget be used? This session will explain what the Supervisors role adopting your township's annual budget and why they should understand it and care!
- Cartways (begins at 1:15pm)** This session will address questions such as: What do we do with a petition for a cartway; how do we maintain a cartway; and who can use a cartway? As well as discuss many other important aspects of cartways with which town officers should be familiar.
- 12:30 Workshop #3: Board of Equalization** Each small city and town acting as a Board of Appeal and Equalization must have a member who has attended this Department of Revenue training within the past four years.
- 12:30 Workshop #4: Audits: Audit Reports**
 Each year before the annual meeting supervisors are required to sit as the board of audit. This session will detail ways you can use your information and reports to help your supervisors prepare their board of audit report.
- Payroll & Budget Issues in Township Government (begins at 1:15pm)**
 Payroll for elected officials and for all the various categories of hire employees in township government and how boards should work together developing budgets will be discussed.
- 3:00 Adjourn**