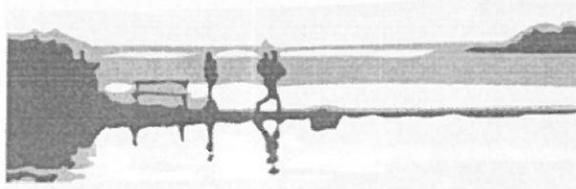


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

Supervisor Larry Key 244-5248
Supervisor Dennis Kortekaas 326-1882
Supervisor Burl Ives 259-1279
Supervisor Jim Kelley 327-0317
Treasurer Becky Adams 259-1192
Clerk Michele Smith 327-9930
michelesmithclerk@msn.com

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

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

www.harristownshipmn.org

REGULAR MEETING **March 11, 2015 at 7:30pm** **AGENDA**

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on February 11, the Budget Work Session on February 17, the Planning and Development Meeting on February 25, and the Work Session on March 4, 2015
3. **Business from the floor**
4. **Treasurer's Report** dated March 11, 2015 (re: February 1-28, 2015 financials)
5. **Roads**
 - Sunny Beach and Isleview-Birch Street Road proposal for preliminary engineering – Glen Hodgson, SEH
 - Road issues/concerns/updates
6. **Recreation**
7. **Correspondence**
 - **Board Action items:**
 - None
 - **Noteworthy items:**
 - Minutes from Collaborative Opportunities Team Meeting on February 26, 2015. Note: Next meeting will be Feb 26, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.
 - Itasca County Highway Department Five-Year Plan – written comments accepted until March 27, 2015
 - MN Association of Townships Spring Short Course – April 2, 2015 at Sawmill Inn Grand Rapids 9am – 3pm
 - **Non-action items**
 - None
8. **Consent Agenda**
 - a.). Consider approval of Creative Services contract for 2015 (as discussed at the Feb 25, 2015 P&D meeting)
9. **Old Business**
 - Review of **old resolutions:**
 - #2009-006: *Support of Proposed Road Name Change (from Badger Road to Casper Landing)*
 - #2009-008: *Setting Hearing Date in Response to Road Vacation Petition (at end of Isleview, at Birch intersection)*
 - #2009-009: *Vacating Town Road (part of Sunset Park plat - at end of Isleview, at Birch intersection)*
 - #2010-001: *Abandonment of Town Road (western extension of Underwood Road)*
 - #2010-003: *Designating a Township Director for the Greater Area Grand Rapids Area Cable Commission*
10. **New Business**
11. **Approve payment of bills for March 2015**
12. **Public Input** (*please limit comments to 5 minutes*)
13. **Adjourn**

UPCOMING Events / Meetings

Wed Mar 18	Work Session – to discuss location options for a proposed motorized trail.....	7:00pm Harris Town Hall
Wed Mar 25	Planning & Development Meeting.....	7:30pm Harris Town Hall
Thur April 2	MN Association of Townships Short Course.....	9:00am Sawmill Inn (Register 8-9am)
Wed April 8	Regular Meeting	7:30pm Harris Town Hall
Mon Apr 13	Itasca County Twp Association Annual Dinner & Meeting.....	6:00pm Bowstring Town Hall
Wed Apr 22	Planning & Development Meeting.....	7:30pm Harris Town Hall
Thur Apr 23	Local Board of Appeal and Equalization.....	9:00am Harris Town Hall

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, February 11, 2015 at 7:30pm**

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The Regular Meeting of the Harris Town Board was held on Wednesday, February 11, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Burl Ives, and Jim Kelley as well as Clerk Michele Smith. *Absent: Supervisor Dennis Kortekaas, and Treasurer Becky Adams (who did phone into the meeting from the road).*

Also in attendance were residents Marge Kelley, Dan Butterfield, Judy Myers, and Cyndy Martin.

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

2. Approve the minutes of the Regular Meeting on January 14, the Budget and Board of Audit Work Session on January 21, the Planning and Development Meeting on January 28, and the Budget Work Session on February 4, 2015

A motion was made by Supervisor Ives to approve the minutes as submitted for 1/14/15, 1/21/15, 1/28/15 and 2/4/15. Supervisor Key seconded the motion, which passed by a unanimous vote.

3. Business from the floor

- Judy Myers – Township newsletter draft

Myers shared a draft newsletter with the board, which she and Cyndy Martin had volunteered to do one on a quarterly basis. They are hoping to get this first issue out before the annual township election on March 10th.

Clerk Smith shared that she has requested an updated address list file from SEH, who gets it from the county. However, the large file has to be edited in order to be used for bulk mailing – as the zip code is not in its own field. This is a lot of work, but SEH has agreed to do their best to get the address list file ready as soon as possible.

Smith also noted that Treasure Bay had been used to produce all previous newsletters, but did request about 2 weeks lead time to allow enough time for creating a draft newsletter, having it proofed/approved, and then printed, folded, sealed, and mail merged with addresses and bulk mailing information. However, this amount of time may not be required now, given the advances in technology since the Clerk last produced the newsletter. Myers said they would like to compare prices and services with the *other* printers in town, such as Minuteman Press and Presto Print before deciding where to have the newsletter printed.

Myers explained to the board that the format for the newsletter is different than before, and includes a “meet your neighbor” page and a “get to know a township business” section. And for this first issue, she’s including articles from each of the 3 supervisors who are on the March township ballot. Responses were still needed from Supervisors Kelley and Ives, who commented that they would have their articles to her by the end of the week.

Myers and Martin will work with Supervisor Rosato and (cc Clerk Smith) for final review and edit of the newsletter prior to printing. And the clerk will continue to work with SEH on the address list file.

The board thanked Myers and Martin for taking on the newsletter.

4. Treasurer’s Report for February 11, 2015 (of January 1-31, 2015 financials)

Treasurer Adams phoned into the meeting, as she was out of town. She was put on speaker phone, while watching the meeting live via the internet from her computer.

Adams verbally recapped the treasurer’s report of January 1-30, 2015 financials for the board:

- Starting Jan. 1 balance: \$1,204,837.63 (same as the 2014 yearend balance)
- Receipts: \$ 1,394.99
- Disbursements \$ (35,807.17)
- Ending Dec.31 balance: \$1,170,425.45

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With regards to fund balances, Adams reminded the board that the Building and Grounds fund was still in a deficit of (\$23,133.67) due to cost of the town hall entrance ramp and awning project, the new well at Wendigo, and the new furnace at the Service Center. She commented that the board may want to consider transferring money from the capital improvement-non dedicated fund to bring the Buildings and Grounds fund back into the black.

A motion was then made by Supervisor Kelley, seconded by Supervisor Key, to approve the Treasurer's February 11, 2015 Report containing January 1-30, 2015 financials. Upon roll call, motion passed by a unanimous vote.

5. Roads – Township road issues/concerns/updates

- Bayview lot – and road

Supervisor Key met with land purchaser who is interested in purchasing the lot at the end of Bayview Place; the person had a concern about the road that Troumbly had put in (a neighboring land owner). Key explained that it was not built to township standards so would not become a township road. The potential land purchaser agreed that he could connect into the cul-de-sac – which would resolve his question.

- LTAP Road Seminar on Feb 10, 2015 report outs (Supervisor Ives and Supervisor Kelley attended)

Supervisors Kelley and Ives attended the Minnesota LTAP (Local Technical Assistance Program) training on Feb 10, 2015 in Detroit Lakes that is put on by the University of MN regarding different types of road repair – primarily for paved roads, but grading of gravel roads was also discussed.. The training was well attended by township, city and county employees and representatives. Glen Hodgson, the township's road engineer from SEH, was also there.

Kelley and Ives commented that they came away feeling that Harris Township is on track for doing what they should be doing with regard to road repairs. Both supervisors liked the networking opportunity and hearing how others have similar road issues to Harris Township.

The LTAP trainers discussed what works in northern vs. southern Minnesota, and what products and processes are best. The trainers also stressed the importance of using engineering for road repairs, to find what's underneath a road. One topic not covered was crack sealing. The LTAP training is now split into 2 different classes – one regarding road repair and one regarding crack filling; they are offered every other year. Next year the training will be on crack sealing but this year it was just on road repair. Overall, both supervisors found the training interesting and informative.

6. Recreation

- Consider new pumps at parks for 2016 budget

The pump at Wendigo had to be replaced in 2014, which cost apx \$8,000. It was seven years old. A main reason the pump had to be replaced was due to the pressure being extremely high, as it also serves as a hydrant to refill fire trucks. As a result, a pressure reducer valve has to be used in order to make it usable for lawn sprinkling or flooding the rink. However, without a multiple speed valve, this puts a lot of pressure on the pump head. Supervisor Rosato asked about changing to a variable speed drive pump, and adding it to the budget. Supervisor Key noted that they would need a heated building to house variable speed drive as its above ground.

- Rinks are still open

Supervisor Key commented that Wendigo and Crystal Parks rinks are still open - though closed tonight due to the temperature being -10 or colder. The rinks will remain open until the ice melts.

7. Correspondence

- Board Action items:

- Letter from the MN Dept of Revenue, regarding the development of Board of Appeal and Equalization online training. If interested in helping test the new system, deadline to sign up is Feb 13, 2015.

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Supervisor Rosato explained that online training for the Local Board of Appeal (BOA) would be something new, as the BOA training had always been done in a classroom setting. Ives and Kelley had not yet been through the training, but Rosato, Key, and Kortekaas had all been certified.

Rosato suggested this topic should be brought up at the Itasca Township Association Meeting, in case the plan is for *all* training to be online. This could be an issue as many rural townships do not have broadband access, and would lose the chance to talk with other townships officials about their experiences with valuations and review meetings. Rosato will email Reno Wells, our representative, to request more info.

- Noteworthy items:

- Letter and email from the law office of Shaw & Shaw regarding Harris Township / Lotti easement
The letter was informational only, stating that the township and Lotti's attorneys are working with Ms. Lotti. She is trying to get a driveway location off the airport road for the field.
- Minutes from Collaborative Opportunities Team Meeting on January 21, 2015. Note: Next meeting will be Feb 26, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.
- Itasca County Historical Society donation request letter, with support letter from Itasca County Administrator
- Itasca County Agricultural Association (aka 'Fair board') donation request letter
Note: Both donation request letters will be reviewed and considered during the Annual Town Meeting on March 10, 2015

- Non-action items

- None

8. Consent Agenda

- a.) Consider approval of updated 2014 bill lists and Treasurer Reports as explained during the board of audit
- b.) Consider approval of the purchase by Pam Kelledy of 1 cemetery site, Sec 2, Block 26, Lot 1, Site 2

A motion to approve both items on the consent agenda was made by Supervisor Key, with a second by Supervisor Kelley. The motion passed by a unanimous vote.

9. Old Business

- Update on the order of the additional microphones and mixer

Clerk Smith updated that board that she had ordered the 2 additional microphones and the mixer for the town hall, and was able to submit an invoice to PayPal for the cost rather than put on cost her personal credit card. She was notified that all items shipped on Monday from New York, so she expected they would arrive prior to the next meeting.

With regards to set up, Smith requested board approval to have PC Refresh set everything up; they were the company who prepared the proposal of what items to order. They felt a couple hours would be enough for set up and tie into the current sound system.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to approve that PC Refresh be hired to meet the Clerk at the Town Hall to set up the new mixer and microphones with the existing units. The motion passed by unanimous vote.

- Review of old resolutions:

- #2008-006: Revised Culvert Policy (replacing #2006-006)

The board reviewed and determined that the current culvert policy via Resolution #2008-006 should be updated to include the driveway application process through Itasca County Environmental Services. There was also discussion about the type of culvert material to be used - metal or plastic, or just metal? And if should professional installation be required if plastic is used? Requiring the purchase of culverts through the township vs. elsewhere was also mentioned. The clerk was asked to put "Revise Culvert Policy" on the agenda for next P&D meeting.

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Other old resolutions reviewed, with no need to revise or nullify:

- #2008-007: *Land Easement Dedication for Root Road Turnaround*
- #2008-008: *Land Easement Dedication for Norway Road Turnaround*
- #2008-009: *Vacating a Town Road (portion of Sunny Beach Road – aka Barbara Avenue)*
- #2009-001: *Itasca County to assume limited jurisdiction over Harris Township public landings*
- #2009-002: *Accepting Dedication of Land for a Town Road (strip along Sunny Beach Road)*

10. New Business

- None

11. Approve payment of bills for February 2015

After reviewing the bill list for February, there were no questions by the board.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to pay the bills as per the attached document titled “February 2015 Bill Listing to Board” in the amount of \$66,814.36. Upon roll call, motion passed by a unanimous vote.

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

- **Dan Butterfield** is now on the Itasca County Planning Commission Board of Adjustment, and Chairman Rosato asked him to share a little bit about what he does in this position. Butterfield explained that he represents District 4, which Harris Township is a part of. Butterfield replaced Dan Grunewald – who retired after 6 years on the Board of Adjustment. He commented that this is the board which reviews the all conditional use permits and variances. As a part of that, they conduct site visits for anyone who’s interested– including the public, a township representative, etc.

Butterfield added that he also recently joined the Itasca County Water Plan Implementation Committee (WPIC), which is responsible for overseeing the implementation of the Itasca County Local Water Management Plan. WPIC is primarily responsible for overseeing the Itasca County Water Plan regarding water clarity, septic systems, lakes and runoff, and aquatic invasive species concerns.

Rosato thanked Butterfield for his community involvement, and asked that he please update the board on a regular basis, with things he’s learned or that are going on in the township.

13. Adjourn

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

Respectfully submitted,

Michele Smith, Harris Township Clerk

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February 2015

Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,078.64
Gary Rosato	Mtgs, wages, labor, less withholding	651.71
Dennis Kortekaas	Mtgs, wages, labor, less withholding	447.66
Burl Ives	Mtgs, wages, labor, less withholding	-
Jim Kelley	Mtgs, wages, labor, less withholding	1,013.69
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	1,540.08
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	1,080.29
Bonnie Key	Cleaning labor, showing, less withholding	548.15
Dan Key	Labor less withholdings	2,123.64
Derrick Marttila	Labor less withholdings	2,220.64
PERA	ONLINE pmt:: Payroll withholding	1512.77
Advantage Systems	alarm system monitoring feb 1, 15 to jan 31, 16	240.00
Blue Cross Blue Shield	health care renewal Feb 1-May 1	3316.86
Braun Intertec	2015 sunny beach road drilling - geotechnical evaluation	5240.00
Century Link	ONLINE pmt:: December phone service	278.58
City of Grand Rapids	4th QTR Franchise and PEG fees - Paul Bunyan and Mediacom	6254.17
Cole Hardware	furnace nozzle	11.98
Davis Oil	Jan invoices - fuel	463.29
Express Employment	rink attendants 1/7, 1/14, 1/21, 1/28	2,649.20
Ferrellgas	propane for shop-service center	509.87
Grand Rapids Public Utilities	Utilities; lights and town hall	243.05
Home Depot	ONLINE pmt:: service center supplies	112.62
Itasca County Auditor	2014-15 snow plowing contract	21,417.00
L and M	Jan invoices	278.18
Lake Country Power	ONLINE pmt:: energy bill - service center, Wendigo, crystal, cemetery	920.70
MediaCom	Township hall phone and internet- JAN	94.09
Minute Man Press	copies for meetings -24830, 25466, 26002	70.24
Minute Man Press	copies for meetings - 26077	52.22
Northland Portables	Dec and Jan invoice - 8524, 8610, 8611	343.00
PayPal Credit	Audio equipment for board meetings	468.46
Primerica Life Insurance	Life insurance for maintenance worker Marttila - Jan 15-Jan 16	208.00
Primerica Life Insurance	Life insurance for maintenance worker Key - Jan 15-Jan 16	465.00
Plackner Tree Care	tree removal and clean up - sunny beach road	500.00
Range Water	cooler rental feb plus cooler in store 5 gal	27.25
S E H	Engineering services: misc. services	7,182.50
Shaw and Shaw	Lotti attorney - O'toole dictate and email	90.00
Stokes	office supplies	64.07
Verizon	cell phones through 2/12/15	151.60
Waste Management	3 yd rel on call	17.26
Wells Fargo Credit Card	automatic pmt:: new printer	25.00
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,539.90
Total		\$ 66,814.36

Approval to pay :: February 11, 2015, Checks numbered 16649 through 166

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato

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BUDGET WORK SESSION
HARRIS TOWN BOARD
Tuesday, February 17, 2015 - 7:00pm

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The Harris Town Board met at 7:00pm on Tuesday, February 17, 2015 for a Work Session at the Harris Township Service Center rather than the Town Hall as posted, due to an accidental double booking at the town hall. The change of location was posted on the town hall door, and officers and regular attendees of the township meetings were personally called regarding the change of location. The following officers of the board were present: Supervisors Gary Rosato, Larry Key, Jim Kelley, and Burl Ives, Treasurer Becky Adams and Clerk Michele Smith. *Absent: Supervisor Dennis Kortekaas.*

Also in attendance: Resident Cyndy Martin

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

2. Final review and recommendations for the 2016 fund budgets and levies

Supervisor Rosato opened the budget work session, following the pledge to the flag. He reminded the board that the purpose of this meeting was to review past, current, and projected expenses and balances for all funds, and determine a recommended 2016 levy for each. This would be the last budget work session held.

The Clerk commented that she would take tonight's final recommendations and put them into a draft annual report for a final review and approval by the board at the February 25, 2015 P&D meeting. After that, she would send the annual report out for printing, so no changes could be made to the proposed budget and levies after that.

Supervisor Ives commented that his goal was to get as much extra money into the Road and Bridge fund for road improvements and repairs, and was looking to reduce other fund budgets wherever possible. Overall, his goal was to have a flat budget, and propose the same total levy for 2016 as was approved last year for 2015, with no bottom line increase. The levy adopted in 2015 was \$930,000.

Treasurer Adams reminded the board that our outside auditor recommends that operating fund balances be equivalent to 4-6 months of operating costs.

All funds were reviewed, and notes from discussions were as follows:

- General Fund
 - **\$140,000 proposed levy by Clerk; board agreed**

- Road & Bridge Fund
 - **\$500,000 proposed levy by Clerk. After discussing, board reduced to \$490,000.**
 - Line 202: Snow plowing – New rate for 2015-2016 just received; cost per mile will be going up from \$660/mile to \$ to 700/mile; this is an increase \$1,298/yr over current costs of \$21,417/yr. Budget for 2016 was increased to 24,000.
 - Line 206: Striping – This cost is generally included with construction costs (line item 224) so the board agreed to reduce this line item to zero (from \$10K) and reduce levy by the same amount.
 - Line 224: Major construction – No definite road plans were agreed to for the current 2015 year, nor for 2016. The clerk's budget of \$300,000 for this item was okayed, noting another \$110,000 would come out of the Capital Improvement-Road fund as needed for the bituminous project in 2016. And that \$100,000 could come out for any 2015 projects as well, if needed.

- Equipment Fund
 - **\$5,000 proposed levy by Clerk. After discussing, board reduced to \$0.00**
 - Discussed combining various "parts" line numbers into a new line for "Equipment parts". Clerk agreed to change 2016 budget amounts for these parts lines that have had a \$50 place holder for years – with little or no paid amounts for the past few years - to \$0.00.

- Line 355: Travel time – reduce to \$0; this should be a part of “maintenance labor”; Clerk will combine with line #399
- Line 357: Tools – reduced to \$500
- Line 358: Miscellaneous – reduced to \$1,500

- Cemetery Fund

- **\$0.00 proposed levy by Clerk; board agreed**

- Line 423: Road Work – The appropriateness of cemetery road work in this fund versus the Road and Bridge fund was discussed. Overall, it could go in either fund.

Discussed that due to the healthy balance of \$84,486 in this account, the entire cost to resurface the cemetery roads may be able to be taken out of the cemetery fund. This has been discussed for 2015 or 2016.
 - Line 450: New Development – nothing planned at this time, but money for the new section will be needed at some point.

- Recreation Fund

- **\$40,000 proposed by the Clerk, depending on projects. After review, reduced to \$25,000**

- Line 502: Park Development – Creative Services (Mike Hendricks) had not been contracted for 2015, so board agreed to reduce budget for this line in 2016 to zero.
 - Line 550: New Development – Wendigo Park

Prior project discussed by the board in 2014 was replacing the hard surface at Wendigo, which is the basketball and game court, as its 40-45 years old, worn out, and will soon become a safety hazard. The estimated cost given by Mike Hendricks at the Jan 22, 2014 meeting was \$7,000 including installation. Plus a basketball standard – like that at Crystal – would be apx \$300.
Total: 7,300
 - Line 560: New Development – Crystal Park. Nothing planned so reduce budget to \$0
 - Line 599: Maintenance Labor – Rec. After a lengthy discussion and request to reduce by Ives, the board agreed to leave this line item budget at \$18,000
 - Proposed suggestions for the levy of this fund ranged from \$20,000 to \$30,000. The Clerk reran the figures based on the line reductions above and a \$25,000 levy...and the ending projected balance at the end of 2016 compared to the actual operating costs of 2014 would be 46% - a good figure. And this included \$7,300 for replacing the work service. The board concurred to go with a \$25,000 levy for recreation – but zero for new park development line item (550).

- Building & Grounds Fund

- **\$60,000 proposed by the Clerk, plus a transfer from Capital Improvement fund, due to current deficient balance at the end of 2014 of <\$14,929>. After review, board agreed to the \$60,000 proposed levy for 2016 and a transfer from the Cap Impv Fund \$28,217 in 2015**

- Board agreed to transfer money from Cap Impv – non dedicated fund in 2015 to cover the 2014 expenses of the new town hall entrance ramp & awning, the new Wendigo well, and the new furnace in the Service Center garage, a total of \$28,217
 - Potential projects from this fund were discussed at length, including
 - Cost of variable speed well pumps at Wendigo and Crystal Parks: Per Kelley, the cheapest option is a manual speed one for apx \$3,400 plus a small bare minimum 8’x8’ building to enclose the unit for \$8,000 – plus wiring. The \$3,400 cost would double if they went to an *electronic* speed well. Kelley also checked into the cost of putting in

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another well to use just for watering. He was told that would cost apx \$11-12,000. And while there is a very low volume well now at Wendigo, it is only usable to water the ball field; it's not enough volume to flood the rink.

- Town Hall: Talked about flooring at town hall; may just need cleaning? Bathrooms and kitchen floors are the original from apx 1982; they are coming apart and there is bacteria in them. Furnace is 15 years old – could give us problems. Electrical outlets need different circuits – to stop the blowing fuses/breakers when multiple things are plugged into kitchen outlets. Board agreed that they can't just "let things go" forever, but could use money out of the capital improvement fund if needed.
- Board considered reducing levy for this fund down to \$50,000 but after reviewing issues and projects above, they opted to leave it at the \$60,000 proposed amount.
- Fire Fund
 - **\$75,000 proposed levy by Clerk; board agreed**
- Capital Improvement Fund
 - **\$140,000 proposed by the Clerk, made up of: \$30K for equipment, \$10K for service center, and \$100K for roads. After review, total levy of \$140K agreed to by board but split as follows: \$30K for equipment, \$0 for service center, and \$110K for roads.**
 - Ives was not in favor of levying money for the dedicated Service Center fund, and suggested a zero levy for that, and instead increase the dedicated road fund by \$10,000.
 - Board agreed that the Capital equipment plan works well as a way to save for equipment purchases and replacements, but that it should be reviewed and the life cycles updated for the equipment listed.
 - Plans are to use \$100,000 in 2015 and \$110,000 in 2016 from the road dedicated fund. Ives was in favor of spending down the road fund.
- Overall 2016 Levy for all funds
 - **Based on the changes noted above for all funds, the ending result agreed to by the board was:**
 - **General Fund: \$140,000**
 - **Road & Bridge: \$490,000**
 - **Equipment: - \$0 -**
 - **Cemetery: - \$0 -**
 - **Recreation: \$ 25,000**
 - **Bldg & Grounds: \$ 60,000**
 - **Fire: \$ 75,000**
 - **Capital Impv: \$140,000**
 - TOTAL: \$930,000 (same as 2015 levy)**

3. Adjourn

The work session was adjourned upon a motion by Supervisor Kelley at 10:22pm, and a second by Supervisor Rosato

Respectfully submitted,
Michele Smith – Harris Township Clerk

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**MINUTES from the P&D Meeting
Harris Township Board
Wednesday, February 25th, 2015 at 7:30pm**

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The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, February 25, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* none.

Also in attendance: Residents Dan Butterfield, Marge Kelley and Cyndy Martin and Mike and Karen (parents of a rink attendant for the township)

1. Pledge to the flag

2. Business from the Floor

- None

3. Roads

- Letter from Itasca County Soil and Water Conservation District (SWCD) regarding wetland replacement application on Underwood Road-west.
 - Clerk smith reported that Glen Hodgson, road engineer from SEH, emailed her to say that he was not concerned about this letter regarding the wetland replacement application. In checking with their wetlands people, Hodgson found that the letter received from Itasca Soil and Water Conservation District is not anything unusual. It was received because the SWCD staff needs to do a field review of the site before approving. Since the wetlands are now snow-covered, they will need to wait until "green-up" to do that review. Hodgson did not anticipate any problems once spring comes, and suggested that he and the board continue to move forward with the ditching and overlay project as discussed.
- Review annual snowplowing contract from Itasca County, for May 1, 2015 through April 30, 2016. Snow plowing rate of \$700/mile, up from \$660/mile. (Signed contract not due until 4/16/15)
 - Clerk Smith commented that she wanted to share the full road contract from Itasca County with the board so that they have a chance to review prior to approval. In addition, she wanted them to be aware of the rate increase for snowplowing, from \$660/mile to \$700/mile. No action was requested tonight, but she will put it on the agenda for the April Regular meeting for consideration.
 - Supervisor Ives noted that on Attachment A of the contract, which lists all the township road names and related mileage, Sunset Drive did not have a "number" as all the other roads did. The board agreed this should be brought to the county's attention, and have a number assigned.
- *Other road issues / concerns*
 - None

4. Recreation

- Rink attendant complaint (Crystal Park)
 - Supervisor Ives explained that he'd received a phone call from a resident who lives in the Crystal Park area. The resident was upset about the rink being snow covered and that the attendant had not shoveled as he was instead inside the warming shack playing video games. The resident said this happened three times in three weeks. A picture of the attendant and the computer was shared by the resident with Ives – and was shown to the board (only). Supervisor Kelley added that he'd received an almost identical complaint regarding the Wendigo Park ice rink and attendant.

The responsibilities of rink attendants were discussed by the board. They are provided by Express Professionals to all applicants, and a copy kept at each warming house. Supervisor Key, who supervises the rink attendants, explained that he requires attendants to clear off snow on the rinks only up to the boards, to avoid potential back injuries; the maintenance crew then will snow blow the snow along the boards out of the rink. Key added that with the 3" snow fall we had recently, that he did not expect the attendants to shovel the entire rink – just half. And, he added that he does allow the attendants – once done with their duties – to do homework, or video games, as it can be quite boring when no one shows up at the rinks.

Overall, Key felt the current rink attendants are doing a good job and commented that the maintenance crew was in support of them as well. Key reported that he did talk to the two attendants who watch the Crystal rink, but wasn't aware of the Wendigo rink complaint until tonight. He will also talk to those attendants.

The parents of one of the Crystal rinks was in the audience; they felt their son was doing a good job, and that rinks had been shoveled whenever they'd stop there to bring him lunch.

With no other discussion, Chairman Rosato summarized that Supervisor Key has addressed the issue and that it hopefully is now resolved. If not, a closed session to discuss this as a personnel matter could be held.

- Creative Services via Mike Hendricks contract

Supervisor Kortekaas asked the board about Mike Hendricks contract via Creative Services – as he was not at the meeting when the contract was discussed but not approved. Kortekaas would like to bring this back to the table for consideration so that Hendricks could finish the current project of the Wendigo Park game court restoration. Chairman Rosato recapped that at the January P&D meeting, a motion had been made to table the consideration of Hendrick's Creative Services contract until after the budget meetings. That motion failed due to a tie vote, and thus the lack of a majority vote. A subsequent motion to approve the contract also failed, due to a tie, and lack of a majority vote.

Supervisor Kortekaas then made a motion, seconded by Supervisor Key, to contract with Creative Services/Mike Hendricks for 2015. Discussion:

Supervisor Ives explained that he was not in favor of hiring a consultant for recreation projects, and felt that residents would prefer to see the township's money spent on roads rather than a basketball court. And, while he agreed Hendricks does a great job, that the town board and maintenance crew could handle any necessary recreation needs. If not, a consultant could be hired on a project by project basis, eliminating the need for an annual contract.

The board discussed that Hendricks contract is for an hourly rate, with no minimum and no a flat rate for the year. Costs were reviewed for his prior years: 2013 contract total was \$1,600. 2014 contract total was \$3,200 due to extra time on the tennis courts, the Wendigo Picnic Park improvement options and shoreline research.

Rosato and Key commented that they were in favor of having Hendricks on contract in case the board needed professional and technical advice as there would be no cost to the township unless the board authorized him to work on a specific project. Kortekaas agreed and added that consultants – like Hendricks – may not be willing to do small consulting jobs without an annual contract. And that since Hendricks had already had plans for the Wendigo game court, and had researched contractors and received estimates, he'd like to see at least this project completed by Hendricks in 2015.

Supervisor Key added that while roads may be the priority of some residents, there are many that do not live on a township road (they live on a county or state highway) – and may prefer that money be put into recreation, the town hall, or the cemetery rather than roads.

When discussion ended, a roll call vote was called. Those who voted in favor of contracting with Creative Services for 2015 were supervisors Key, Kortekaas, and Rosato. Those opposed were Supervisors Ives and Kelley. Motion passed.

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5. Town Hall Report dated February 9, 2015

- The board reviewed the report as submitted by the town hall care taker. There were 30 hours of cleaning, and 13 resident rentals plus 1 by the Flyway club. Money collected was \$475; there were no deposits retained. The report also included a recap of items requested verbally by the town hall caretaker at an earlier budget work session, of town hall repairs, replacements and improvements.

6. Maintenance Report for January 2015

- In reviewing the new report format, Supervisor Ives commented that when he totaled the hours by area for both guys, he did not come up with a figure that made sense to him. Clerk Smith wondered if maybe had to do with the time frame covered in their report; was it for the actual calendar month of January (1st – 31st) or was it for the number of hours reported in their last pay period, which could be 4 or 5 weeks? The answer was not known.

7. Old Business

- Discuss updating current culvert policy, Resolution #2008-006; consider tabling until after MAT short course session on "Culvert Installation & Maintenance" to be held on April 2nd at the Sawmill Inn.

Clerk Smith recapped that the culvert policy resolution was reviewed by the board at the February 11th Regular meeting, and they agreed that the policy should be reviewed at a future meeting and updated. Smith added that the board had also recommended it be updated back in 2016, but it fell off their radar. To avoid this, she recommended the board choose a specific meeting to review the policy – preferably after the upcoming MN Association of Township short course session where culverts would be discussed. Smith also suggested that the board consider inviting Glen Hodgson, road engineer from SEH.

A motion was then made by Supervisor Key to put "Discuss and update township culvert policy (resolution #2008-006)" on the agenda for the April 8th Regular Meeting. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.

The board also agreed that Glen Hodgson should be invited to this meeting; Clerk Smith stated she would contact him.

- Paul Bunyan Communications - build out update (see emails and map)

Clerk Smith had contacted Paul Bunyan (PBC) to request an update of build out done in Harris Township in 2014. She was told that a small stretch down highway 169 was completed in 2014 as planned, but that the area south of that to the Pokegama Lake causeway had *not* been completed. For 2015, Brian Bissonette, Marketing Supervisor for PBC said that expansion plans would not be finalized until April or May – but that Harris Township remains on their list for consideration.

Smith will report more after hearing back on 2015 plans by PBC

- Northwest Gas Joint Powers Board – meeting update and financials (see email)

In follow up to 2014 inquiries, Clerk Smith contacted Mike Gorman of Northwest Gas to ask if a 2014 Joint Powers Board meeting had taken place, which had been in the scheduling process many months prior. Gorham's email said that they did not have any meeting in 2014. However, he had Northwest Gas 2014 financials just about finished and is planning to initiate the meeting process in the next few weeks. In that meeting, he plans to review the Northwest Gas's financial performance since inception, present his view of where future rates should be, and submit them for approval by the Joint Powers Board as well as have a general information sharing on their future plans for system expansion. He agreed to contact the clerk when the meeting date is determined – hopefully within a month or so.

Clerk Smith will advise the board when she hears back from Gorham.

- Request to invite Wildwood Town Board to March 18th work session to discuss motorized trail

Clerk Smith received a call from Megan Christianson from Visit Grand Rapids regarding the upcoming March 18th Harris Town Board work session that was set up in response to her presentation at the January 28th P&D meeting. She and Len Harding from the Rapids Riders ATV club came to the Harris Town Board to request

they consider holding a work session to review maps and discuss potential motorized trail locations that would connect the City of Grand Rapids trail to that near 9 mile. After the group's meeting with Wildwood Township last week, Christianson explained that the Wildwood Town Board would like to be a part of the Harris Township work session, so the two boards could discuss options together.

In the spirit of collaboration, Chairman Rosato spoke in favor of inviting the Wildwood Town Board to the upcoming trails work session.

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to invite the Wildwood Town Board to the Harris Town Board trails work session on Wednesday, April 18th at 7pm, at the town hall. Motion passed by a unanimous vote.

Clerk Smith agreed to contact the Clerk of Wildwood Township to extend the board's invitation.

- Newsletter update

The newsletter prepared by the resident volunteers (Cyndy Martin and Judy Myers) was finalized over the weekend, and was sent to Rapids Printing – as recommended by Myers. Clerk Smith also sent them the updated and modified address database file from SEH. The newsletter is currently being printed and Smith was told it would be ready to mail by Monday, March 2nd.

However, Smith added that she'd found out at 3:00pm today that postage for the newsletters must be paid *up front*. The postage due was \$449.22, to be made payable to Postmaster. Smith requested the board approve that a check be issued for the postage so that she could drop it off at Rapids Printing later this week, in hopes that the newsletter would be in residents' hands prior to the annual meeting coming up on March 10th.

A motion was then made by Supervisor Kelley, seconded by Supervisor Ives, to approve that a check be cut tonight for \$449.22, payable to Postmaster, for the newsletter postage so that it could be mailed out by Rapids Printing in time to reach residents before the annual meeting. Motion passed by a unanimous vote.

Treasurer Adams clarified that she did not have the checkbook with her *tonight*, but that she could get a check to the clerk the next day (Thursday 2/26). Chairman Rosato agreed to meet with the clerk and sign the check that day as well. Smith agreed to drop of the check either Thursday or Friday at Rapids Printing.

The board asked about cost for putting out the newsletter. Smith said she had a quote from Rapids Printing for 1,500 newsletters - to be printed, folded, tabbed, and addressed using our Excel file - for \$628. This was a discounted rate, based on issuing the newsletter quarterly, as suggested by the volunteers. The postage rate for bulk mailing was apx \$0.29 - \$0.30 each. So, the total cost of preparation and postage would be approximately \$1,100/quarter. That equates to almost \$4,500/year.

Chairman Rosato thanked the volunteers for their time and effort on the newsletter. He asked if, after doing this first one, if they still planned to put them out quarterly. Martin said that maybe twice a year would be enough, as it was a lot of work. Myers thought quarterly may still be a good idea, but that getting articles by a hard deadline would be key.

8. New Business

- Notice of Board of Appeal & Equalization received, to be held Thursday, April 23th, at 9:00am
(Town hall has been reserved, and notice will be published as the date gets closer.)

The board was told to put Thursday April 23rd at 9:00am on their calendars for the annual local Board of Appeal and Equalization meeting, held with representatives from the Itasca County assessor's office. Smith noted that she would publish the meeting, as required by state statute, in the Herald Review at least 10 days prior to the meeting.

- Consider approval of the draft proposed budget and levy pages for the township's Annual Report

Clerk Smith shared copies of the most current proposed budget and related budgets spreadsheets by fund, as updated after the board's last budget work session discussions held on February 17th. Smith wanted to make sure that she had captured the board's recommendations correctly prior to including them in the annual town report.

DRAFT

The overall levy for 2016 was proposed at \$930,000 – the same as the 2015 levy. The breakout of the levy by fund was: General=\$140,000, Road & Bridge=\$490,000, Equipment=\$0, Cemetery=\$0, Recreation=\$25,000, Buildings & Grounds=\$60,000, Fire=\$75,000, and Capital Improvement=\$140,000.

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to approve the 2016 proposed levy and associated budget worksheets as presented for inclusion in the annual report. Upon roll call, those who voted in favor of the motion were Supervisors Ives, Kelley, Kortekaas, and Rosato. Those opposed were Supervisor Key. Motion passed.

- Authorization of Town Treasurer Adams for Wells Fargo account

Treasurer Adams explained that the town currently has their checking account with Wells Fargo; they also have a credit card through Wells Fargo as well, for use by the maintenance crew for online purchases. Currently, there is a \$25 automatic deduction from the checking account to pay the credit card account, as the bill is generally not received in time for board approval during the Regular meeting. Adams said she would prefer to be able to pay the bill in full online, but that she can't as she currently is not an authorized signer for that account. Thus, she requested that the board approve her as a signer for the Wells Fargo account.

A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to add Treasurer Becky Adams as an authorized payer of the Wells Fargo account. Motion passed by a unanimous vote.

Adams had a form that would establish her as a signer; it was completed and signed by Chairman Rosato and attested by Clerk Smith.

Supervisor Ives asked if any other banks had ever been considered for the town depository - especially one that was more of a 'local community bank' than is Wells Fargo. The board did not recall that this had ever been done. Clerk Smith reminded the board that they designate a bank as the town depository during the March reorganization meetings, and so that would be a good time to change banks if so desired. Or, she suggested that the board could table the bank designation at the reorganization meeting, and check into other banking options.

9. Public Input

- None

10. Adjourn

With no other business to come before the board, a motion was by made by Supervisor Ives at 8:41pm to adjourn tonight's P&D meeting. Upon a second from Supervisor Kortekaas, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Town Clerk

DRAFT

**Minutes from the Work Session
Harris Town Board
Wednesday, March 4, 2015 at 7:00pm**

DRAFT

A work session of the Harris Town Board was held on Wednesday, March 4, 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, Key, Kortekaas, Kelley, 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 Marge Kelley, Dan Butterfield, Judy Myers, and Cyndy Martin.

The purposes of this meeting, as posted, were:

- Continue the development of a 5-year road plan for paved roads in Harris Township. All town roads will be considered, and what improvements are needed to each will be discussed; and Create a priority list for improving paved roads, and discuss the funding options for said improvements.
- Consider any corrections or changes to draft annual report before printing
- Also, board will discuss annual town meeting protocol, and officer roles

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

2. Continue the development of a 5-year road plan for paved roads in Harris Township

- Glen Hodgson recapped the draft spreadsheet he had put together, which had been shared with the board and discussed at several previous township meetings. A key section of the spreadsheet listed roads he thought should be either overlaid or reclaimed in the next five years, 2015-2019.
- Paved road work in 2015:

Hodgson commented that he felt the board had committed **to overlaying Underwood Road west after the drainage was improved. The board unanimously agreed.** The wetlands issue on this section of Underwood Road had been an issue, but Hodgson was confident the application to restore the original ditch would be approved after Itasca Soil & Water did a site visit in the spring. He'd like to bid the road in early May, and start construction in July as Hodgson thought they'd have an approved application in hand by then. He also anticipated that the ditching and overlay would be done by the same contractor; one bid package would be more economical.

Hodgson's estimate for the overlay was \$144,000 and the estimate for the ditching work was \$40,000, for a **total estimate of \$184,000.** The 2015 major road construction budget amount was \$259,500, so there would be money left over for other projects.
- If another road was added for 2015, the board discussed that doing a road in the same physical area as Underwood Road would save on the mobilization costs. Fieldcrest would be in close proximity – and is in the reclaim group. Alicia Place/Spur would also be in the area.
- Performing preliminary engineering in 2015

The board discussed at length, doing some preliminary engineering on **Sunny Beach Road** in the swampy area, Woodtick landing, and other areas that flood often. They agreed it would be wise to do this prior to any reconstruction. The swampy area near Sutherlands did have borings done in 2014, and found its 27' feet down to good soil. As a result, digging out all the bad soil is not an option. It's deep and it's bad, per Hodgson. He suggested an engineered fill with geotextiles (permeable fabrics which, when used in association with soil, have the ability to separate, filter, reinforce, protect, or drain) and fill on top of that. Another Sunny Beach Road area with drainage concerns was mentioned by Supervisor Ives near Dan Martin's home. Hodgson agreed it should be looked at – as he wasn't familiar with the area. Yet another

area discussed on Sunny Beach Road was that near Oak Island Estates; as this is developed, runoff will likely become an issue. Therefore, future drainage should be considered.

Isleview and Birch Street were also noted as being good candidates for **preliminary engineering** before repaving, as the cul de sac was in bad shape, as was an area that went through a swampy area.

- At the end of the discussions, **the board and Hodgson agreed that for 2015, they would plan to overlay Underwood Road west after ditching, and also do some preliminary engineering on Sunny Beach Road and Isleview/Birch.** Hodgson agreed to bring some estimates for engineering work back to the board at the Regular Meeting next week, March 11th.
- **Crackfilling in 2015** was discussed by the board. A new contractor was in town last year that impressed Hodgson and Supervisor Key; they plan to watch how roads they filled hold up this spring. Key mentioned that he had received Northwest Asphalt inquiry already, and had a list of roads he'd like to see done: Harbor Heights, Lakeview Drive, Mishawaka Shores, Underwood-east, Sunny Beach from Harris to Adair, Tolerick and Crystal Park parking lot. "Bargen Incorporated" is the name of the *new* crack sealing contractor, which Key and Hodgson liked – their work, equipment, and crew. Hodgson agreed to touch base with the cities that used them, and report back to the board. Key will also do some checking.
- **Gravel roads in 2015:** The five year rotation will start over in 2015. The roads scheduled for gravel – if needed – are Hauser, Pinecrest, Sunset Lane/Drive, Root Road, and Carol Street. Hodgson suggested looking at all the gravel roads after the snow is gone. He anticipated *not* having to do all these roads in 2015 as some are low volume and low speed roads, and had good grading. **The board agreed that their plan was to inspect the gravel roads first, and then decide which ones should get additional class V in 2015.**

3. Consider any corrections or changes to draft annual report before printing

The only change noted was to remove the March 2014 Board of Canvass minutes and results resolution from the report, as they had already been approved and were not a part of the annual meeting. Clerk Smith thanked the board for their feedback, and agreed to make the adjustment. She would then add page numbers and update the table of contents and agenda page references, and send to the printer.

4. Discuss annual town meeting protocol and officer roles

The board reviewed that the annual meeting is a meeting of the township residents, and as such, the Supervisors would *not* be acting as a town board that night. Some common question information from the Minnesota Association of Townships was also reviewed.

Glen Hodgson offered to attend the annual town meeting at his own expense, to help field any road questions. The board thanked him volunteering his time.

5. Adjourn

At 8:04 p.m., a motion to adjourn was made by Supervisor Key and seconded by Supervisor Kelley. The meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

DRAFT

Sunny Beach/Isleview Road Preliminary Engineering

From: **Glen Hodgson** (ghodgson@sehinc.com)

Sent: Mon 3/09/15 9:52 AM

To: michelesmithclerk@msn.com

1 attachment

20150309095808363.pdf (638.2 KB)

Michele:

Attached is a proposal from SEH to complete preliminary engineering for potential improvements to Sunny Beach Road, Isleview Road, and Birch Street. I request that the Board consider this proposal under "Road Items" at the March 11 meeting.

I will, of course, attend the meeting to answer any questions that the Board might have. I do have a Zoning Committee meeting in LaPrairie at 6:00 p.m. that evening, so I might be just a little bit late.

I will bring two hard copies of the proposal to the meeting for signatures--assuming that the Board approves.

Glen D. Hodgson, PE | Project Engineer

SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744

218.322.4516 direct | 218.259.5024 cell | 888.908.8166 fax

www.sehinc.com

SEH—Building a Better World for All of US™

----- Forwarded by Glen Hodgson/seh on 03/09/2015 09:49 AM -----

From: noreply@sehinc.com

To: "Glen Hodgson" <ghodgson@sehinc.com>,

Date: 03/09/2015 09:39 AM

Subject: Message from "RNP0026733B8A0A"



Building a Better World
for All of Us®

March 10, 2015

RE: Harris Township
Sunny Beach Preliminary Engineering
SEH No. HARRT - Common

Harris Township
Township Board
21998 Airport Road
Grand Rapids, MN 55744

Dear Township Supervisors:

Thank you for the opportunity to provide this proposal for preliminary engineering on Sunny Beach Road, Isleview Road and Birch Street. From our discussions, SEH understands the proposal request as follows: review of existing pavement conditions, review of existing drainage concerns and preparation of preliminary engineering report.

SEH Work Scope/Deliverables:

- Field review of existing conditions (drainage concerns, pavement conditions and subgrade concerns)
- Coordinate additional geotechnical work as deemed necessary (geotechnical costs are not included in this proposal).
- Review historical lake levels of Pokegama Lake for comparison to road elevations
- Prepare preliminary engineering report that outlines existing conditions and provides recommendations for subgrade, drainage and pavement improvements
- Prepare cost estimates based on recommended improvements
- Proposal does not include any permits, final design or construction services

SEH Fee:

SEH will provide the services described in this letter proposal on a lump sum fee of \$19,500.00.

Invoicing will be based on actual work completed. Invoices will be processed monthly. Additional services, if requested and authorized by Harris Township, will be billed on an hourly basis using SEH's standard hourly rates (*attached as Exhibit A*). The attached General Conditions (*Exhibit B*), shall govern for all services provided under this contract unless otherwise noted in this proposal.

HARRT - Common
March 10, 2015
Page 2

Schedule:

SEH will complete the activities within 45 days of a signed contract. The schedule is dependent on weather and spring melting conditions, which will allow for proper field evaluation.

If this proposal is acceptable, please sign and return a copy to my attention. If you have questions on any of the activities or fees, please call me at 218-322-4516.

We look forward to working with you on this project.

Sincerely,
Short Elliott Hendrickson Inc.



Glen D. Hodgson, PE
Appointed Township Engineer



Bob Beaver, PE
Principal / Office Manager

Accepted this _____ day of _____, 2015

By: _____
Authorized Client Signature

Printed Name and Title



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2015 Grand Rapids Office City Engineer Hourly Rate Schedule

CIVIL/MUNICIPAL

Senior Professional Engineer	\$125.00
Professional Engineer	\$105.00
Staff Engineer (EIT)	\$ 90.00
Senior Professional Land Surveyor	\$110.00
Professional Land Surveyor	\$ 95.00
Lead Technician	\$ 85.00
Senior Technician	\$ 75.00
Technician	\$ 70.00
Senior Administrative Technician	\$ 65.00
Administrative Technician	\$ 50.00
Survey Crew Chief	\$ 75.00
Survey Assistant	\$ 45.00

Reimbursable expenses

Mileage	Current IRS rate/mile
Global Positioning System (GPS)	\$25.00/hour
Robotic Total Station	\$25.00/hour
Survey Vehicle	\$ 4.50/hour
ATV	\$100.00/day
Full Size Reproductions	\$5.00/sheet
Sub consultants	10% administrative markup

SPECIALTY SERVICES

Billing rates provided upon request of specific specialty services. SEH provides a broad range of services such as:

- ✓ Architecture and Landscape Architecture
- ✓ Transportation
- ✓ Water and Wastewater Treatment
- ✓ Water Resources/Environmental
- ✓ Waste Management
- ✓ Community and Economic Development

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to an equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices in small claims court or through the American Arbitration Association Construction Industry Rules without the necessity of any mediation proceedings and the Client agrees to be bound by such venue.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed one million dollars (\$1,000,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional million dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole

and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

Feb. 26, 2015

The next meeting will be April 15 or 16 at the Blandin Foundation.

Present: Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Tarry Edington (Arbo), Burl Ives (Harris), Tom Pagel (Grand Rapids), Erik Scott (Grand Rapids), Candy Carsella-Kee (Itasca County) and Mary Jo Wimmer, facilitator.

Open Market

Harris Township: Will hold elections in March and is working on their new budget.

Arbo Township: Has their annual meeting soon and will discuss using Itasca Water Legacy Partnership and having aquatic invasive species inspections at their landings. They will also discuss the possibility of building a new town hall.

Grand Rapids: Is building a new park in the DeSchepper area. They are also discussing Central School expansions.

IT Services

Tom says Grand Rapids IT staff is fully utilized and they don't have the capacity to take on more work.

Candy Carsella-Kee believes Itasca County might be in a position to entertain creating another IT position if they could get a portion of the position paid for by collaborating municipalities. She encouraged municipalities to focus on planning for future needs in IT services rather than simply reacting to current needs.

We could also discuss the possibility of having a cooperatively shared server.

Candy and Erik will work with Mary Jo to create a survey^{attached} for municipalities to respond to with regard to their IT needs and how they prioritize them. Collaborative members should respond to this survey before the April meeting.

Recreation Association

Mike Fall reported about his meetings with Pat Guyer and the Greenway Rec. Assn.

For further discussion:

1. Possibility of having one person do all coordination of recreational activities for all participating municipalities.
2. Use of IASC community ed. Publications to advertise recreational activities.

Future Vision of this Collaboration

Mary Jo presented a draft letter from the group for review. This letter could be presented to the Blandin Foundation and shared with city councils, etc. The April meeting will be held at the Blandin Foundation and Sonja Merrild will be invited. All members are asked to be present.

We will present information on our collaboration to date and discuss the successes and challenges we have faced. A request for funding will be made at the meeting.

Mary Jo will revise the draft letter and email to all members. This should be sent to Sonja before the meeting. Who will volunteer to do this?

Topics of Discussion for the April meeting

- Future funding for this collaboration
- IT services
- Recreation program

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

The Itasca County Intergovernmental Collaborative Opportunities team has been meeting since 2011 as a result of a gathering of BCLP alumni. Our mission is to achieve “*Collaboration to improve efficiency, maintain service levels and save money while preserving our individual community identities.*”

Our team has grown over the years, coming to rely on each other for advice and ideas. Members have developed significant levels of trust in each other and this group has become a forum for sharing needs, opportunities and creative solutions on a variety of topics. We have developed important relationships with each other that make our service to our residents more efficient and effective. All elected officials, appointed officials and staff of local cities and townships and Itasca County are welcome.

Our team has studied Joint Powers Agreements, shared financial services, GIS services, cemetery services, fire protection, sharing of IRRRB funding, pavement sealing, sharing of employees, recreational services, joint recreation and human resources.

The team meets monthly to discuss sharing of resources and current collaborative opportunities. We also study specific areas of possible collaboration. Currently we are studying the possibility of collaborative IT and recreational services.

Successful collaborations have been created including:

- Trails bike patrol – LaPrairie and Grand Rapids
- Fire protection – Marble and Calumet and Bovey and Coleraine
- Sharing of IRRRB funding – Grand Rapids and LaPrairie
- Shared information on pavement crack filling to save money
- Shared financial services – Grand Rapids and Bovey
- Discussion of equipment sharing such as chippers, snowplows, generators, Zambonis, and bucket trucks
- Shared employee – Grand Rapids and Arbo Township
- Shared cemetery sexton – Grand Rapids and Cohasset
- Shared GIS services – Grand Rapids and Cohasset
- Shared animal control – LaPrairie, Cohasset and Grand Rapids

We all agree that this intergovernmental collaboration team is one of the only venues we have for this type of synergistic discussion. Perhaps the best result is the distance we have covered from independence to interdependence. Since this model of collaboration is one of the first of its kind in rural Minnesota, we believe it could serve as a template for successful cross-municipal collaboration.

We are seeking ongoing funding for this important work. Each member contributes financially toward the hiring of a professional facilitator. In addition, local business offer the use of meeting space and members purchase their own lunches. We are seeking ongoing matching funding from the Blandin Foundation of \$5,000 per year.

**Intergovernmental Collaboration
IT Services Survey
March 3, 2015**

Please take a few moments to respond to this survey before the April meeting.

How many computers does your city/township currently use?

Please list the programs (software) you currently use?

What are the major issues you face with regard to IT?

What additional IT services would you like to have?

Would you be interested in a paperless system for your city/township?

How much does your city/township currently pay for IT services?

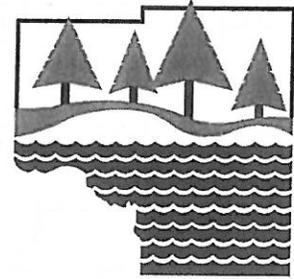
How much are you willing to pay to obtain the kind of IT services you would like?

How easy it is for your employees to access training in IT topics?

Would you be interested in a centralized server?

Are you mainly interested in computer support or are you also interested in higher level services such as security consulting, future planning and budgeting?

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



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

Date: February 13, 2015
To: All Itasca County Township and City Clerks
From: Itasca County Transportation Department
Subject: Five-Year Plan

Time?
This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan. The meeting will be held at the regularly scheduled County Board Meeting on Tuesday, February 24, 2015 in the Boardroom of the Itasca County Courthouse in Grand Rapids. During the meeting we will present our proposed Five-Year Plan, which is enclosed with this mailing. County Board members will be available to hear verbal input at that time. Written comments will be accepted at the Transportation Department until March 27, 2015.

Please note that the project schedule is dependent on funding, permitting and future staffing levels. This "Five-Year Plan" can and most probably will be subject to change. Some projects could be delayed and occasionally some projects are advanced.

Additional copies of the Five-Year Plan will be available at the meeting, or upon request from the Transportation Department. Thank you for your interest in our projects.

If you have any questions, please contact me at 327-2853.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ryan Sutherland".

Ryan Sutherland, PE
Assistant County Engineer

Minnesota Association of Townships
2015 Spring Short Courses

March 16 - April 3, 2015



Registration Opens: 8:00am
Sessions Begin: 9:00am
Sessions Adjourn: 3:00pm

Details of the 42nd Annual
 Township Officers Spring Short Course
 are inside!

Nonprofit Organization
 U.S. Postage
 PAID
 St. Michael, MN
 Permit #12

**Township Officers
 2015 Spring Short Courses**

Minnesota Association of Townships
 805 Central Avenue East
 PO Box 267
 St Michael, MN 55376

Harris - Itasca
 Michele Smith - Clerk
 30037 Harris Town Rd
 Grand Rapids, MN 55744-4697

DAY	DATE	TOWNSHIP	VENUE	PHONE
MONDAY	March 16	WINONA	Riverport Inn	507-452-0606
TUESDAY	March 17	ROCHESTER	Event Center	507-529-0033
WEDNESDAY	March 18	MANKATO	Civic Center	507-389-3000
THURSDAY	March 19	WINDOM	Community Center	507-831-6149
FRIDAY	March 20	GRANITE FALLS	Prairie's Edge	320-564-2121
	March 21	ALEXANDRIA	Arrowwood	320-762-1124
	March 22	WILLMAR	Conference Center	320-235-6060
	March 23	BREEZY POINT	Breezy Point	800-432-3777
	March 24	ST CLOUD	Holiday Inn	320-253-9000
	March 25	HUTCHINSON	Event Center	320-234-5656
	March 26	WALKER	Northern Lights	866-652-4683
	March 27	GRAND RAPIDS	Sawmill Inn	218-326-8501
	March 28	CARLTON	Black Bear	888-771-0777
	March 29	MAHONOMEN	Shooting Star	866-345-4998
	March 30	THIEF RIVER FALLS	Engstad Arena	218-681-2183
	March 31	WALKER	Northern Lights	866-652-4683
	April 1	GRAND RAPIDS	Sawmill Inn	218-326-8501
	April 2	CARLTON	Black Bear	888-771-0777
	April 3	CARLTON	Black Bear	888-771-0777

Purpose & Audience
 The purpose of the 2015 Short Course is to provide a one-day educational program for all township officers. Others interested in township government are also welcome to attend.

To request disability accommodations or special diet needs (gluten free, etc.), please contact Scott Salomon at 1-800-228-0296 before March 1st. MAT is an equal opportunity educator and employer.

SESSION A

Clerks & Treasurers

Morning Session	
9:00	Director: Welcome/Pledge of Allegiance/Announcements
9:10	Legislative Update
9:45	CTASv8 Brings Changes
10:15	Break
10:30	Minnesota Benefit Association
10:40	Revenue: Source and Placement
Noon	Lunch
Afternoon Session	
1:00	Protect your Assets: Internal Controls for Township Funds
2:00	Do's and Don'ts with Kris
3:00	Adjourn

SESSION B

Supervisors

Morning Session	
9:00	Welcome/Pledge of Allegiance
9:10	Minnesota Benefit Association
9:20	Board of Director Announcements
10:00	Do's and Don'ts with Kris
10:15	Break
10:15	Culvert Installation & Maintenance
Noon	Lunch
Afternoon Session	
1:00	Understanding & Working with your Fire Department
2:00	Legislative Update
3:00	Adjourn

SESSION C

Newly Elected Officials

Morning Session	
9:00	Welcome/Pledge of Allegiance
9:05	New Officer Orientation
10:15	Break
10:30	New Officer Orientation Continued
Noon	Lunch
Afternoon Session	
1:00	Board of Director Announcements
1:10	Township Association Basics
1:55	Minnesota Benefit Association
2:05	Township Officer Duties and Responsibilities
3:00	Adjourn

TOPIC DESCRIPTIONS

CTASv8 Brings Changes - The latest version of CTAS has new and helpful features. The Office of the State Auditor has developed an overview of the program. You'll get pointers on changes that have been included in version 8 and answers to many questions that have arisen. Plus you'll understand the importance of backups and checking the State Auditor's Website for new information.

Revenue: Source and Placement - How to deal with the Levy and other monies that are direct deposited, where it came from, understanding the Levy breakdown provided by the county, how to record, who decides how to spend it or where to deposit funds, three part receipts, and why the state needs to know what savings we have.

Protect your Assets: Internal Controls for Township Funds
Clerks and Treasurers are trusted with maintaining township funds. With this trust comes the responsibility to make sure there are measures in place to protect those funds. In this session we will discuss internal controls necessary to protect township assets from unexpected loss.

Do's and Don'ts with Kris - Hear some "what NOT to do" and "what NOT to say" tidbits when involved in a potential claim. Also get updates, claim examples, and answers to commonly asked questions regarding your CLC & WC Self-Insurance Programs.

Culvert Installation & Maintenance - Culverts are often overlooked and underappreciated until there is a problem. Failing to have culverts properly installed or maintained impacts both your town roads and your town budgets. This presentation will have the information you need to determine if your culverts can be counted on and will provide alternatives if they aren't.

Understanding & Working with your Fire Department - Fire protection is an important element of public safety. For many townships it can also be among the most challenging public services they provide. This program will cover some basics of township fire protection and discuss the challenges that are faced by many townships and fire departments.

New Officer Orientation - A must-have class for ALL officers that have not attended it before. Two of MAT's attorneys cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail.

Township Association Basics - This class provides you with important background on townships and the many ways in which the Township Association supports townships and town officers.

Township Office Duties and Responsibilities - This class addresses the specific duties of clerks, treasurers and supervisors, as well as many township functions you may have not considered or even known about!

REGISTRATION (On-site only!)

Register on-site at each location on the morning of the Short Course beginning at 8:00 am. Registration fee is \$50 per person and includes training, handout materials, lunch, and refreshments. **Please have your checks prewritten to Minnesota Association of Townships (MAT)** to help speed the registration process.

Also, try to arrive early as workshops begin at 9:00 am sharp. No pre-registration is required or accepted, but early arrival will help diminish long registration lines.

***Cancellation Policy:** Full refunds will be made only to those who have mailed their unused registration ticket(s) with a written request, post marked no later than May 8, 2015.

DRAWING

Minnesota Benefit Association (MBA) will be sponsoring a drawing for TWO \$500 vouchers good towards the MN Association of Townships Educational Conference and Annual Meeting held in Alexandria in November 2015. A qualifying drawing will be held at each location, with the final drawing on April 3, 2015, in Carlton. MBA will be represented at each Short Course Location.

OATH OF OFFICE

If you have your Board of Canvass on the second day after the election (the 12th), you could receive your oath at the following locations: Granite Falls • Breezy Point • St. Cloud • Hutchinson • Willmar and Alexandria. If you held your Board of Canvass after the election on the 10th or on the day after (the 11th), you can receive the oath at these locations as well: Mankato and Windom. **In order to take your oath of office at the Spring Short Courses, your township must have held its Board of Canvass and you will need to have your Certificate of Election.**

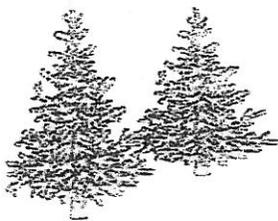
MATIT SAFETY VESTS/PADFOLIOS

New Officers who have just been elected, or are in their first term and have not attended the New Officer Session (Session C), are eligible to receive a MATIT Safety Vest. The Vests will be distributed during the session to those in attendance only. New Clerks or Treasurers in Session C may opt to receive the new MATIT Padfolio instead of the vest.

You must attend Session C to receive these items.

MATIT Safety Vests can be purchased at the registration desk for \$15 each. The Safety Vest is one size fits most.

MATIT Padfolios can also be purchased at the registration desk for \$20 each.



CREATIVE SERVICES ASSOCIATES

20777 Stoney Pt. Rd.
Grand Rapids, Mn. 55744
(218) 326-6912

January 28, 2015

PROPOSAL FOR PROFESSIONAL SERVICES

TO: Harris Town Board of Supervisors
FROM: Michael Hendricks, d.b.a. Creative Services Associates
RE: Proposal for Professional Services.

Creative Services Associates proposes to renew the contract for professional services with the Town of Harris, for the year 2015.

1. Scope of Services:

- * Creative Services will provide consultation to the board. Act as facilitator and coordinator in the development and maintenance of Crystal and Wendigo parks, and any other township owned properties as may directed by the board.
- * With the prior approval of the board, Creative Services will:
 - Develop proposed scope of projects.
 - Develop plans and specifications.
 - Solicit proposals, quotes and/or bids.
 - Recommend the acceptance of contracts.
 - Oversee the construction and satisfactory completion of projects.

2. Compensation and Expenses.

- * The consultant will provide these services on an hourly basis.
- * The hourly rate for all services will be \$55.00.
- * Additional direct expenses as may be required, and as directed by the board, will be reimbursed at the consultants costs.

IN WITNESS WHERE OF, The parties have executed this agreement the day and year written.

TOWNSHIP OF HARRIS:

CONTRACTOR:

By: _____
(its Chairman)

By: _____
(its Principal)

Date: _____

By: _____
(its Clerk)

Date: _____

Chairman Key introduced the following resolution at the Regular Meeting held on August 12th, 2009:

RESOLUTION 2009-006

**RESOLUTION OF SUPPORT
FOR PROPOSED ROAD NAME CHANGE
IN HARRIS TOWNSHIP, ITASCA COUNTY**

WHEREAS, in accordance with Itasca County's Road Name Policy, the Harris Town Board Chairman has completed a road name change application requesting that Badger Road, located in Sections 23 and 24 of Harris Township as shown in Attachment A, be renamed to Casper Landing; and

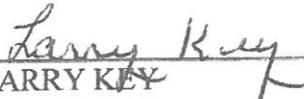
WHEREAS, the Town records indicate the name of said road has always been Casper Landing; and

WHEREAS, there are no residences with addresses on said road; and

WHEREAS, the local postmaster has approved the proposed road name change request;

NOW, THEREFORE BE IT RESOLVED that the Harris Town Board supports changing the name of Badger Road to Casper Landing.

PASSED and ADOPTED by the Harris Township Board of Supervisors this 12th day of August, 2009.



LARRY KEY
CHAIRMAN



MICHELE SMITH, CLERK
ATTEST

Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to approve the foregoing resolution #2009-006, and the following voted in favor thereof: Kortekaas, Rosato and Key. Those opposed: none. Thereby the resolution was declared duly passed and adopted.

The following Resolution was introduced by Supervisor Rosato at the Regular Meeting held on October 14, 2009:

Harris Township
Itasca County, Minnesota
RESOLUTION #2009-008

**RESOLUTION SETTING HEARING DATE
IN RESPONSE TO ROAD VACATION PETITION**

WHEREAS, the town board of Harris Township, Itasca County, Minnesota was presented a petition at it's Regular Meeting on October 14, 2009 requesting the vacation of the "Unnamed Street or Alley" right of way, located in the Sunset Park Plat, at the end of Isleview, at the intersection of Birch Street; and;

WHEREAS, the petition contained a map of the road right of way to be vacated and the names of the owners of the property over which the road passes; and

WHEREAS, Minn. Stat. § 368.01, subd. 25, authorizes the town board to fix a time and place for a hearing upon receiving a petition requesting vacation.

NOW, THEREFORE, BE IT RESOLVED, the town board of Harris Township, Itasca County, Minnesota will conduct a public hearing on the 9th day of December, 2009 at 7:45 p.m. at the Harris Town Hall, located at 21998 Airport Road and directs the town clerk to publish, post, and mail such notice as is required by Minn. Stat. § 368.01, subd. 25.

Adopted this 14th day of October, 2009

Larry Kay
Chairman

Attest: Michelle R. Smite
Clerk

Supervisor Rosato made a motion, seconded by Supervisor Korte Kaas to approve Resolution 2009-008 and moved for it's adoption. Upon roll call, motion carried unanimously.

NOW, THEREFORE, THE TOWN BOARD DETERMINES:

1. That for the aforementioned reasons the vacation of this road as a public right of way is in the best interests of the public, and the Petition for Vacation is therefore approved by the Town Board.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby vacates that portion of the town road described as follows:

That part of the unnamed street or alley as shown on SUNSET PARK, according to the recorded plat thereof, Section 6, Township 54 North, Range 25 West, Itasca County, Minnesota lying southwesterly of the following described line:

BEGINNING at the corner common to Lots 20 and 21, Block 1 on the right-of-way line of Birch Street, said plat; thence southeasterly to the northeast corner of said unnamed street or alley, said point being on the southwesterly right-of-way line of said Birch Street and said described line there terminating.

BE IT FURTHER RESOLVED, that the town board chair and town clerk are hereby authorized and directed to execute and record a town road order vacating said town road, ~~upon dedication of a public right of way as stated above.~~

Adopted this 9th day of Dec, 2009 by the following vote:

TOWN SUPERVISOR	YES	NO
<u>Gary Rosato</u>	<u>✓</u>	<u> </u>
<u>Dennis Kortekaas</u>	<u>✓</u>	<u> </u>
<u>Larry Key</u>	<u>✓</u>	<u> </u>

Michelle R. Smith
Clerk

Harris Town Board

Larry Key
Town Board Chair

54-168
112-160
733 12540

cc: road file

**RESOLUTION NO. 2010-001
HARRIS TOWNSHIP
ITASCA COUNTY**

RESOLUTION FOR ABANDONMENT OF TOWN ROAD

WHEREAS, the town board of Harris Township, Itasca County, Minnesota conducted a continued hearing on the 20th day of May, 2009 after due notice provided pursuant to M.S. § 366.01, subd. 8 as directed by M.S. § 164.06, subd. 2, to consider disclaiming and extinguishing the town's interest in the unopened western extension of "**Underwood Road**", said road legally described as follows, to wit:

- A The North 33.00 feet of the Northwest Quarter of the Northwest Quarter, Section 14, Township 54 North, Range 25 West, Itasca County, Minnesota.
- AND
- T The South 33.00 feet of the Southwest Quarter of the Southwest Quarter, Section 11, Township 54 North, Range 25 West, Itasca County, Minnesota.

WHEREAS, the town board made the following findings regarding said road:

1. The extinguishment of the Township's interest in the road described above is in the public interest.
2. The Township's interest in the road described above is not a fee interest.
3. The interest of the town in the road described above was established more than 25 years ago.
4. The interest in the road described in above is not recorded or filed with the county recorder.
5. The Township has completed no road improvements on the right-of-way affected by the interest of the road described above within the last 25 years.
6. The Township has not completed any road maintenance on the right-of-way affected by the interest for the road described above within the last 25 years.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the authority granted by M.S. §164.06, subd. 2, the town board does hereby disclaim and extinguish all the interest of Harris Township in the road described above.

Adopted this 22nd day of September, 2010 by the following vote:

RECEIVED OCT 06 2010

Town Supervisors:

Yes

No

Dennis Kortekaas

✓

Larry Key

✓

Gary Rosato

✓

By the Board

Date: 9/22, 2010.

Dennis Kortekaas

Town Chair

Michele R Smith

Town Clerk

State of Minnesota)
) ss
County of Itasca)

I, Michele Smith, the Town Clerk of Harris Township, Itasca County, Minnesota, hereby certify that I have compared the foregoing copy of the Resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at a public hearing held on the 20th day of May 2009, 2010, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Board at said hearing.

Witness my hand and seal this 22 day of September, 2010

Michele R Smith

Signature

Michele R. Smith

Printed Name

Seal

Underwood Road / resolution update

From: **Andrew Shaw** (Andrew@shawandshawlaw.com) 
Sent: Tue 9/14/10 12:37 PM
To: MICHELE SMITH (michelesmithclerk@msn.com)
 1 attachment
Harris resolution of vacation.doc (29.0 KB)

Michele: I attach the redrafted resolution to be adopted at the P&D meeting on the 22nd. It contains the reference to underwood road, and the adoption date should be Sept. 22.

When complete send me the original for recording.

Thanks for the information!!

Andrew M. Shaw
Law Offices of Shaw & Shaw, P.A.
P.O. Box 365
Deer River, Minnesota 56636
218-246-8535 (office)
218-246-8931 (fax)

CONFIDENTIALITY NOTE:

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From: **michelesmithclerk@msn.com** 
Sent: Mon 9/13/10 9:37 PM
To: Andrew Shaw
Cc: glosato@blandinfoundation.org; Underwood Road / resolution update

Okay, here is what I have found:

May 20, 2009 at the public hearing continuance, the following motion was made:

Supervisor Kortekaas made a motion, seconded by Supervisor Rosato, to abandon the ROW at the end of the Underwood Road, west of the quarter section corner as discussed and agreed upon, and to approve the proposed plans for a cul de sac as presented, within the townships existing public right of way, with access by all adjacent landowners, and with easement from Mr. and Mrs. Doug Gunderson for snow removal and drainage . Upon roll, motion carried unanimously.

June 24, 2009 - site visit on UW road (you were out of town, and unable to attend). Minutes reflect that Doug Gunderson was in attendance and would consider granting the ROW, depending on how it affected his property.

July 1, 2009, email received from you asking for the date of the last meeting on the road, and that that date "would be used on the abandonment resolution we will adopt at the same time Gunderson grant the right of way" You had hoped to attend our July 8th meeting to conclude the UW road matter.

July 8, 2009 minutes show that you did *not* attend, as Julie said Doug had left a message regarding the ROW easement. You and Julie were to meet with Doug the next day, to discuss his concerns, and that if his concerns were minor, the resolution prepared by you would be presented for approval at the next meeting. However, the concerns were not so minor.

Jan 11, 2010 - Resolution for abandonment was received from you via email, but to my knowledge has not been presented to the board - as we were waiting for an easement acceptance by Gunderson. (There was no narrative email with the resolution, except - "Let's try this again". I cannot find an earlier email that may have given some explanation of when the board was supposed to review...)

Therefore, this resolution needs to be presented to the board at the September 22 P&D meeting next week for approval. One concern: Could reference to the "Underwood Road" be added in the description (or to the resolution title)? I know there's the legal description but that does not mean much to the lay person reading the resolutions.

Thanks for your help. Any concerns let me know. BTW - the public hearing was held April 22, 2009 but was recessed and continued on May 20, 2009 (so that residents could meet on site).

Michele

Michele Smith, Clerk
Harris Township
30037 Harris Town Road
Grand Rapids, MN 55744
email: michelesmithclerk@msn.com
phone: 218-327-9930
website: www.harristownshipmn.org

From: michelesmithclerk@msn.com
To: andrew@shawandshawlaw.com
Subject: RE: reminder
Date: Mon, 13 Sep 2010 16:46:45 -0500

It's on my "to do list"...but I am not certain that the board actually approved the resolution. The copy I have in the resolution book is unsigned, with a note that it's pending an agreement with Doug. I need to look back through the minutes to see if a motion to approve this resolution was indeed made - and if so - get the necessary signatures. And if not yet approved, it will have to wait until next week's P&D meeting.

Michele Smith, Clerk

Chairman Kortekaas introduced the following resolution, and Supervisor _____ moved for its adoption:

Resolution No. 2010-003

A RESOLUTION DESIGNATING A HARRIS TOWNSHIP DIRECTOR FOR THE GREATER AREA GRAND RAPIDS AREA CABLE COMMISSION

WHEREAS, the Harris Town Board did enter into an Amended and Restated Joint Powers Agreement dated January 12, 2006 with the City of Grand Rapids, the city of LaPrairie, the City of Cohasset, and Grand Rapids Township, forming the Greater Grand Rapids Area Cable Commission; and

WHEREAS, Article VI. Effective Date; Meetings; Election of Officer, Section 1 of the Amended and Restated joint Powers Agreement requires that each member designate it's director, director's address and telephone number by resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Harris Town Board designates **John Jokela** as it's director to the Greater Grand Rapids Area Cable Commission, with Supervisors Larry Key, Dennis Kortekaas, and Gary Rosato as appointed alternate directors, to fill in for Jokela as needed, and whose address and telephone numbers are as follows:

John Jokela
28600 Sunny Beach Rd
Grand Rapids, MN
327-1725

Gary Rosato
28523 E. Harris Rd
Grand Rapids, MN
326-4704

Larry Key
21841 River Rd
Grand Rapids, MN
326-3608

Dennis Kortekaas
28680 Norberg Dr
Grand Rapids, MN
326-1882

RESOLVED FURTHER, that the aforementioned director and alternates shall have full authority to vote the Harris Township position on all matters before the Greater Grand Rapids Area Cable Commission, including authority to approve the budget and funding mechanisms which require the unanimous approval of all members under Article VIII, entitled Financial Matters, Section 3 of the Agreement.

Adopted this 14th day of April, 2010

Dennis Kortekaas, Chairman

Attest:

Michele R. Smith, Clerk of Harris Township

Supervisor _____ seconded the foregoing resolution, and upon roll call, motion carried unanimously.