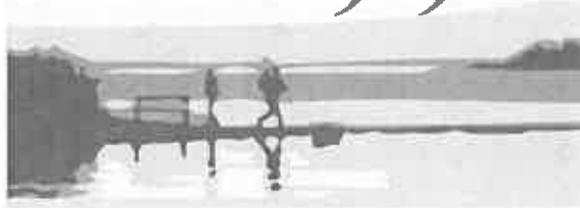


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-244-5248

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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

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

www.harristownshipmn.org

REGULAR MEETING

September 9, 2015 at 7:30pm

AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on August 12, the Bonding Info Work Session on August 17, the P&D Meeting on August 26, and the Road Work Session on August 31, 2015.
3. **Application for IRRRB Residential Redevelopment Program Grant** (as tabled from 8/12/15 mtg)
 - Review letter from Milo and Evon Haarklau regarding the approval of the application for the demolition of a two story house and garage located at 20643 Stony Point Road
 - Consider approval of Resolution #2015-008: *Resolution authorizing Harris Township to make Application to accept Funds from, IRRRB Residential Redevelopment Grant Program*
4. **Business from the floor**
5. **Consent Agenda**
 - 1) Consider approval of cemetery sites purchased by Robert and Alice Hill: Sec 3, Block 11, Lot 1, Sites 1 & 2
 - 2) Consider approval of cemetery site purchase by Lisa Krumrei: Sec 3, Block 29, Lot 4, Site 2
6. **Roads**
 - Glen Hodgson – SEH Road Engineer (see related memorandums in agenda packet)
 - Consider approval of the Preliminary Survey Proposal for 2016 Road Projects
 - Consider adoption of the 5-Year Road Improvement Plan for 2016-2020
 - Consider next steps for Continuation of Bonding Discussion and Process
 - Update on Underwood Road (west) Project
 - Other road issues/concerns/comments
7. **Recreation**
8. **Correspondence**
 - Board Action items:
 - None
 - Noteworthy items:
 - Collaborative Opportunities Meeting minutes from August 19, 2015
 - Non-action items
 - Certificate of Insurance for Swartz and Son, Inc.
 - Copy of Itasca County approved variance application from Paul Venne/Hward Carp – for property on Sunny Beach Addition Road

9. Old Business

- Consider setting a date for road side clean of the town board's Adopt a Highway portion of River Road

10. New Business

- Consider approval of Resolution #2015-009, *Adopting the Levy Collectable in 2016*

11. Treasurer's Report – dated September 9, 2015 (August 1-31, 2015 financials)

12. Approve payment of bills for September 2015

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

14. Upcoming events and meetings

- Mon Sept 14 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Sept 23 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Mon Oct 12 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Oct 14 Regular Meeting..... 7:30pm Harris Town Hall

15. Adjourn

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, August 12, 2015 at 7:30pm**

Draft

The Regular Meeting of the Harris Town Board was held on Wednesday, August 12, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: None*

Also in attendance were Glen Hodgson – SEH Road Engineer, Derrick Marttila – Township Maintenance crew member, and residents Bonnie Key, Dan Butterfield, Judy Myers, and Cyndy Martin.

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

2. Consider approval of Minutes from the Road Work Session on July 6, the Regular Meeting on July 8, and the P&D Meeting on July 22, 2015.

A motion was made by Supervisor Kortekaas to approve the minutes are presented. Motion was seconded by Supervisor Kelley, and passed by a unanimous vote.

3. Application for IRRRB Residential Redevelopment Program Grant

- Review and consider approval of application for the demolition of a two story house and garage located at 20643 Stony Point Road, owned by Evon and Milo Haarklau. (see application, photos, and estimates)

Dan Butterfield, the township's volunteer representative for the IRRRB Residential Redevelopment Program, spoke to the board about the application that he'd received from Evon and Milo Haarklau, and was now sharing with the board. This was the first application he'd ever received, and the review process was something new for him and the board. Butterfield commented that the application and all supporting paperwork had been completed by the land owner with the exception of a township resolution, required would be required if the grant application was approved by the board.

Butterfield clarified that the grant is between the IRRRB and the township (or city or county); the homeowner cannot apply for the grant, but rather asks the government entity to be their agent. Once the application and bids are turned in to the IRRRB for consideration, they would either accept or reject them. It was not known if this particular application for demolition of a house and a garage would be approved or not, by IRRRB.

It was also clarified that the demolition contract would be between the contractor and the township (not the homeowner), but the IRRRB would reimburse the township up to 75% of the cost of the demolition work, with the rest paid for by the resident/landowner. Some contractors will wait until IRRRB grant money has been received by the township, and then require payment. Inspections need to be done and photos submitted to let the IRRRB know when the demolition has been done. The IRRRB grant program states that demolition cannot begin until a decision on the grant has been made.

Some questions the board had were as follows:

- Q: How does township guarantee that the land owner will pay them the 25% not covered by the grant?
A: Special assessment would be one way; getting an attorney involved may also be a good idea, to set up an escrow account. Whatever the arrangement, it would need to be determined before signing a contract with demolition contractor.
- Q: Any idea how long it takes for the township to get their grant money from IRRRB?
A: Not sure, per Butterfield.
- Q: Was a survey of the land done on this property? This is a tricky part of the township, where the boundaries of some parcels along Stony Point are not known. Glen Hodgson commented that he shared this concern.
A: The property owners are new to the area, and the closing date is coming up. It was not known if a survey of land was a part of the deal, but the board did confirm that the parcel with the buildings was in Harris Township.

- Q: Why is the IRRRB willing to reimburse money for a project like this, for apx \$11,000, where new owners planned to tear down the building upon purchase of the property? Does this project meet the purpose of the grant, or is it subsidizing someone to build a summer home? It was known that the City of Grand Rapids had used this grant before, but for blight or to remove a building that was a hazard to public safety.

A: The answer was not known, but the board discussed that a grant is a grant. And with a nicer, newer home, the property taxes would be higher – which is good for the township.

- Q: Was Itasca County Environmental Service involved?

A: Yes per Butterfield, and they did not have any concerns; it was a buildable site that could meet the lake setbacks even if basement walls were taken down.

Overall, the town board had a lot of concerns about the IRRRB Rehabilitation Grant and how the process affects the township, including not having budgeted for an upfront payment for demolition. Yet the deadline was in two days, August 14th, for consideration of a 2016 grant. The board discussed that an option might be to ask the property owners to reapply after September 1st, to give them time to consider this process. Plus, there may be additional blight buildings that could be added to the grant request.

A motion was made by Supervisor Kortekaas to table a decision on the application for the demolition of a two story house and garage located at 20643 Stony Point Road, owned by Evon and Milo Haarklau until the September 9th Regular Meeting, to allow more time to consider the process. The motion was seconded by Supervisor Ives. Discussion: Supervisor Haubrich commented that he would like to talk to someone from the IRRRB to learn more about the grant's purpose. The board also discussed that they were not obligated to enter into these grant agreements – but rather that they were an option because Harris Township is in the area covered by the grant. And, that each application can be approved/denied based on their own merit. Also, it was suggested that the township may not want to step away from the program all together, as there are other properties where the township may benefit – where structures present safety or blight concerns. Upon a roll call vote, the motion to table this item until 9/9/15 passed by unanimous vote. Dan Butterfield was thanked for all his work with this application process.

4. Business from the floor

- None

5. Consent Agenda

- 1) Consider exchange of four cemetery sites purchased by Bruce Swenson July, 2015 to: Sec 3, Block 2, Lot 1, Sites 7 & 8, and Lot 2, sites 3 & 4, as two of the four sites previously purchased by Swenson, and approved by the board in July 2015, were found to have already been sold. Thus, the four sites noted above will replace the four purchased 6-25-15. A corrective cemetery deed has been prepared for recording with the county.

A motion was made by Supervisor Kortekaas to approve the consent agenda, with a second by Supervisor Ives. After hearing an explanation of what happened from Clerk Smith, the motion passed by a unanimous vote.

6. Roads

- Glen Hodgson – SEH Road Engineer (*see related memorandums in agenda packet*)
 - Consider approval of pay estimate #3 – Final, for the 2014 Bituminous Road Project (Lakeview Drive, Harbor Heights Road, and Underwood Road – east)

Last year's bituminous road project work on Lakeview Drive, Harbor Heights Road and Underwood Road (east of Wendigo Park Road) was substantially completed by fall 2014; a few punch list items were completed this spring, and a 2% retainage had been held over the winter to cover those costs. Now that all work is done, it was time to process the final payment to Hawkinson Construction. Hodgson recommended the board approval the pay estimate "#3 –Final" in the amount of \$10,453.60. This was noted to be on the bill list, for board consideration later in the meeting.

DRAFT

Hodgson also noted that the total of work to date by Hawkinson was \$428,207.90, which was approximately \$25,000 *under* the original bid amount.

Derrick Marttila voiced some concerns regarding the drainage on Lakeview. He'd been out to fix it already, noting there was washout of the shoulder occurring. Hodgson commented that they had installed a recycled mix to fix this type of problem in the past. The board approved that he and Marttila go look at the drainage issues on Lakeview.

- Road project updates:
 - Crack Sealing

The traditional crack sealing had been completed, and an invoice was mailed to Treasurer Adams. The wide crack fill with NuvoGap should be completed in a few weeks. Both types of crack fill were being done by the same contractor, but with two different crews.
 - Underwood Road – west

Work has begun on Underwood Road-west; all the ditching and culvert work is done, paving is done, and seeding is done. This project is substantially complete, and an invoice will be submitted at a subsequent meeting.
 - Pavement repair work– on Alicia Place, Sunny Beach Road, and Birch Street

The pavement repair work on the above noted roads has been completed.
- Other road issues/concerns/comments
 - Vacation of a portion of 'Storm Road' (Sunny Beach Road) as requested by Brent Bocnuk
Supervisor Rosato noted that Brent Bocnuk, a resident of Sunny Beach Road, may be turning in a vacation request for a portion of 'Storm Road' -- a section of ROW that runs through his neighborhood.
 - Ditch cutting

Supervisor Ives asked when ditch cutting would be done. Derrick Marttila commented that they had completed approximately 25 of the closer roads; however, the distance of the remaining roads will take more time due to the need to haul the tractor. Overall, he estimated they are half way done with ditch mowing. The board mentioned that cutting the ditch of Mishawaka Shores was desired prior to Nuvo-Gap being laid, to avoid tracking when the tractor goes over the crack fill.
 - Flashing lights on stop signs

Supervisor Rosato consulted with the assistant county road engineer, regarding flashing solar lights on the stop signs at the intersection of Wendigo Park Road and Harris Town Road as requested by a township resident. The county did not have a problem with the township doing this on the county owned signs, and thus granted permission to add the flashing lights. Rosato asked if this is something the board wanted to do, and if so, did they want signs on all 4 stop signs or just 2?

A motion was made by Supervisor Kortekaas to place flashing solar lights on the two stop signs on Wendigo Park Road, at the intersection with Harris Town Road. The motion was seconded by Supervisor Kelley. Discussion: The board liked the idea of starting with two signs, and seeing how they worked. The motion passed by a unanimous vote.

7. Recreation

- Boat landing issues

Supervisor Ives commented that the class 1 is gone at Casper Landing, and that he'd like to see this improved in 2016 with rip-rap, or ask the Army Corp of Engineers for assistance. Rosato suggested that the maintenance crew may also have some ideas for improvement.

Draft

8. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - Harris Township 2016 Town Aid Notice from Minnesota-Revenue. Total aid amount: \$1,332
 - Collaborative Opportunities Meeting minutes from June 21, 2015
- Non-action items
 - Copies of Itasca County approved land use & sewage treatment permits in Harris Twp, issued in June 2015 (*available for review, upon request to clerk*)

9. Old Business

- August Newsletter:

A draft newsletter was included in the agenda packet for board review, as submitted by residents Cyndy Martin and Judy Myers. Clerk Smith asked the board to consider approval to print the newsletters in full color this time, given all the great photos used. The cost would be approximately \$400 more than when printed in black and white. And while the 2015 line item budget for newsletters was already over budget after just one issue, the board had approved 4 newsletters in 2015 – with no dollar amount cap. With only three newsletters planned, per Martin and Myers, the resulting savings would cover the cost of printing in color.

A motion was made by Supervisor Kelley to approve the newsletter as submitted, and print in full color as requested by the clerk. The motion was seconded by Supervisor Ives, and passed by a unanimous vote.

- Bonding Work Session:

The date, time, and location to meet with Paul Donna from Baird & Co. to discuss bonding was proposed for Monday, August 17th, 2015 from 11:30am – 1:00pm at Harris Town Hall. The board confirmed this would work for everyone. The clerk will post accordingly.

Treasurer Adams suggested creating an agenda for this meeting. She would be willing to prepare the agenda, but wanted input from the board. Adams asked that the supervisors get their questions to her so it can be prepared.

Adams also noted she had talked to Barb Baird from City of Grand Rapids today, regarding the city's bonding experiences and got her input on the process.

- Round-Table meeting dates options with the City of Grand Rapids staff (Rosato)

Rosato reported that he'd spoke with the city engineer, Julie Kennedy, about date options for a round table discussion with the city staff – including the engineer, administrator, and planner. Kennedy responded that any Wednesday evening in September would work for them. Rosato suggested that the board review these dates at the August 26th P&D meeting, and choose a date for a round table meeting. The board agreed.

10. New Business

- Blackberry ditch mowing

Supervisor Kelley was asked by a Blackberry Township Supervisor if Harris Township would be willing to help them with their ditch mowing. Rosato commented that no, this was not an option as the Harris Township equipment would not be available due to use by our crew.

11. Treasurer's Report – dated August 12, 2015 (July 1-31, 2015 financials)

Treasurer Adams recapped the July treasurer's report:

Draft

- Balance July 1, 2015: \$1,058,824.35
- Receipts: \$ 463,085.79
- Disbursements: \$ (74,173.11)
- Balance June 30, 2015: \$1,447,737.03

Adams noted that the receipts included the July apportionments. And that the Building & Grounds fund is once again in the black, with a balance of \$9,777.86

A motion was made by Supervisor Kelley, seconded by Supervisor Haubrich, to approve the August 12, 2015 Treasurer's Report of July 2015 financials. Motion carried by a unanimous vote.

12. Approve payment of bills for August 2015

Treasurer Adams noted that there were a large number of bills this month, as it had been 5 weeks since the last check run during the July 8th Regular Meeting. Because of that, some payments on the bill list were actually for two months' payments. She also noted that the bill list included the Bargen crack sealing invoice and the final payment to Hawkinson for the 2014 bituminous road project.

A motion was then made by Supervisor Ives, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled "August 2015 Bill Listing to Board" for \$82,952.46. Upon roll call, motion passed by a unanimous vote

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

- Dan Butterfield reported that at the last township board meeting, there was a variance application that the board recommended for approval. The county board addressed this variance request today, and it did pass. Supervisors Rosato and Haubrich were also in attendance at the public hearing, representing the township.

14. Upcoming events and meetings

- Mon Aug 17 Work Session – bonding discussion..... 11:30am Harris Town Hall
- Wed Aug 26 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Mon Sept 2 Itasca County Twp Association Meeting..... 7:00pm Itasca Co Courthouse
- Wed Sept 9 Regular Meeting..... 7:30pm Harris Town Hall

15. Adjourn

With no other business to become before the board, a motion was made at 8:545pm by Supervisor Kortekaas to adjourn tonight's meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

Draft

August 2015 Bill Listing to Board		Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding		692.31
Dennis Kortekaas	Mtgs, wages, labor, less withholding		506.63
Burl Ives	Mtgs, wages, labor, less withholding		349.40
Jim Kelley	Mtgs, wages, labor, less withholding		559.04
Ken Haubrich	Mtgs, wages, labor, less withholding		591.04
Michele Smith	Mtgs, wages, labor, less withholding		1,128.94
Becky Adams	Mtgs, wages, labor, less withholding		520.03
Bonnie Key	Cleaning labor, showing, less withholding		432.68
Dan Key	Labor less withholdings		2,765.79
Derrick Marttila	Labor less withholdings		3,210.79
PERA	ONLINE pmt:: Payroll withholding		1,547.78
ASV	filters		76.79
Bargen, Inc.	crack sealing		14,532.00
Blue Cross Blue Shield	Insurance premiums 8/1 - 11/1		3,316.86
Burggrafs ACE Hardware	otterbox and cable ties		72.75
CarQuest	Oil Filter		15.70
Century Link	ONLINE pmt:: July phone service		284.60
City of Grand Rapids	2nd Quarter PEG and Franchise Fees: Paul Bunyan and MediaCom		6,304.94
Davis Oil	July and August invoices		1,107.58
Diamond Mowers	In tank filters		73.97
Dust B Gone	mag chloride on township roads		11,260.73
Express Employment	Grounds Laborer: Zupan 6/30, 7/8, 7/14, 7/21, 7/28, 8/4		2,722.83
Grand Rapids Public Utilities	Utilities; lights and town hall		175.10
Hawkinson Construction	final payment for 2014 roads: lakeview, harbor heights, underwood		10,453.60
Hawkinson Sand and Gravel	topsoil, rock, gravel, cold mix		1,682.27
Herald Review	bids		119.90
Itasca Cty Auditor	record deed		46.00
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery		423.77
L and M	Invoices for July and August		1,481.83
Maki Body and Glass	repair of pickup truck		313.60
MediaCom	PHONE PAY:: July phone and internet service - town hall		7.42
Minute Man Press	copies for meetings		153.63
Northern Air Plumbing	add refrigerant and labor		142.50
Range Water	water cooler and 5 gal in store July and Aug		76.65
Pokegama Lawn and Sport	blade and filter		86.52
Postmaster	newsletter postage		451.44
Schwartz and Sons Excavating	June and July grading		2,715.00
S E H	Engineering Services - misc. services		9,378.00
Verizon	cell phone bills - July and new iPhone 5s		351.58
Waste Management	July and August - 3 yd rel on call		147.22
Wells Fargo	AUTO PMT: 7.44+8.45 interest		15.89
Commissioner of Revenue	Payroll withholding :: electronic payment		295.00
EFTPS	Payroll withholding :: electronic payment		2,362.36
Total			\$ 82,952.46

Approval to pay :: August 12, 2015, Checks numbered 16829 through 168

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato

**Minutes from the Work Session
Harris Town Board
Wednesday, August 17 2015 at 11:30 a.m.**

Draft

A work session of the Harris Town Board was held on Monday, August 17, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 11:30am 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, Haubrich, and Ives, as well as Clerk Smith and Treasurer Adams. *Absent:* None

Also in attendance was Glen Hodgson – SEH Road Engineer for the township, and residents Bonnie Key, Judy Myers, Jim & Mary Buckman, and representative from Robert W. Baird & Co – Paul Donna.

Purpose of this work session, as posted:

Town Board will meet with Paul Donna, Managing Director, Robert W. Baird & Co. to discuss the bonding process as an option for the township to fund major road reconstruction and overlays.

Because Paul Donna was not at the town hall at 11:30am, a motion was made by Supervisor Kelley, and seconded by Supervisor Haubrich, to recess the work session until he arrived. Motion carried.

At 11:37 a.m., a motion to reconvene the meeting was made by Supervisor Kelley, and seconded by Supervisor Haubrich. Motion passed, and the board welcomed Paul Donna, Managing Director of Robert W. Baird & Co (aka Baird).

Mr. Donna went through the 'Talking Points' handout, which he shared with the board (a copy will be attached to these minutes):

- Donna has 25 years experience; he has family in McGregor and opened an office in Minneapolis
- Baird is national company. They close more bond transactions for municipalities than any other; they supply the capital. Baird is based in Milwaukee and is apx 100 yrs old.
- The 'players' when bonding would be the township, Baird as either the direct underwriter, who then sells bonds publically, or as the agent/financial adviser who then works with local institutions for private placement of the bonds. There would also be a bond attorney involved – who issues an opinion that the bonds are tax exempt. The attorney also makes sure all the proper hoops are jumped through in the bonding process.
- Private placement of bonds tends to have lower transaction costs but a higher interest rate. Public market bonds allows for more trading options, so have higher transaction costs, but lower interest rates. Baird would review the net effect of both options and make a recommendation to the board as to which type of bonds to issue.
- Baird tries to work with local banks; they are treated as a priority – with public or private issuance.
- The bonding money would go into the township's bank account via wire transfer. No title company is involved. Local banks would need to provide collateral for 2.5 million when they money comes in.
- The IRS likes to see the money borrowed spent within 3 years.
- A rating company is not 'needed' for the township to bond; however, the interest rate may be a bit higher if they do not have a rating. Baird can help determine a credit rating and evaluate the cost

benefit. The cost to get rating is apx \$10,000 - \$15,000, but a good rating could help get a better interest rate on bonds and so may be worth it.

- Before closing, terms of the bonds would be locked in. For public bonds, these terms do not change; trading does not affect the terms. With private bonds, they may lock in terms for 5 years, or up to 10 years but not likely 15 years.
- Paying off the debt early is fine with either public or private bonding; a prepayment option is included with both.
- Payback is generally semi-annual, comprised of both interest and annual principal payments. However, whatever works best for the township's cash flow is generally fine. It can be monthly as well with local banks.
- The amount of time needed for the bonding process is apx 90 days from start to finish, to close and get money in the bank.
- The road construction project does *not* need to be bid in order to bond. If the market is good, it makes sense to borrow the money up front. However, with public market bonds, the township would start drawing interest right away.
- Estimated cost for Baird's services: \$55,000-\$65,000 (see page 6 of handout, regarding the potential cost of issuance); their services include an estimate on rating.
- Bonds come with a "general obligation pledge", so the township can increase levy/taxes to make the payments.

Other items discussed upon questions from the board:

- If the township does a second bond after a year or two, there would be additional financial transaction costs so it would be more cost effective to do all bonding at once.
- Interest rates are historically low currently; apx 2.5% for \$10K; 2.8% for \$15K (a good rating makes a difference)
- The average length of a bond varies. For roads, 20 years is not uncommon. Longer terms reduce the payback amount but it's against federal law to go beyond the length of the road life. And the shorter the payback period, the lower the interest rate.
- Part of the statutory process of bonding for street reconstruction bonds requires the township hold a public hearing to talk about the bonding plan, and review their 5-year road plan. A resolutions need to be passed. Baird would help the township with all of these processes.
- If the board receives a petition requesting a vote on the issuance of the general obligation debt (i.e. to sell bonds only with a referendum passing), and is signed by at least 5% of the votes cast in the last general election, the board can then decide to do funding via special assessment bonds or other GEO bonds.
- Communication with the public is very important, including laying out timeline and costs.
- Baird can help with long range planning – there is no additional cost for this service.
- Bond market rates are expected to go up. Mr. Donna will email a graph to the board when he gets back to his office, showing the rate history.

5 year road plan discussed:

- Per Glen Hodgson, bidding is better in the early spring (March), than at the end of the year; generally, they get better rates early in the year. Projects can be bid while the bonding process is going on. However, he'd need to discuss this with Baird before bidding.

Draft

- Adams recommended a work session to lay out a road plan for next 5 years or more, and review the levy needed as well as discuss how much money to borrow.
- If bonding for 10 years, the board requested a 10 year road plan – rather than just a 5 year plan. However, they understood that the roads listed for repair beyond 5 years would be much more subject to change.
- Hodgson agreed to update his proposed 5-year road plan – as it's now just a 4 year plan. He will also add in related cost estimates for the road projects by year.
- The board commented that when roads were last paved would be nice to see included in the road plan. However, they recognized that this information may be difficult to find for some roads.

The board set a meeting date to discuss a road plan and timeline with Glen Hodgson for Monday, August 31st at 7:00pm. Clerk Smith will call the town hall caretaker to inquire about town hall availability and post the meeting notice accordingly.

A motion to adjourn the work session was made by Supervisor Kelley at 1:00pm. Upon a second by Supervisor Haubrich, the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk

Draft

General Obligation Street Reconstruction Bonds



Talking Points

Harris Township, Minnesota

by Paul Donna

Managing Director

Robert W. Baird & Co.

pdonna@rwbaird.com

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Important Disclosure

BAIRD

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The role of an underwriter includes the following: Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors. An underwriter's primary role is to purchase the proposed securities to be issued with a view to distribution in an arm's length commercial transaction with the issuer. An underwriter has financial and other interests that differ from those of the issuer. An underwriter may provide advice to the issuer concerning the structure, timing, terms, and other similar matters for an issuance of municipal securities. Any such advice, however, would be provided in the context of serving as an underwriter and not as municipal advisor, financial advisor or fiduciary. Unlike a municipal advisor, an underwriter does not have a fiduciary duty to the issuer under the federal securities laws and is therefore not required by federal law to act in the best interests of the issuer without regard to its own financial or other interests. An underwriter has a duty to purchase securities from the issuer at a fair and reasonable price but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable. An underwriter will review the official statement (if any) applicable to the proposed issuance in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the proposed issuance.

The Materials do not include any proposals, recommendations or suggestions that you take or refrain from taking any action with regard to an issuance of municipal securities and are not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 or Rule 15Ba1-1 thereunder. The Materials are intended to provide information of a factual, objective or educational nature, as well as general information about Baird (including its Public Finance unit) and its experience, qualifications and capabilities.

Any information or estimates contained in the Materials are based on publicly available data, including information about recent transactions believed to be comparable, and Baird's experience, and are subject to change without notice. Baird has not independently verified the accuracy of such data. Interested parties are advised to contact Baird for more information.

If you have any questions or concerns about the above disclosures, please contact Baird Public Finance.

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the Materials do not constitute tax advice and shall not be used for the purpose of (i) avoiding tax penalties or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

What can and cannot be financed?

BAIRD

- Eligible costs include:
 - Street reconstruction and bituminous overlays
 - Turn lanes and other “public safety” improvements
 - Modifications that intersect with state and county roads
 - Professional and administrative costs associated with the project and project financing.
- Eligible costs do not include:
 - Costs associated to widening a street or adding curb and gutter where none previously existed

What is the statutory process / timing?

BAIRD

- Prepare a Street Reconstruction Plan describing the street reconstruction or overlay to be financed and estimated costs of any streets over the next five years.
- Prepare a general obligation street reconstruction finance plan illustrating the estimated terms and costs of the proposed obligation.
- Hold a public hearing on the 5 Year Street Reconstruction Plan and Finance Plan.
- Board approval of the Street Reconstruction Plan and Finance plan by all Board members present at the meeting.
- “Reverse Referendum” – if a petition requesting a vote on the issuance of the general obligation debt is signed by voters equal to 5% of the votes cast in the last general election and filed with the Town Clerk within 30 days of the public hearing, the Town must seek approval from the majority of the voters.

How is the debt repaid?

BAIRD

- Principal and interest is repaid from a Township wide property tax levy.
- The Township pledges to bondholder(s) it's unlimited ability to raise property taxes to repay the debt.
- The general obligation pledge exposes the Town to a very large universe of potential buyers of the bonds including local banks, individuals, bond funds, insurance companies and money managers.
- The large universe of buyers and the Township general obligation pledge equates to the lowest cost of financing when compared to other types of obligations.

Hypothetical Financing Cost Summary Comparison

BAIRD

	10-YEAR AMORTIZATION		15-YEAR AMORTIZATION	
ASSUMED DATED DATE	6/1/2016	6/1/2018	6/1/2016	6/1/2018
AMORTIZATION (YEARS)	2017-2026	2019-2028	2017-2031	2019-2033
ASSUMED BORROWING PAR AMOUNT	\$2,500,000	\$3,000,000	\$2,500,000	\$3,000,000
POTENTIAL AMOUNT AVAILABLE FOR PROJECTS	\$2,442,700	\$2,933,700	\$2,442,700	\$2,933,700
POTENTIAL COSTS OF ISSUANCE	\$57,300	\$66,300	\$57,300	\$66,300
POTENTIAL TRUE INTEREST COST % (TIC)	2.44%	2.53%	2.87%	2.97%
POTENTIAL AVERAGE ANNUAL PRINCIPAL & INTEREST	\$282,904	\$346,857	\$206,566	\$254,697
POTENTIAL TOTAL INTEREST COST	\$329,044	\$468,571	\$598,495	\$820,457
POTENTIAL TOTAL DEBT SERVICE	\$2,829,044	\$3,468,571	\$3,098,495	\$3,820,457

Note: These illustrations represent a mathematical calculation of potential debt service, assuming hypothetical rates based on current rates for non-rated municipal general obligation bonds as of July 22, 2015. Interest and costs of issuance are only estimates for illustrative purposes and are based on Baird's experience with comparable transactions. Actual interest and costs of issuance will vary if actual rates are higher than assumed, the interest cost will be higher. These illustrations provide information and is not intended to be a recommendation, proposal or otherwise considered advice.

Other Considerations:

BAIRD

- The debt is subject to the statutory imposed debt limit defined as 3% of Estimated Market Value. Harris Townships current Debt Limit is approximately \$11,157,628 (Current EMV of \$371,887,600 X 3%).
- The term of the obligation cannot exceed the useful life of the asset being financed.
- The entire process including statutory and financing can generally be completed within 90 days from when the Board says to get started.
- Baird would assist the Township with exploring and evaluating a public issuance (open market) or a private issuance (bank placement) of the debt to achieve the most cost effective approach.

**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, August 26, 2015 at 7:30pm**

Draft

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, August 26, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith. *Absent: Treasurer Becky Adams*

Also in attendance: Residents Marge Kelley and Judy Myers.

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

2. Business from the Floor

- None

3. Consent Agenda

- None

4. Roads

- Glen Hodgson – SEH Road Engineer (see related memos)

- Wide-crack sealing update

The NuvoGap wide crack sealing was completed on East Harris Road, Norberg Drive, and Mishawaka Shores Trail. Hodgson commented that this is new technology and he's learned some of the product's limitations. However, he felt it was a good project to have done. Hodgson commented that he does plan to meet with a product representative go over the roads and discuss some issues further. He encouraged the board members to review the roads that had been crackfilled, and provide him with their feedback. He also asked that the supervisors let him know if they hear from any residents of the roads – especially from Mishawaka Shores Trail, as some of the cracks were beyond the scope of what NuvoGap could do. However, it was recognized as a band-aid, to buy some time.

Rosato had shared concerns with Hodgson regarding the wide crack sealing on East Harris and Norberg, which Hodgson will relay to the representative.

Ives commented that he had a call from a member of Mishawaka Shores Association, wondering if the township was filling both large and small cracks. Hodgson commented that it was just the wide cracks being filled on Mishawaka Shores, using NuvoGap.

- Pavement rating system

As requested by the board, Hodgson reviewed and proposed a new rating system for use during the board's annual road review of bituminous roads. A memo with attachments was shared by Hodgson, describing a pavement rating system he felt best suited Harris Township. It was relatively easy to implement and would still give the township a means to rank the condition of all the paved roads in the township. *(A copy of this memo will be attached to these minutes.)*

Hodgson asked the board to review the information for discussion at a later date, and determine if this system was something they'd like to adopt.

- Consider approval of Underwood Road (west) change order #1

The Underwood Road (west) ditching and overlay project was substantially complete, but the contractor (Hawkinson Construction) did run into some extra work including:

- Rock excavation—When the contractor was excavating the ditch, they unexpectedly came across 2 very large boulders. Since the boulders were larger than 1 cubic yard, the specifications allow the contractor to claim extra payment for rock excavation. That work was done on a time and materials basis.

- Select granular borrow—During excavation for the two center line culverts, the excavated material was not suitable for placing back in the trench. Therefore, select granular borrow was hauled in for backfill material
- 18" culvert—The original plans called for only one center line culvert to be replaced. They discovered a second center line culvert that was not on the plan, but needed replacement. The contractor had to have a "rush order" for the additional materials, so this unit price is higher than the original bid item.
- 18" apron—These were placed on either end of the additional culvert. The aprons were also a "rush" order.

In Hodgson's opinion, all the extra work was necessary to satisfactorily complete the road project and so he recommended and requested the board approve the change order, for \$6,600.25.

Supervisor Kelley made a motion to approve change order #1 by Hawkinson Construction on Underwood Road (west). The motion was seconded by Supervisor Ives, and passed by a unanimous vote.

- Consider approval of Underwood Road (west) pay estimate #1

Hodgson next requested the board approve payment of pay estimate #1 to Hawkinson Construction, which included the cost of the change order for \$6,600.25. The total payment was for apx \$145,930.65, but Hodgson did not yet have the final quantities and paperwork, but would get that information to the chairman as soon as possible.

A motion was then made by Supervisor Haubrich to approve pay estimate #1 as recommended by Glen Hodgson, in an apx amount of \$145,930.65 which included the cost of change order #1, and a 2% retainer. The motion was seconded by Supervisor Kelley, which passed by unanimous vote.

- Road Work Session 'Agenda'

Hodgson commented that he and Treasurer Adams will be meeting this Friday to prepare for the work session on Monday, August 31st, on the five – ten year road plan. Supervisor Ives asked if the new road rating system would be discussed at this work session. Rosato said was certainly an option. The clerk agreed to add that purpose to the posted notice of the work session.

- Supervisor Rosato commented that he received a call from a resident regarding some scarring on Underwood Road-west, where the shoulder of the newly overlaid road was scraped. However, after review, Rosato did not feel it was significant enough to repair.

- Other road issues/concerns

None

5. Recreation

- Boat Landings

- Supervisor Ives received a call from a Pokegama Lake Association member about Casper Landing; the resident was advised by Ives to call Supervisor Kelley as he understood the situation best. Ives also planned to contact the DNR to discuss what could be done to improve the boat landing. Rosato commented that our maintenance crew did add some rock to the landing to prevent erosion, but welcomed an expert's suggestion for any improvements.
- Supervisor Haubrich received a call about the boat landing on LaPlant Road. At the dock, the concrete slab is 6 ft away from the dock. This is a longer distance than that at Mishawaka Landing. And, another he looked at was only about 18" away. Haubrich felt it would be safer to have the slabs closer to the dock at LaPlant, and asked if there was a policy regarding the distance of the planks and how far away from the docks they should be placed. Rosato commented that there is *not* currently such a policy, but that he would discuss this with the maintenance crew.

Draft

- The board discussed when docks usually are taken out at the landings. No one knew for certain, but thought the docks would still be in through September.

6. Town Hall Report dated 8-10-15

The town hall report as prepared by the Town Hall Caretaker was reviewed by the board. There were 22 cleaning hours reported, 12 resident rentals, and 4 deposits were retained for garbage removal. A total of \$450 was collected during the month.

Rosato acknowledged the additional page of notes and requests that were included from the caretaker, and commented that he truly wishes to address these in the next couple of weeks as they have a lot of merit; he'd like to put them on a time table to get done. One item noted was regarding the roadside cleanup along the town board's Adopt a Highway section of River Road; the board thought this would be a good thing to do in September. The Clerk will put this on the agenda for the 9/9/15 Regular Meeting.

7. Maintenance Report for July 6 – August 7, 2015

The board reviewed the Maintenance Report as prepared by the maintenance crew, which included an accident report regarding some minor damage that occurred to a township truck and trailer when jackknifing occurred when an intern was backing up. Chairman Rosato conducted an interview to confirm what happened and completed the accident report. There were no injuries – just a couple hundred dollars damage to the truck and trailer. The accident was also reported to Treasurer Adams, who reported the accident to the township's insurance company but it didn't meet the deductible. It was noted that the intern had since resigned.

The board also discussed an item on the monthly maintenance report regarding a 30 mph sign that had been knocked down on Sunny Beach Road. Supervisor Ives asked for clarification on what the lowest legal speed limit was on that road, as he thought it was 35 mph (rather than 30 mph). And if so, the replacement sign should be for 35 mph so that it would truly be legal. Glen Hodgson, road engineer from SEH, recalled that state statute allows a town board to set the speed limit as low as 35, if a certain density is met. And it is met on Sunny Beach Road. Anything lower, however, would require MnDOT approval. The board agreed that it would be a good idea to check with MnDOT into lowering the speed limit on that road.

8. Old Business

- 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 7/22/15 P&D meeting)
Supervisor Kortekaas reported that the discrepancy in sites has been resolved; he talked to the maintenance crew, and by rights the sites should not have been sold due to their location in platted River Road right-of-way. However, the crew flagged the four corners of Section 1 Block 10, and there is enough accessible space to use all 32 sites – including the 4 sites thought previously to be unusable. The Hafar family has been contacted, and are satisfied with the results.
- Round-Table meeting date options with the City of Grand Rapids staff
At the 8/12/15 Regular Meeting, Rosato reported that he spoke with Julie Kennedy, City of Grand Rapids Engineer, regarding dates for a City/Township "round table" meeting. Kennedy said that any Wednesday in September would work for the city staff. However, upon review of their schedules, the town board did not find a Wednesday evening in September that worked for everyone. Rosato agreed to touch base with Kennedy to ask about meeting in October – specifically Wednesday October 21st as that date worked for the board and clerk. Rosato will report back at a September meeting.

9. New Business

- None

Draft

10. Public Input

- Dick Gunderson had a comment about the public landings, and some causes he'd heard about with regards to cement planks movement when boats are launched. He also commented on a letter to editor from a Harris Township resident about tansy, an obnoxious weed, which is along some road ways in the township but that nothing is being done about it.

11. Upcoming meetings/events

- Mon Aug 31 Work Session – five to ten year road work plan..... 7:00pm Harris Town Hall (*location confirmed*)
- Wed Sept 9 Regular Meeting 7:30pm Harris Town Hall
- Mon Sept 14 Itasca County Twp Association Meeting 7:00pm Court house
- Wed Sept 23 Planning & Development Meeting 7:30pm Harris Town Hall

12. Adjourn

With no other business to come before the board, a motion was made at 8:22 p.m. by Supervisor Ives, seconded by Supervisor Kelley, to adjourn the meeting. Motion passed.

Respectfully submitted,

Michele Smith – Harris Township Clerk

Draft

**Minutes from the Work Session
Harris Town Board
Wednesday, August 31, 2015 at 7:00pm**

Draft

A work session of the Harris Town Board was held on Monday, August 31, 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, Kortekaas, Kelley, Haubrich, and Ives, as well as Clerk Smith and Treasurer Adams. *Absent:* None

Also in attendance was Glen Hodgson – SEH Road Engineer for the township, and residents Linda Bender and Judy Myers.

The purpose of this meeting, as posted, was to:

- Discuss and map out a 5 - 10 year road plan for paved roads in Harris Township.
- Discuss the estimated costs of road repairs & improvements, and the related budgeting options (bonding, levy increases, special assessments, etc.).
- Possibly discuss new rating system for bituminous roads

Hodgson passed out 2 handouts for the board to review:

1. A timeline with costs, for proposed road projects – from 2016-2030
2. An updated preliminary 5-year project list, with 2020 and beyond projects added

Hodgson discussed “Part 2” of the second handout, the roads. In this section, Hodgson listed roads that, in his opinion as a road engineer, should be rehabilitated in the next 5 years (2016 to 2020) and the estimated project costs:

- **2016: \$2,567,000**
Sunny Beach Road (entire road: overlay Adair to Harris Town Rd; the rest reclaimed)
- **2017: \$490,000**
Birch and Isleview (both reclaimed)
- **2018: \$989,000**
Cemetery, Sunny Beach Addition, Romans Rd, Sunny Lane, Gary Drive and Field Crest (all reclaimed)
- **2019: \$962,000**
Alicia Spur, Little Crystal Lane, Tolerick Drive, Alicia Place, Mishawaka Shores, Pine Street, Norberg Drive and Woodbine Lane (all overlays)
- **2020: \$306,000**
Wesleyan Road and Aspen Drive (both overlays)

TOTAL (2016-2020): 5.5 million
2016-2017 only: 3 million

Funding options discussed were: Bonding, increasing the levy, assessing residents, or not doing the repairs.

Rosato commented that the 2016-2020 rehabilitation plan felt like a “Cadillac plan” but that he did not feel all the roads listed needed to be entirely reclaimed or overlaid. Some could be patched – especially the dead end roads. Hodgson agreed that Norberg could be pulled out, as it was saved with recent wide-crack filling. Ives shared he’d like to see Mishawaka Shores moved up in the priority, and felt strongly that Fieldcrest should be rehabilitated soon.

Overall, while the board was not in agreement with which road repairs were needed and when, the board and Hodgson agreed that Sunny Beach Road, Birch Street and Isleview Road were a top priority.

Bonding was discussed at length:

- Bonding for the full 5.5 million for all roads of the proposed 5 year plan, and bonding for 3 million for just Sunny Beach / Birch / Isleview were the two main amounts considered for bonding.
- Overall, the board determined they were *not* comfortable bonding for 5.5 million as the payback amount was just too much, and way above the current budget and levy. :
- The payback amount for a 3 million dollar amount was much more feasible. With a 15 years loan, their annual payment was estimated by Baird to be apx \$250,000/year. This would allow the township to make the bonding payment without *having* to raise the levy – as the current levy includes \$300,000/year for just major road construction in the Road & Bridge Fund, plus \$110,000 in the Capital Improvement road dedicated fund. These amounts would allow the township to payback of the loan *plus* have \$160,000 left for other road projects. However, to have more funds to do more road projects each year, the board agreed that the levy would likely need to be raised over time to get back to the \$300,000/year amount that they have now.

In addition, it was noted that there would be a balance of \$342,000 in the Capital Impv Fund-road dedicated fund at the end of 2015, which could be used if needed for road repair project.

Also, it was clarified that the major construction line item levy was \$300,000. This amount does *not* include gravel, patching, crack fill, etc. There are separate line items budgeted for those projects that are a part of total road fund levy, but not of the \$300,000 major construction line item amount.

- Being able to pay back the bond without having to raise the township levy – at least for a year – was desirable as residents are also being faced with a school board referendum, the Blandin conservation land issue, and an Enbridge tax.
- One option discussed to bring in some extra funds for roads was selling some of the township property near the cemetery. They have 11 acres for a cemetery expansion, but may only need 6 or 7.
- The “pros” for bonding to complete 2016 road projects included:
 - Money has never been cheaper than it is now; interest rates are low – 2.87 to 2.97% for a 15 year amortization.
 - Oil prices are currently low as well, which would save on the cost of bituminous.
 - A larger project would bring better competition (sharper pencils by contractors) and less mobilization costs.

A 5-Year Road Plan was also discussed at length:

- In order to bond, the board needs to have a strong 5 year road plan, which is reviewed at a public hearing
- If a 3 million dollar bond is decided upon, the board will need to review the roads in Section 2 of Hodgson’s proposed road plan and determine which roads they can agree need to be rehabilitated over the next five years, and in what priority. They should consider if any roads can be bumped out of the rotation or just patched.
- A 5-year road plan would not be carved in stone; it would be reviewed and adjusted each year – just as the County reviews their 5 year road plan annually.

Draft

- Hodgson suggested the following schedule that he would refine with specific road names and estimates, for board review at an upcoming meeting:
 - 2016: Sunny Beach Road, Birch Street, Isleview (bonding for \$3 million would cover the cost)
 - 2017: Roads repairs, for up to \$350K (the current levy and capital impv fund would cover costs)
 - 2018: Roads repairs, for apx \$350K (the levy would cover these costs)
 - 2019 Roads repairs, for apx \$350K (the levy would cover these costs)
 - 2020: Roads repairs, for apx \$350K (the levy would cover these costs)
 (Roads would roll down as needed, to 2021 and beyond)

The board liked this idea. Hodgson will try to have something for the board to review at the next meeting on September 9th. He'd then recommend the board consider making a motion to adopt/approve the 5-year plan and begin the bonding process. The proposal would also include having SEH do the necessary surveying – as Hodgson would like to do this season before snow is on the ground.

Road rating and repair evaluation report

- Supervisors Kelley and Rosato went through the township road files and found when paving or rehabilitation was last done on the following roads:
 - Birch Street: 1982 took over road from private development; paved 1996
 - Gary Drive: pre-1988
 - Isleview: 1996 (1984)
 - Fieldcrest: 1999
 - Sunny Beach (Adair to Harris): 2001; other sections not known but early 1990's per a resident's memory.
 - Underwood Rd (west): 2015
 - Tolerick Road: 1999
 - Mishawaka Shores: 2002
 - Pine Street: 1996
 - Norberg Drive: 2001
 - Woodbine: 2004
 - Pine Landing: 1982
 - LaPlant Landing: Not known
 - Woodland Park Rd: 2007
 - Wesleyan: 1998
 - Aspen Drive: 2002
 - Verde Lane: 2004
 - Chippewa: 2007
 - Winnebago: 2007
 - Winston-Taylor: 2001
 - Jess Harry Corner: 1984
 - East Harris Rd: Not known
 - Keyview: 2012
 - Little Crystal Lane: Per Linda Bender, who was in attendance, this road had not been repaired in over 30 years. They built their home in 1986, and it was paved already. There are many reoccurring pot holes, despite the maintenance crew's efforts to fix. There are 12 houses on this dead end road. Two school buses go down the road daily now, as well as a weekly garbage truck. A turnaround was added for the snowplow and busses.
 - All other roads: Not known
- The newest preliminary 5-year project report from Hodgson was reviewed; it was noted that the column for traffic count was hidden, as well as how the road was rated last time, and a summary of the 'review' factors.

Ives expressed that he would find it helpful to know how many homes are on each road, to assess usage. And he'd like to know traffic counts on roads listed for 2018 and 2019 rehabilitation.

Draft

Next steps:

- Hodgson will bring a revised 5 year road plan and time line for consideration at the next board meeting
- He will also share the full 2014 Road Evaluation Data spreadsheet, with all the information columns showing, for board review and consideration

Supervisor Kortekaas made a motion to adjourn tonight's work session at 9:56pm. Upon a second by Supervisor Kelley, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

Draft

News

HARRIS TOWNSHIP
 PRELIMINARY 5-YEAR PROJECT LIST
 ORIGINAL DATE: 12/10/2014
 UPDATED: 7/17/2016
 ADDED 2020 TO 5-YEAR PLAN: 8/24/2015

All Costs in Thousands of Dollars										
ROAD NAME	SURFACE TYPE	LENGTH (MI)	ROADWAY TYPE	YEAR OF LAST REHAB	RECOMMENDED REHAB TYPE FOR 5-YEAR PLAN	RECOMMENDED REHAB YEAR	BUDGET COST PER MILE	BUDGET PAVEMENT REHAB ESTIMATE	ADDITIONAL (e.g. drainage) COST	TOTAL ESTIMATED COST
PART ONE--ROADS REHABILITATED BEFORE 2016										
Underwood Road (West of Park Rd)	Paved	0.80	residential collector	2015	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Harbor Heights	Paved	0.32	dead end w/ cul-de-sac	2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Lakeview Drive	Paved	0.41		2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Underwood Road (east of Park Rd)	Paved	0.74	residential collector	2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Robinson Road	Paved	0.28	dead end w. small turnaround	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Ruff Shores Road	Paved	0.13	dead end w/ private cut-back	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Southwood Road	Paved	1.39	residential collector	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Stony Point Road	Paved	0.99		2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Drive	Paved	0.23	dead end w/cul-de-sac	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Lane	Paved	0.23	closed residential loop	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Key View Drive	Paved	0.50		2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Mishawaka Road	Paved	1.53	residential collector	2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (south of Und)	Paved	1.50	residential collector	2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (north of Und)	Paved	1.37	residential collector	2011	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Apache	Paved	0.20	closed residential loop	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Melody Road	Paved	0.24	dead end w/ cul-de-sac	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Mohawk Drive	Paved	0.07	closed residential loop	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Total Length, Part 1 10.33										

PART TWO--ROADS TO BE REHABILITATED 2016-2020										Approximate Project Year		Annual Total Cost			
ROAD NAME	SURFACE TYPE	LENGTH (MI)	ROADWAY TYPE	YEAR OF LAST REHAB	RECOMMENDED REHAB TYPE FOR 5-YEAR PLAN	RECOMMENDED REHAB YEAR	BUDGET COST PER MILE	BUDGET PAVEMENT REHAB ESTIMATE	ADDITIONAL (e.g. drainage) COST	TOTAL ESTIMATED COST	2016	2017	2018	2019	2020
Sunny Beach Rd (Park to Adair Rd)	Paved	1.10	residential collector		Reclaim		See SEH report for budget			\$ 730					
Sunny Beach Rd (Wendigo to Park Rd)	Paved	1.30	residential collector		Reclaim		See SEH report for budget			\$ 720					
Sunny Beach Rd (Adair to Harbors Town)	Paved	3.00	residential collector		Overlay		See SEH report for budget			\$ 1,117					\$ 2,587
Birch Street	Paved	0.73			Reclaim		See SEH report for budget			\$ 343					
Isle View Road	Paved	0.31	through road		Reclaim		See SEH report for budget			\$ 147					\$ 490
Cemetery	Paved	0.37	N/A		Reclaim		\$ 450	\$ 167		\$ 167					
Sunny Beach Addition	Paved	0.33	dead end w/		Reclaim		\$ 450	\$ 149	\$ 50	\$ 199					
Romana Road	Paved	0.26			Reclaim		See SEH report for budget			\$ 111					
Sunny Lane	Paved	0.22			Reclaim		\$ 450	\$ 98		\$ 98					
Gany Drive	Paved	0.45			Reclaim		\$ 450	\$ 207		\$ 207					
Field Crest Road	Paved	0.45			Reclaim		\$ 450	\$ 207		\$ 207					
Alicia Spur	Paved	0.08			Overlay		\$ 300	\$ 24		\$ 24					
Little Crystal Lane	Paved	0.49			Overlay		\$ 300	\$ 147		\$ 147					
Tobacco Drive	Paved	0.40	dead end w/ cul-de-sac		Overlay		\$ 300	\$ 120	\$ 20	\$ 140					
Alicia Place	Paved	0.55			Overlay		\$ 300	\$ 165		\$ 165					

(#3) IRRRB Residential Grant Program

August 28, 2015

Harris Town Board Members

Thanks to all of you for listening to our request to act as Fiscal Agent in the application to the IRRRB Residential Redevelopment Grant Program.

We understand this program to be a non-need based program that assists residents of cities, townships and counties in demolishing dilapidated residential structures located within the IRRRB service area. This program includes single-unit residential homes and garages.

This process is a learning opportunity *and* is a tight timeframe for all of us. Therefore, since we were discouraged from attending the board meeting on August 12 either via phone conference or in person, we felt it was important to share our responses to the questions you had after viewing the meeting via public television. Here are the questions and concerns, rephrased, we heard expressed at the board meeting and our responses.

1. Did they (homeowners) have the property surveyed? It will be surveyed before work commences and shortly after September 2.
2. Is the property in Harris Township? Yes, the buildings are in Harris Township.
3. Have they talked to Environmental Services? Yes, many times and have had them onsite.
4. Do they intend to build? Maybe in the future. Since we may not rebuild soon or ever the structures will sit unoccupied and continue to deteriorate.
5. Does the property support setbacks? Yes, there is plenty of room on all sides for all infrastructure according to sewer consultants and the county.
6. Will the basement walls be removed? The only things remaining will be the concrete slabs from both the garage and the house. All walls will be removed.
7. We are hesitant to assume the risk of financing such a project since there is no line item in our budget, the 2016 budget is already set and we have never done this before? The homeowners would pay for the entire project upfront to the fiscal agent, Harris Township, and wait for the reimbursement from IRRRB to be refunded the portion that is not encumbered by the contractor.
8. 75/25 ratio of grant to private resident funds? The program assumes that the homeowner will "match" their funds so to speak. In other words, the homeowner has to have a stake in the process. We do not know exactly what the grant will cover, but estimate it to be less than \$4-5,000.

9. Do we have to do this? No, you do not have to do it. It is a choice to help Harris Township residents remove dilapidating structures that present substantial liability and risk for both the homeowner and neighbors. It is merely a facilitating arrangement that will not cost the township anything other than handling time and effort like other such duties required and requested of residents.
10. Are residential buildings covered in this program? Yes, there are two programs. One is for residential and one is for commercial.
11. This is too fast of a timeframe? Yes, it is for the home owners as well. We are learning about the project and have talked to Lori at IRRRB and plan to talk to the City of Chisholm at her recommendation. They have used this grant a number of times successfully.

We would welcome the opportunity to attend the September 9th meeting to further answer any questions you may have. In the meantime, if you would like to talk to us, please call our cell at 612 616 2699.

We have been residents of Itasca County since 1978 and plan to enjoy the county for many more years to come. With children and grandchildren here, it is a natural place for us to be. However, we want to downsize in the near future since retiring and this is a logical way for us to do that.

We have hope that a governmental body such as Harris Township would be willing to facilitate this for its residents.

Thank you

Milo and Evon Haarklau



FY16 Residential Redevelopment Grant Program

*Tabled until
Sept 9, 2015
Regular Meeting*

Contact: Lori Spielman
PO Box 441, 4261 Hwy 53 South
Eveleth, MN 55734
Lori.Spielman@state.mn.us
218-735-3041

Redevelopment of dilapidated residential sites into viable development sites as well as the removal of blighted and unsafe structures is essential to the vitality and economy of IRRRB service area. This program benefits the IRRRB service area by creating a cleaner, safer, healthier environment and encouraging new construction.

Eligible applicants:

Cities, townships, counties and tribal units of government. If a city or township has less than three residences for demolition, that city or township is encouraged to partner with neighboring communities to submit one application.

Eligible residential structures include:

- Single-unit residential homes
- Residential duplex homes
- Garages and accessory structures

Ineligible structures include:

- Decks or roofless structures
- Commercial buildings

Funding:

- The Residential Redevelopment program is funded at \$350,000 for FY 2016
- Maximum of \$3 per building square foot, or 75 percent of demolition costs including basements, whichever is less
- Homeowners and communities are responsible for all expenses not eligible or reimbursable

Application Process:

- Applications will be accepted beginning August 1 through August 14, 2015. All eligible applications received during this time period will be reviewed and grants may be awarded to the most competitive applications based on criteria established by the IRRRB. Applications submitted after August 14, 2015 through the end of the IRRRB's fiscal year (June 30, 2016) may be awarded funding on a rolling basis subject to the availability of remaining program funds.
- Residential property owners shall contact their local city or township residential redevelopment program coordinator to apply.
- The Residential Redevelopment program coordinator for each city or township must provide a complete application information and documentation to allow the IRRRB to determine eligibility

Application Review:

- All applications are evaluated and scored on an individual basis.
- Applications are reviewed by the IRRRB Grants Team and Commissioner.
- Project funding is subject to Commissioner Approval.

Application checklist:

- Application
- Required documentation to be completed by city, township or county:
 1. Two (2) written quotes for demolition must be submitted for each structure to be demolished by a contractor. Contractor is required to be licensed, insured and pay Minnesota Prevailing Wages. The community is responsible for compensating the contractor. OR A written estimate must be submitted for each structure to be demolished by a city or township performing the demolition in-house.
 2. Resolution authorizing city, township, county or tribal unit of government to apply for and accept funds.
 3. Document of compliance with Minnesota Historical Society procedures for treatment of historical sites (if applicable).
- Required documentation to be completed by property owner (must be included with application):
 1. Property owner worksheet (including sketch and pre-demolition photographs)
 2. Release of liability

If you are awarded a grant, you will be notified in writing:

- Required documentation to be completed by grant recipient
 - Pre demolition
 1. Grant Agreement
- Pre and post demolition photographs will be considered progress reports.
 - Post demolition
- A final report is required upon completion of the entire project.
- Additional documentation should include:
 1. Copy of MPCA 10-Day Intent to Perform a Demolition form
 2. Reimbursement request form with attachments
 - Asbestos inspection report(s) with invoice(s)
 - Asbestos removal report(s) with invoice(s)
 - Demolition and removal invoice(s)
 - Photograph(s) of restored site

Other information:

- Awarded projects will be bound by Minnesota Prevailing Wage Statutes and IRRR Board Policy.
- Project information is subject to Minnesota Data Practices Act, Minnesota Statute Chapter 13.

Application

Date submitted: August 7, 2015
 Applicant (city, township, county): Grand Rapids, Harris, Itasca
 Address: 20643 ~~2043~~ Stoney Point Rd.
Grand Rapids MN. 55744
City State Zip Code

Contact person: _____
 Title: _____
 Phone: _____
Office Cell
 Email: _____

Project description:

- List all properties designated for demolition.
- Application must include a minimum of three structures.
- Communities with less than three structures should collaborate with a neighboring community.

Property Owner Name	Address of Structure	Demo Start Date	Phone No.	Structure Type	Parcel ID #
Milo +	20643	9-8-15	612	2 Story	63-460.0044
Evon Heatt	Stoney Pt Rd		616	House	
			2699	Garage	19-485.0740

Check one:

- Structures demolished by private contractor OR
 Structures demolished by in-house crew

Signature(s):

I confirm that to the best of my knowledge, all statements made and information provided are true and correct.

Organization _____

By _____
Authorized Representative (1) Title Date

Authorized Representative (2) Title Date

Property Owner Worksheet

Property owner name: Milo + Eron Haarklau
 Property owner address: PO Box 85 Grand Rapids MN 55744
 Day time phone number: 612-616-2699
 Will new development take place on this site? Yes No
 If yes, please note (optional):
 When? Spring 2016
 What? New house & garage

Other:

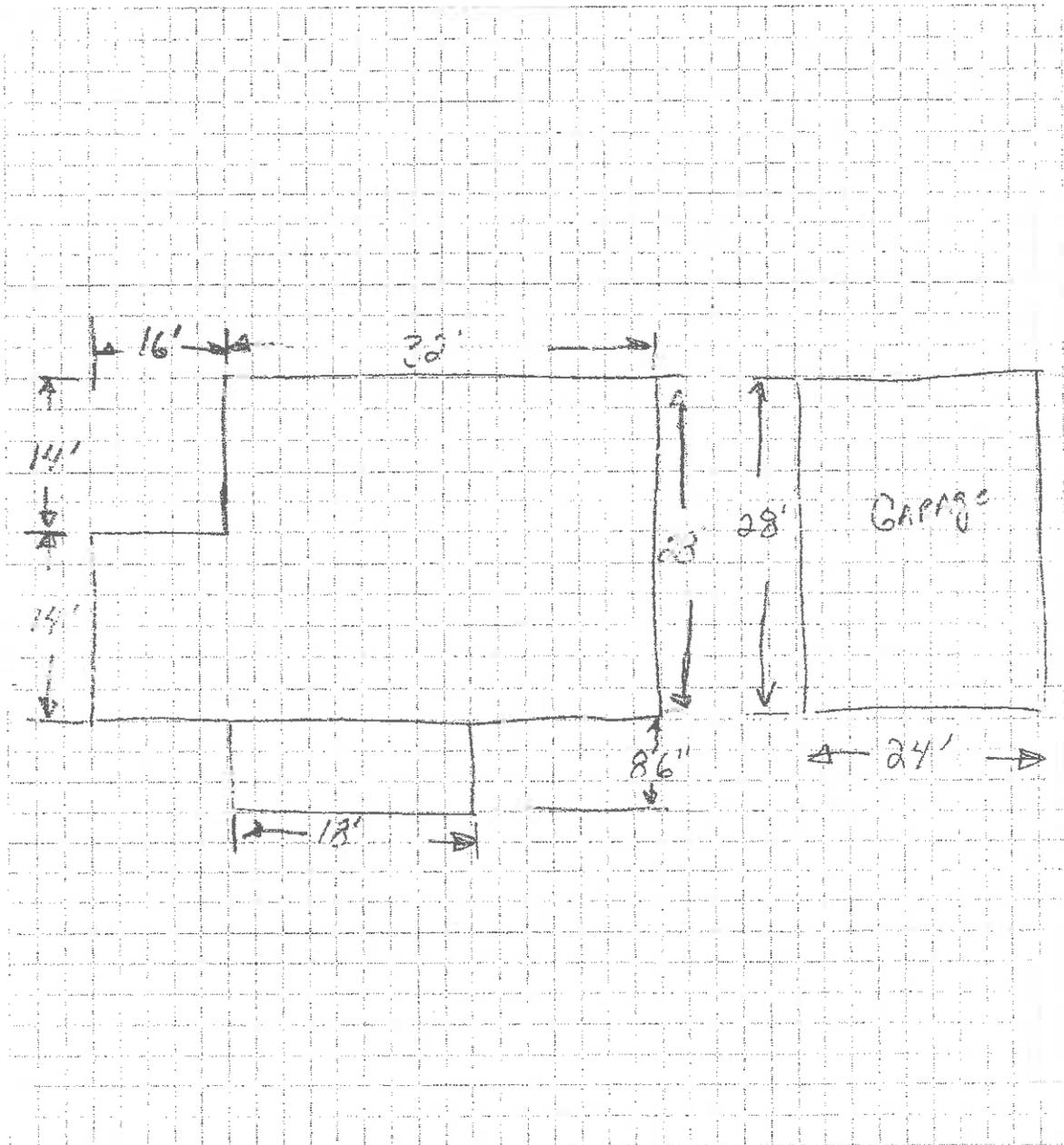
Provide an accurate sketch of the first and second floors of the structure, basement, garage and accessory structures to be demolished (make duplicate copies of grid if necessary). Each square equals one foot. The sketch must show the dimensions and square feet for each floor, basement, garage and accessory structure to calculate the reimbursement amount.

- For a 1 1/2 story house, the second floor will be calculated at 80% of the second floor square footage for the reimbursement amount.
- Decks and levels above the second floor are not to be included in the square feet.

	<u>Total Square Feet</u>	<u>Total Square Feet Confirmed by Community Coordinator</u>
First floor	$28 \times 32 = 896 \text{ sf}$	<u>1273 sq. ft.</u> <i>ADB</i>
Second floor	$8 \times 18 = 144$	
	$14 \times 16 = 224$	
Basement	$28 \times 32 = 896 \text{ sf}$	<u>896 sq. ft.</u> <i>ADB</i>
Garage	$24 \times 28 = 672 \text{ sf}$	<u>672 sq. ft.</u> <i>ADB</i>
Accessory structure(s)	_____	_____

- Attach photograph(s) of each structure to be demolished.

Property Owner Worksheet
To be completed by property owner(s).



Release of Liability

To be completed by property owner(s).

In consideration of IRRRB agreeing to fund the demolition and removal of structure(s) on my (our) property, I (we), the Property Owner(s), release and agree to hold harmless and indemnify IRRRB from any and all claims or liabilities for personal injury or property damage which may arise or occur in regard to the demolition, destruction, and/or removal of any structures located on property described below:

Printed name of property owner(s):

Milo + Evon Haarklau

Address:

PO. Box 85

Grand Rapids MN 55744
City State Zip Code

Property owner(s) phone:

612-616-2699

Property owner(s) email:

ehaarkla@hotmail.com

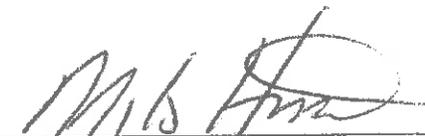
Address of structure to be demolished:

20643 Stoney Pt. Rd.

Grand Rapids MN 55744
City State Zip Code

Signature(s):

Property owner (1)


Signature

8/6/15
Date

Property owner (2)


Signature

8.6.15
Date

Are there additional owners of the property to be demolished? If yes, please print all names and contact information below:

Yes No

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheet if necessary.

Sample Resolution

Cities, townships and organizations should use this sample as a reference to prepare a resolution on applicant letterhead and send in with application.

CITY, TOWNSHIP OR ORGANIZATION NAME
RESOLUTION NO. _____

STATE OF MINNESOTA
COUNTY OF (_____)
CITY OR TOWNSHIP OF (_____) OR ORGANIZATION NAME

RESOLUTION AUTHORIZING (CITY/TOWNSHIP/ORGANIZATION) TO
MAKE APPLICATION TO AND ACCEPT FUNDS FROM
(NAME OF GRANT PROGRAM)

WHEREAS THE authorizing authority approves of the attached application for the
_____ project: and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if
approved by IRRRB.

NOW BE IT RESOLVED that the authorizing authority of _____ does
adopt this resolution.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this _____
day of _____
Month/Year

Name #1

Name #2

Title #1

Title #2

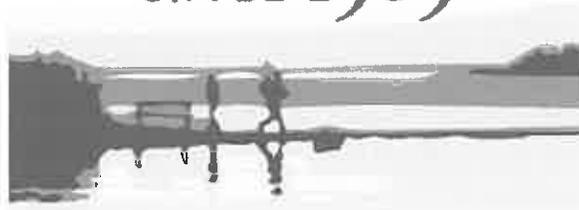
Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

Harris Township

SINCE 1909

www.harristownshipmn.org

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



NEIGHBORS, SHORES & MORE

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

State of Minnesota, County of Itasca, Town of Harris

HARRIS TOWNSHIP RESOLUTION #2015-008

DRAFT

RESOLUTION AUTHORIZING HARRIS TOWNSHIP TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM IRRRB RESIDENTIAL REDEVELOPMENT GRANT PROGRAM

WHEREAS the authorizing authority (Harris Township) approves of the attached application for the demolition of a two-story house and garage located on the property of 20643 Stoney Point Rd, owned by Evon & Milo Haarklau; and

WHEREAS the authorizing authority agrees to accept funding for the underlying project if approved by IRRRB.

NOW BE IT RESOLVED that the authorizing authority of Harris Township does hereby adopt this resolution, effective August 12, 2015.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. 2015-007 was declared duly passed and adopted this day of _____, 2015.

Signed:

Attest:

Gary Rosato
Harris Town Board Chairman

Michele Smith
Harris Township Clerk



MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: September 4, 2015

RE: Engineering Items for September 9, 2015 Meeting
SEH No. HARRT 132049 14.00

Preliminary Survey Proposal

Attached please find a 3-page proposed agreement for professional services. The proposal covers preliminary survey work on 3 road projects that are planned for 2016. I am requesting Board approval of this proposal so that SEH can collect the necessary field data this fall. If the road projects do proceed, SEH can then complete the design work this winter and have the projects ready to bid in early spring of 2016. This should give us the best possible timing for bidding the projects.

I request and recommend that the Board approve the agreement and authorize the Chairman and Clerk to sign the agreement.

Proposed 5-Year Road Improvement Plan for 2016 to 2020

Attached please find a 3-page Excel spreadsheet that outlines future road improvement plans in the Township. The proposed 5-year road improvement plan is shown in "Part Two" of the spreadsheet. You have seen this spreadsheet before, but I have now revised the plan to match the scope that the Board discussed at the August 31 work session.

Specifically, Sunny Beach Road, Isle View Road, and Birch Street are all shown as projects for 2016. The remaining 4 years of the plan include improvements that average an estimated \$350,000 per year.

I would like to emphasize that this is only a "plan." If the Board adopts this plan, that does not create any obligations at all. The Board is free to modify the plan at any time, and, in fact, I would recommend that the plan be re-examined and updated annually.

Adopting a 5-year plan is a necessary step to continue discussions about bonding.

At this time I request and recommend that the Board adopt the 5-Year Road Improvement Plan as presented.

I have also updated but have not attached the timeline drawing that we worked with on August 31. I will bring copies of that drawing to the Board meeting.

Continuation of Bonding Discussion and Process

Assuming the Board does adopt the above-described 5-year plan, the next step in the bonding process is to “prepare a general obligation street reconstruction finance plan illustrating the estimated terms and costs of the proposed obligation.” (I quote from the materials presented by Paul Donna.)

If the Board wishes to move forward with such a finance plan, I would suggest that you direct the Treasurer and me to work with Mr. Donna to prepare that plan.

When that plan is in place and approved, the Board can then consider establishing a public hearing to present and discuss both plans.

Update on Underwood Road (west) Project

Dan Shannon and I have prepared a “punch list” of work items for the contractor to complete before the project can be finalized. We have directed the contractor to not remove the silt fence and erosion control logs until next spring. Therefore, final payment on the contract will not be completed until 2016. We will continue to hold 2% retainage until next spring.

September 4, 2015

RE: Harris Township
2016 Road Improvement Projects
Agreement for Professional Services

Chairman and Board Supervisors
Harris Township
21998 Airport Road
Grand Rapids, MN 55744

Dear Chairman and Board Supervisors:

Please accept this Letter Agreement proposal between Harris Township and Short Elliott Hendrickson Inc. (SEH[®]) for preliminary survey services for the proposed 2016 Improvement Projects on Sunny Beach Road, Isle View Drive, and Birch Street. The anticipated improvements have an estimated total cost of approximately \$3,057,000 and consist of subgrade correction, drainage improvements, bituminous overlay (on some segments of Sunny Beach Road), bituminous reclamation, driveway repairs, shouldering, and turf establishment.

This proposal covers only preliminary survey work. If the project proceeds, SEH will provide a second proposal to the Board to cover the design and construction phases of the project. The purpose of this survey-only proposal is to allow SEH to gather the required survey information before winter conditions arrive.

Scope of Services

Preliminary Survey

- Coordinate with Gopher State One Call for utility locations.
- Collect topographic data on all 3 roads sufficient to design the proposed overlays and reclamation.
- Collect more detailed topographic data at specific sites where additional work is to be done.
- Process the field data for importing into design drawings.
- Prepare a "base drawing" to be used in the design phase.

Schedule

We would schedule this work to be completed in late September or early October.

Fee

We propose to be compensated for the tasks identified in the Scope of Services on a lump sum basis in the amount of \$7,895.00

We will bill you monthly for services. If there are delays in the payment of our invoices and if we agree to continue working on the project, it is agreed we are entitled to collect, and you will pay interest at the rate of 1% per month for all amounts unpaid for thirty (30) days or more. Additionally, if the project is delayed and we encounter additional costs as the result of the delays, it is agreed we are entitled to additional fees upon submission of the appropriate documentation of extra costs.

Agreement

If the work outlined in this Agreement for Professional Services and attached Exhibit A-2 satisfactorily sets forth your understanding of our Agreement, please sign both copies in the space provided and return one copy to us. The signed letter shall serve as an accepted Agreement between Harris Township and SEH.

You agree, to the fullest extent permitted by law, to limit SEH's total liability for any and all claims, expenses, or damages in any way related to the services provided under this Agreement to the total sum paid to SEH for providing these services.

If conflicts arise during the performance of these services, we agree they shall be submitted to non-binding mediation unless we have mutually agreed otherwise.

We look forward to working with the Township on this project. If you have any questions or need any additional information, feel free to contact me directly at 218.259.5024 or email me at ghodgson@sehinc.com. Thank you for your consideration.

Sincerely,

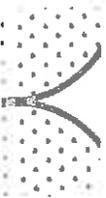
SHORT ELLIOTT HENDRICKSON INC.



Matt Wegwerth, P.E.
Project Manager



Glen D. Hodgson, P.E.
Project Engineer



Accepted this 9th day of September, 2015

Harris Township

By: _____

Title: **Chairman**

By: _____

Title: **Clerk**

Exhibit A-2
to Agreement for Professional Services
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated September 9, 2015

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the lump sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

HARRIS TOWNSHIP
PRELIMINARY 6-YEAR PROJECT LIST

UPDATES:
12/10/2014
7/17/2015
6/24/2016
9/1/2016

Road Name	SURFACE TYPE	LENGTH (mi)	ROADWAY TYPE	YEAR OF LAST REHAB	RECOMMENDED REHAB TYPE FOR 6-YEAR PLAN	RECOMMENDED REHAB YEAR	All Costs in Thousands of Dollars			
							BUDGET COST PER MILE	BUDGET PAVEMENT REHAB ESTIMATE	ADDITIONAL (e.g. drainage) COST	TOTAL ESTIMATED COST
PART ONE--ROADS REHABILITATED BEFORE 2016										
Underwood Road (West of Park Rd)	Paved	0.80	residential collector	2015	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Herber Heights	Paved	0.32	dead end w/ cut-de-sac	2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
LakeView Drive	Paved	0.41		2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Underwood Road (East of Park Rd)	Paved	0.74	residential collector	2014	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Robinson Road	Paved	0.28	dead end w/ small turnaround	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Ruff Stokes Road	Paved	0.13	dead end w/ drive out-de-sac	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Southwood Road	Paved	1.39	residential collector	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Stony Point Road	Paved	0.39		2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Drive	Paved	0.23	dead end w/cut-de-sac	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Lane	Paved	0.23	closed residential loop	2013	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Kay View Drive	Paved	0.50		2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Milwaukee Road	Paved	1.53	residential collector	2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (south of Lind)	Paved	1.50	residential collector	2012	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (north of Lind)	Paved	1.37	residential collector	2011	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Apache	Paved	0.20	closed residential loop	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Melody Road	Paved	0.24	dead end w/ cut-de-sac	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Mohawk Drive	Paved	0.07	closed residential loop	2007	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Total Length, Part 1		10.33					\$ -	\$ -	\$ -	\$ -

HARRIS TOWNSHIP
PRELIMINARY 5-YEAR PROJECT LIST

PART TWO—ROADS TO BE REHABILITATED 2016-2020														
Project Name	Paved	1.10	residential collector	1996	Reclaim	See SEH report for budget	Approximate Project Year					Annual Total Cost		
							2016	2017	2018	2019	2020			
Sunny Beach Rd (Park to Adair Rd)	Paved	1.30	residential collector	2001	Reclaim	See SEH report for budget	\$	790						
Sunny Beach Rd (Wendrop to Park Rd)	Paved	3.00	residential collector	2001	Reclaim	See SEH report for budget	\$	720						
Sunny Beach Rd (Ash to Harris Town)	Paved	0.79	residential collector	1996	Overlay	See SEH report for budget	\$	1,117						
Birch Street	Paved	0.81	through road	1996	Reclaim	See SEH report for budget	\$	343						
Isla View Road	Paved	0.22	through road	1996	Reclaim	See SEH report for budget	\$	147						
Sunny Lane	Paved	0.46			Reclaim	\$ 450 \$	\$	89						
Gary Drive	Paved	0.26			Reclaim	\$ 450 \$	\$	207						
Romana Road	Paved	0.48			Reclaim	See SEH report for budget	\$	111						
Field Crest Road	Paved	0.49		1998	Reclaim	\$ 450 \$	\$	207						
Little Crystal Lane	Paved	0.65			Overlay	\$ 300 \$	\$	147						
Mishawake Shores	Paved	0.18	dead end	2002	Overlay	\$ 300 \$	\$	188						
Woodbine Lane	Paved	0.55		2004	Overlay	\$ 300 \$	\$	54	10					
Allida Place	Paved	0.40	dead end w/ cut-de-ice	1998	Overlay	\$ 300 \$	\$	185						
Torrek Drive	Paved	0.26	dead end w/ cut-de-ice	1998	Overlay	\$ 300 \$	\$	120	30					
Wesleyan Road	Paved	0.26	dead end w/ cut-de-ice	1998	Overlay	\$ 300 \$	\$	78						
Total Length, Part Two								10.28						
TOTAL 5 YEAR COST													\$	4,443

PART THREE--ROADS TO BE REHABILITATED AFTER 2020

Project Name	Paved	0.33	dead end w/	N/A	\$	\$	\$	\$	\$	\$
Sunny Beach Addition	Paved	0.33	dead end w/	N/A	\$	\$	\$	\$	\$	\$
Alicia Spur	Paved	0.08		N/A	\$	\$	\$	\$	\$	\$
Aspen Drive	Paved	0.78		N/A	\$	\$	\$	\$	\$	\$
Pine Street	Paved	0.11		N/A	\$	\$	\$	\$	\$	\$
Cemetery	Paved	0.37		N/A	\$	\$	\$	\$	\$	\$
Northrup Drive	Paved	0.61		N/A	\$	\$	\$	\$	\$	\$
Pine Landing Drive	Paved	0.45	closed residential loop	N/A	\$	\$	\$	\$	\$	\$
LaPorte Road/Landing	Paved	0.00	N/A	N/A	\$	\$	\$	\$	\$	\$
Woodland Park Road	Paved	0.30	dead end w/ small cul-de-sac	N/A	\$	\$	\$	\$	\$	\$
Seaper Landing (Troop Twn)	Paved	0.20	N/A	N/A	\$	\$	\$	\$	\$	\$
East Harris Road	Paved	0.63		N/A	\$	\$	\$	\$	\$	\$
Verde Lane	Paved	0.22	dead end w/ out-de-sac	N/A	\$	\$	\$	\$	\$	\$
Chippewa Drive	Paved	0.82	closed residential loop	N/A	\$	\$	\$	\$	\$	\$
Mishawaka Landing	Paved	0.00	N/A	N/A	\$	\$	\$	\$	\$	\$
Winnebago Drive	Paved	0.13	closed residential loop	N/A	\$	\$	\$	\$	\$	\$
Blitch Hill Drive	Paved	0.58		N/A	\$	\$	\$	\$	\$	\$
Winston-Taylor Road	Paved	0.09		N/A	\$	\$	\$	\$	\$	\$
Jesse Henry corner	Paved	0.00		N/A	\$	\$	\$	\$	\$	\$
Total Length, Part Three		4.99								
Length, Grand Total		25.60								

PART FOUR--POTENTIAL CONSTRUCTION SCOPE 2021-2025

Year	Assume 80% of Part Three Roads for Overlays	Assume 30% of Part One Roads for Overlays	Annual Average
2021-2025	847	860	1,927
Various	50	50	50
2021-2025	897	910	1,927
Various	50	50	50
Total	947	960	1,987

PART FIVE--POTENTIAL CONSTRUCTION SCOPE 2026-2030

Year	Assume 40% of Part Three Roads for Overlays	Assume 40% of Part One Roads for Overlays	Annual Average
2021-2025	650	1,289	1,939
Various	50	50	50
2021-2025	700	1,339	2,039
Various	50	50	50
Total	750	1,389	2,089

Budget Costs per Mile:
 Overlay 300
 Reclaim 450

- Minutes -

COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

Please note assignments in RED

August 19, 2015

The next meeting will be Sept. 22 in Coleraine.

Present: Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Burl Ives (Harris), Ed Zabinski (Grand Rapids), Max Peters (Cohasset), Tarry Edington (Arbo), Ken Haubrich (Harris), Senator Tom Saxhuag, Alie McInerney (Blandin Foundation) and Mary Jo Wimmer, facilitator.

Colaborative Wins/Open Market

Grand Rapids: Is a part of the Range Association of Municipalities and Schools and the Western Mesabi Mine Planning Board. These also provide opportunities for collaboration.

LaPrairie: Has contracted with Grand Rapids for financial services and this is proving to be very successful. They are negotiating for maintenance services with the Public Utilities Commission and currently have a part time maintenance worker through a temp. agency. LaPrairie is considering how they can improve their participation in the Greenway Rec. Board.

Cohasset: Has collaborated with Grand Rapids by making a major donation to the solar energy project at the GR area library.

Harris: – Will be doing bonding for roads projects. Harris Township would like to piggy-back with other local municipalities to save money on road projects.

Arbo: – is dealing with dust from Magnetation. The Western Mesabi Mine Planning Board should address this issue.

Calumet: Their street engineer may be retiring soon and they would like to share a person with Marble.

IT Services – Ed will talk with Kathy Koda about IT services.

Northern Itasca Joing Pwers Board – Tarry has contacted the group and they will attend a meeting early next year to share barriers and successes they have encountered.

Individual Contacts to Increase our Team

Assignments as follows:

Deer River – Tom Pagel

Davin Tinquist – not at this time

Bob Steen, Bovey – Tom Pagel

Tara De Guiseppi – too busy

Greenway Township/Jay Kohler – no interest

Taconite/Lloyd Garwell – Peggy

Wabana/Lauri Miltich – Ed Zabinski

Trout Lake Township/Liz Shoberg, Jeanne Newstrom – Peggy Smith

Warba/Leo Trunt – maybe

Mark Klennert, Blackberry township/ – Mike Fall

Future Funding:

Requests for funding for collaborative training and for facilitation of this group have been submitted to the Blandin Foundation.

Health Insurance –

Mary Jo will put together a matrix of questions for each LGU to respond to regarding health insurance. We will review at our Sept. meeting. Deer River will be invited as well as Lynn DeGrio.

Meeting locations are as follows:

- September 22 – Coleraine
- October – La Prairie
- November – Grand Rapids City Hall

Topics of Discussion for the Sept. meeting

- Pending grant application for funding for this collaboration
- Pending grant application for collaborative culture training
- Health Insurance
- Public Relations

Mary Jo Wimmer

Mary Jo Wimmer Consulting

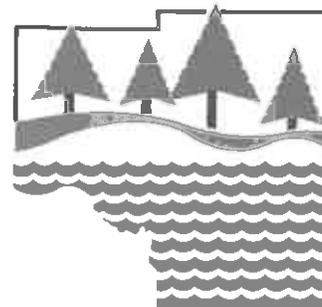
mjwimmer80@gmail.com

JEFFREY T. WALKER

ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE
123 NE 4TH ST.
GRAND RAPIDS, MINNESOTA 55744-2681

OFFICE 218-327-2860
FAX 218-327-7426



DATE: August 12, 2015
TO: Township Clerks
RE: 2016 Property Tax Levy Certification Procedures

Enclosed is the form for submitting your 2016 Township Levy Certification to us. The due date for certification to the County is **September 15, 2016**. The Department of Revenue will grant no extension of this deadline. However, in most cases, this levy certification will be the levy that your townships adopted at its annual town meeting in March of 2015, so please submit this levy certification form to us as early as possible. If the Township Board changes the levy at a special town meeting after September 15, 2015, the Township must recertify its levy to the County Auditor no later than December 28, 2015. To ensure receipt of levy information in a timely manner and avoid last minute contacts, I will begin with courtesy reminder phone calls on September 7, 2015 for any forms not yet received.

Due to the addition of Job Opportunity Zones (JOBZ), should you have any levies toward general obligation debt under MS 475.61, they must be listed separately and identified as a debt levy.

Minnesota Statute 365.43, Subdivision 1 has been amended to redefine the limit imposed on town spending so that spending may not exceed total revenue without a vote of the town electors. Total revenue is defined to include property tax levies, revenue from all other sources, and amounts carried forward (reserves). The old language limited spending to the property tax levy.

Also, if you have any special assessments, including delinquent utility bills, that you wish to certify to this office as a special assessment for inclusion in the 2016 payable taxes on a parcel, please submit these, along with the parcel numbers to certify to, by **November 30, 2015**.

If you have any questions regarding completion of this tax levy form, please contact me at (218) 327-2887. Thank you.

Sincerely,

A handwritten signature in cursive script, reading "Debra R. Davis".

Debra R. Davis
Chief Deputy Auditor/Treasurer

Enclosure

2016 TOWNSHIP TAX LEVY CERTIFICATION

STATE OF MINNESOTA
COUNTY OF ITASCA

TOWNSHIP OF Harris

TO THE COUNTY AUDITOR/TREASURER OF SAID COUNTY:

I, the undersigned clerk of the Township above named and custodian of its records, do hereby certify that at the Annual Town Meeting held in the Town of Harris, Minnesota, on the second Tuesday, being the 10th day of March, 2015, the following amounts were voted to be levied by taxation of said Town as appears from the records in my office, for the year payable 2016. Please round levy amounts to whole dollars.

FUND	CERTIFIED LEVY
01 REVENUE	
02 ROAD AND BRIDGE	
03 FIRE	
TOTAL CERTIFIED LEVY	\$ 934,253

see attached Resolution # 2015-009

Dated this 9th day of September, 2015

Signature, Township Clerk

Town of _____, Itasca County, MN

PLEASE PROVIDE THE MAILING ADDRESS AND TELEPHONE NUMBER OF THE CONTACT PERSON YOU WOULD LIKE PRINTED ON THE PROPOSED TRUTH IN TAXATION NOTICES.

NAME: Michele Smith - Clerk of Harris Township

ADDRESS: 30037 Harris Town Rd

CITY, STATE, ZIP: Grand Rapids, MN 55744

TELEPHONE NUMBER: 218-327-9930

E-MAIL ADDRESS: michelesmithclerk@msn.com

Please return this form to Debra Davis, Itasca County Auditor/Treasurer's Office, 123 NE 4th Street, Grand Rapids, MN 55744 **on or before SEPTEMBER 15, 2015**. Thank You.

Chairman Rosato introduced the following resolution at the Regular Meeting held on September 9, 2015:

Resolution No. 2015-009

A RESOLUTION ADOPTING THE LEVY COLLECTABLE IN 2016

WHEREAS, the voters of Harris Township met at their annual meeting, held March 10, 2015, and voted to approve the levies;

WHEREAS, the Harris Town Board concurred with the voters and the proposed levies as presented at the annual meeting;

THEREFORE, BE IT RESOLVED, to adopt the following levies, collectable in 2016:

General Fund Operations	\$140,000
Historical Society (\$1/pp of 2010 census)	\$ 3,253
Itasca Co. Agricultural Assoc. (Fair Board)	\$ 1,000
Road and Bridge Fund	\$490,000
Equipment Fund	\$ - 0 -
Cemetery Fund	\$ - 0 -
Recreation Fund	\$ 25,000
Building & Grounds Fund	\$ 60,000
Fire Fund	\$ 75,000
Capital Improvement Fund	\$140,000
 Total levy collectible in 2016	 <u>\$934,253</u>

Adopted this 9th day of September, 2015

Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk