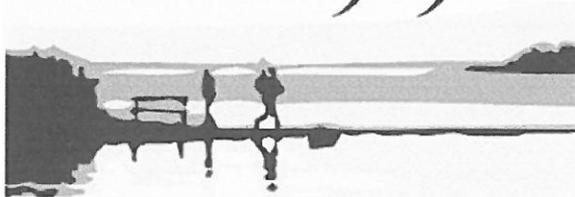


Chairman Gary Rosato  
28523 E. Harris Road  
Grand Rapids, MN 55744  
Phone #218-244-5248

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

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

## Mission Statement:

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

[www.harristownshipmn.org](http://www.harristownshipmn.org)

## REGULAR MEETING April 15, 2015 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from the Regular Meeting on April 8, the Work Session on April 14, the P&D Meeting on April 22, and the Local Board of Appeal and Equalization on April 23, 2015.
3. **Northwest Gas representatives:** Discuss upcoming expansion for 2015
4. **Business from the floor**
5. **Consent Agenda**
  - Consider approval of the RBA regarding compensation for the two full-time maintenance workers and the part time Town Hall Caretaker, as recommended by the board at the April 22, 2015 P&D meeting.
  - Consider approval of Resolution 2015-006 *A Resolution Designating the Compensation for Officer of the Harris Town Board*, as discussed at the April 14, 2015 work session.
  - Consider approval of the amended "Employee Compensation Policy", page as recommended at the April 14, 2015 Work Session
  - Consider approval of the amended cemetery policy, as approved by the board at the April 22, 2015 P&D Meeting ("Fees per Grave" section, and "Contact persons" section)
  - Consider approval of Resolution #2015-007 *A Resolution to Update the Administrative Policy regarding Board Meeting and Access to Public Information* (note updated agendas of section #6. *Order of Business*)
6. **Roads**
  - Glen Hodgson – SEH Road Engineer
    - Recommendation regarding a 2015 gravel road project, after reviewing roads
    - Follow-up regarding Alicia Place stumps
    - Follow-up regarding signage at Wendigo Park Circle/Wendigo Park Road/Alicia Place
  - Other road issues/concerns/comments
7. **Recreation**
  - Request by Itasca Little League to reserve Crystal Springs Park ball field (see email from Connie Sutherland)
8. **Correspondence**
  - Board Action items:
    - None
  - Noteworthy items:
    - MN Power invite for open house for Great Northern Transmission Line (Tues 5/12 – Timberlake Lodge)
    - Email of thanks from Kelly Whitted, Assessor for Harris Township regarding LBAE held 4/23/15

- Collaborative Opportunities meeting minutes from April 15, 2015
- MN Dept of Health report of results of water testing at Harris Town Hall: samples were in compliance with safe drinking water rules
- Non-action items
  - Certificate of Insurance received from Hawkinson Construction for all work performed
  - Copy of Itasca County's *approval* documentation for Variance from Kimberly Fuhman and Christopher Laux, to replace a cabin on Pokegama Lake
  - Thank you note regarding use of town hall, from Cindy G.
  - Thank you letter from the Itasca County Historical Society for the annual donation
  - Post card from MN Dept of Employment and Economic Development regarding reporting requirements if our township government awards business subsidies, including JOBZ projects. *(Not applicable as Harris Township does not provide cash, loans, or tax incentives to any groups or individuals.)*

**9. Old Business**

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

**10. New Business**

- Discuss a Memorial Day celebration at Harris Cemetery on 5/25/15, and who can attend
- Discuss if summer maintenance interns are desired for 2015, and a hiring process/company if applicable

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

**12. Approve payment of bills** for May, 2015

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

**14. Adjourn**

**UPCOMING Events / Meetings**

Wed May 27 Work Session to interview candidates for Town Board Supervisor-Seat A.....	6:00pm Harris Town Hall
Wed May 27 Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon June 8 Itasca County Twp Association Meeting.....	7:00pm 911 Center (airport)
Wed June 10 Regular Meeting.....	7:30pm Harris Town Hall

The Regular Meeting of the Harris Town Board was held on Wednesday, April 8, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* Supervisor Burl Ives (Note: A replacement for the Supervisor - Seat A vacancy has not yet appointed). Note: *Due to illness, Supervisor Gary Rosato left the meeting at 7:37 p.m.*

Also in attendance were Glen Hodgson – SEH Road Engineer and residents Dan Butterfield and Ken Haubrich.

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

*Due to the severe illness of Supervisor Rosato, Vice Chairman Kortekaas modified the agenda to bring necessary action items to the top, for board action while a quorum was present:*

- **Approve payment of bills for April, 2015**

*A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to pay the bills as per the attached adjusted document titled “April 2015 Bill Listing to Board” for \$19,043.08. Upon roll call, motion passed by a unanimous vote.*

- **Roads**

Glen Hodgson – SEH Road Engineer

- Consider accepting a proposal from Braun Intertec for soils and pavement work on Sunny Beach, Isleview, and Birch Street

As previously authorized by the town board, SEH began the preliminary engineering for potential road projects on Sunny Beach Road, Isle View Road and Birch Street. In order for SEH to complete the preliminary engineering work, additional soil boring and pavement core information on all these roads is necessary. Hodgson solicited a quotation from Braun Intertec to complete that work. He envisioned one additional soil boring on Sunny Beach Road and two borings in Isleview/Birch, and five pavement cores on Isleview/Birch.

Braun furnished a proposal to compete this work at an estimated cost of \$5,850.00. Hodgson recommended the board accept the proposal and authorize Braun to do the work, and that the chairman sign the proposal.

*Supervisor Kelley made a motion to accept the proposal from Braun Intertec for \$5,850.00 to do the soil and payment work as presented by Hodgson of SEH on Sunny Beach Road, Isleview Road and Birch Street. The motion was seconded by Supervisor Rosato with an additional comment to authorize the Vice Chair to sign the award proposal (rather than the chairman). Motion carried by a unanimous vote.*

*At this point, 7:37pm, Supervisor Rosato left the meeting due to severe illness. Because there was no longer a quorum of the board, Supervisors Kortekaas and Kelly agreed to move the remaining agenda items to future meetings scheduled for Tuesday April 14<sup>th</sup> (work session) and Wednesday, April 22<sup>nd</sup> (P&D meeting). The assignment of agenda items was as follows:*

**Items moved to the April 14<sup>th</sup> work session:**

**Roads**

- Consider approval of the Itasca County snowplowing contract for 2015-2016 contract at the rate of \$700/mile
- Consider setting a date for the annual road review meeting, and determine how to do the annual road inspections this year
- Discuss updates to the current culvert policy, resolution #2008-006

**Items moved to the April 22<sup>nd</sup> Planning and Development meeting:**

2. **Consider approval of the Minutes** from the Board of Canvass on March 10, the Regular Meeting on March 11, the Work Session on March 16, the Trails Work Session on March 18, and the Reorganization and P&D Meeting on March 25, 2015. Note: The *draft* minutes from the Annual Town Meeting held March 10, 2015 are included for review/correction only, as they will not be officially approved until the March 2016 Annual Meeting.
3. **Business from the floor**
4. **Consent Agenda**
  - Consider approval of cemetery sites purchased by George Snyder: Sec 3, Block 2, Lot 3, Sites 1 & 2
5. **Roads:**
  - Consider accepting a proposal from SEH for engineering services on 2015 Underwood Road (west) project
6. **Recreation**
7. **Correspondence**
  - Board Action items:
  - Noteworthy items:
    - Collaborative Opportunities meeting agenda for April 15, 2015 – 11am at Timberlake
    - Letter from Century Link, regarding required notice for road construction projects
  - Non-action items
    - Letter of support for variance from Kim Fuhrman and Christopher Laux, from law office of Patrick Moren
    - Thank you from Brian Carlson of the Itasca County Agricultural Association for financial support
8. **Old Business**
  - Location for April 14<sup>th</sup> Work Session: The Harris Town Hall has been confirmed for this meeting
  - Consider approval of proposal from Northland Portables for portable bathrooms at the cemetery, parks, and three public landings (*Note there are one and two year agreement options for consideration, and a monthly cost estimate page for review.*)
  - Consider setting an end date for accepting applications for the vacant supervisor position
  - Update on proposed work session agenda if regularly scheduled (*see email from Kyle Hartnett – MAT attorney*)
9. **New Business**
  - Consider approval of Resolution #2015-004, *Resolution designating a Harris Township Director and Alternate for the Greater Area Grand Rapids Area Cable Commission, for the term March 2015 through March 2016*
  - Consider resolution to discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where half the block is in the River Road right-of-way
  - Consider RBA to revise Cemetery Policy to have a single cemetery site price for all sales
  - Consider action on information from Itasca County Land Department real estate office, via letter dated March 9, 2015 regarding parcels described as forfeited to the State of Minnesota
10. **Treasurer's Report** – dated April 8, 2015 (March 1-30, 2015 financials)

**DRAFT**

***With no other items to discuss, Kortekaas made a motion to adjourn tonight's meeting at 7:42pm. Upon a second by Supervisor Kelley, the meeting adjourned.***

Respectfully submitted,  
Michele Smith, Harris Township Clerk

April 2015 Bill Listing to Board

	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	565.40
Dennis Kortekaas	Mtgs, wages, labor, less withholding	575.37
Burl Ives	Mtgs, wages, labor, less withholding	-
Jim Kelley	Mtgs, wages, labor, less withholding	721.82
Michele Smith	Mtgs, wages, labor, less withholding	1,078.29
Becky Adams	Mtgs, wages, labor, less withholding	847.90
Bonnie Key	Cleaning labor, showing, less withholding	496.21
Dan Key	Labor less withholdings	2123.64
Derrick Marttila	Labor less withholdings	2220.64
PERA	ONLINE pmt:: Payroll withholding	1355.54
Century Link	ONLINE pmt:: March phone service	278.86
Cole Hardware	transfer pump	339.99
Davis Oil	March invoices - fuel	134.30
Express Employment	rink attendents 3/4, 3/11	1,195.84
Grand Rapids Public Utilities	Utilities; lights and town hall	209.43
Home Depot	online pmt:: 2x10x8 gdf, router, ice melt, routerbits, adapter, silicone, filter, 18G AIO ss	646.98
Itasca County Auditor	2015 property tax statements - solid waste assessments: 4 properties	180.00
Itasca County Auditor	election expenses - ballots and machine programming	217.86
Itasca County Township Assoc	annual meeting: smith, kortekaas, kelley, ives	68.00
L and M	March invoices	233.68
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	685.80
MediaCom	PHONE PAY:: March phone and internet service - town hall	218.18
Minute Man Press	copies for meetings	144.72
Northland Portables	portables for wendigo, crystal, cemetery	285.00
PC Refresh	business services to computer and installed new audio system	142.00
Range Water	cooler rental april	27.25
S E H	Engineering Services - misc. services	907.50
Shaw and Shaw	email and dictate to attorney O'Toole - Lotti	112.50
Stokes	registration bushing right and labor 1.5hrs	199.99
Waste Management	3 yd rel on call	130.07
Commissioner of Revenue	Payroll withholding :: electronic payment	443.00
EFTPS	Payroll withholding :: electronic payment	2,257.32
<b>Total</b>		<b>\$ 19,043.08</b>

Approval to pay :: April 8, 2015, Checks numbered 16724 through 167

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato

**DRAFT**

A work session of the Harris Town Board was held on Tuesday, April 14, 2015 starting at 7:00pm at the Harris Town Hall for the following purposes:

- **7:00 p.m.** - The purpose of the first part of the work session is to evaluate Harris Township employees. This portion of the meeting will be **CLOSED to the public**, in accordance to Minn. Stat. § 13D.05 Subd. 3(a).
- **8:00 p.m.** - This part of the meeting will be **OPEN to the public** to review compensation of the township employees & officers, and discuss any recommended changes. Three road related items were also on the agenda: 1.) consider approval of the Itasca County snowplowing contract for 2015-2016 2.) Consider setting a date for the annual road review meeting, and determine how to do the annual road inspections this year and 3.) Discuss updates to the current culvert policy, resolution #2008-006

The following officers of the board were present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* none (Supervisor seat A has not yet been filled.)

Also in attendance during the open portion of the work session were: Glen Hodgson, road engineer from SEH and residents Cyndy Martin and Marge Kelley.

**1. Pledge to the flag**

**2. Call the meeting to order**

The meeting was called to order by Chairman Rosato, and the township's mission statement was read.

**3. Meeting closed to evaluate Harris Township employees: Dan Key, Derrick Marttila, and Bonnie Key.**

Chairman Rosato closed the meeting to the public to evaluate the township employees, as allowed by Minn. Stat. § 13D.05 Subd. 3(a). The closed meeting was audio recorded as required by statute.

*The closed meeting adjourned at 8:10pm, upon a motion by Supervisor Key and second by Supervisor Kortekaas.*

**4. Meeting reopened to the public. as posted, and summarize the conclusion of closed meeting**

*At 8:10 p.m., Supervisor Kortekaas made a motion to reopen the meeting and apologized to the public for it being ten minutes past the posted start time of this session. The motion was seconded by Supervisor Kelley and upon a vote, motion carried.*

Supervisor Rosato summarized that during the closed session, there was a lot of good discussion and the board opted to recess the closed work session until April 22<sup>nd</sup> at 6:00pm to allow the employees a chance to review the updated employee evaluation forms. Employees will also be asked to 'review themselves' by completing the forms, and then giving back to Rosato prior to 4/22. Those forms will then be reviewed by the entire board when the **closed** work session resumes on April 22, at 6pm.

**5. Review current compensation of township employees, and discuss any changes for May 2015-Apr 2016**

- As a point of reference, see "Request for Board Action" from May 14, 2014, for *current* rates of pay for township employees. Consider any changes for the upcoming year, May 2015 – April 2016

*A motion was made by Supervisor Kortekaas to table this item until the April 22<sup>nd</sup> P&D meeting, since the employee evaluations were not completed tonight as planned. Supervisor Ives seconded the motion, which passed by a unanimous vote.*

- Review "Employee Compensation Policy", last reviewed April 23, 2014

- ◆ **Regular Full-Time Employees: Maintenance Crew:**

Currently, the policy states that the starting wage will be \$1.00 less per hour than the hourly rate of the current full-time employees. However, after a lengthy discussion, the board agreed that they'd prefer a starting hourly range – based on qualifications.

***Supervisor Kortekaas made a motion to change the Employee Compensation Policy to state that the starting wage for a full-time maintenance crew member would be between \$12-\$15/hour based on experience. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

The board agreed that this rate would continue to be reviewed annually.

◆ **Regular Part-Time Employees: Town Hall Caretaker:**

Currently, the policy states that the starting hourly wage for cleaning will be \$1.00 less per hour than the previous Town Hall Caretaker's hourly rate. And that the showing appointment rate will be the same as that paid to the previous Town Hall Caretaker. However, the board preferred to have both the hourly and cleaning rates the same, and to also have stated as a starting range.

***Supervisor Kortekaas made a motion to change the Employee Compensation Policy to state that the starting cleaning and showing hourly rates for a part-time town hall care taker would be between \$9-12/hour based on experience. The motion was seconded by Supervisor Ives and passed by a unanimous vote.***

The board agreed that this rate would continue to be reviewed annually.

◆ **Temporary Employees rates of pay were also reviewed:**

- |                                     |  |
|-------------------------------------|--|
| ○ Skating Rink Attendant:           | Wage will be \$8.00 per hour   |
| ○ Summer Intern / Maintenance Crew: | Wage will be \$11.00 per hour  |
| ○ Moderator of Annual Town Meeting: | Wage will be a flat meeting rate of \$60.00  |
| ○ Election Judges:                  | Wage will be \$10.00 per hour for training time and hours worked on election day, plus mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage. |
| ○ Skating Rink Attendant:           | \$8/hour   |
| ○ Summer Intern:                    | \$11/hr  |
| ○ Moderator of Annual meeting       | \$60 flat meeting rate   |

***After considering each of the temporary employee rates above, and the current minimum wage requirements for a small employer in Minnesota, a motion was made by Supervisor Kelley to leave these rates unchanged for the upcoming year . Upon a second my Supervisor Ives, the motion passed by a unanimous vote.***

The board agreed that these rates would continue to be reviewed annually, but could be discussed for change at any time.

**6. Review responsibilities and compensation of Supervisors, Treasurer, and Clerk**

- As a point of reference, see Resolution #2014-006 for officers current compensation passed in May 2014. Consider any changes for the upcoming year, May 2015 – April 2016

***After checking in with the Clerk and Treasurer on the satisfaction of their compensation, Supervisor Rosato made a motion to leave all officers monthly wages unchanged, with Supervisors earning \$400/month – except the Chair who earns \$450/month, the Treasurer earning \$600/month and the Clerk earning \$800/month. He added that the hourly rate for allocated labor be adjusted to match the maintenance crew's hourly rate, if it is increased. This has been done for many years considering that those supervising the crew should make at least the same amount as they do. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.***

**DRAFT**

- Other items discussed, some of which are mentioned in the compensation resolution:
  - Mileage: When to claim was discussed as stated in the policy. The board liked how it was worded.
  - Claim forms: Treasurer Adams reminded the board that they need to have claim forms to her the Monday before the Regular Meeting, to allow enough time to prepare the bill list and checks. Sending via email or text is fine as she's often on the road, but then bring the original signed copy to the meeting.

- When is a supervisor paid hourly vs. the monthly wages?

Treasurer Adams and Clerk Smith encouraged the board to discuss and decide which of their duties are covered by their monthly wage, and when an hourly rate should be claimed. It's important to have continuity among all board members, especially with another new supervisor coming on. For example, is windshield time paid when traveling out of town, plus mileage?

*Hourly rate*: Can the hourly rate be charged for meetings at court house? The board seemed to be in agreement that if an officer is representing Harris Township, they can charge hourly. This documents attendance as well. The Intergovernmental Collaboration meeting had been noted as a "no compensation" meeting, but not sure that this should be stated as such. Meetings with maintenance crew were also discussed – should Rosato be charging for the hour a week where he meets with the crew?

*Monthly wage*: The board seemed to agree that this is for being on call 24/7 for a variety of responsibilities. Clerk Smith shared a list of duties and responsibilities with the Supervisors, titled "Township Supervisor Job Description". A copy will be attached to these minutes for future reference.

Treasurer Adams agreed to work on a policy for supervisors hourly and monthly as compensation, as recommended by clerk and treasurer.

- Cemetery responsibilities

Clerk Smith asked if one of the supervisors would be taking over former Supervisor Key's cemetery responsibilities. These included being her back up for cemetery site sales when on vacation or ill, being a go-to person for questions or issues with the cemetery or cemetery policy. There was no consensus by the board. Chairman agreed to check with the maintenance crew to see if they would be willing and able to cover for Smith for an upcoming 10 day vacation at the end of April as they would be the most knowledgeable with regards to cemetery site information (what's available for sale, where sites are, etc.).

- Supervising as a board, not as an individual Supervisor

Treasurer Adams, as HR representative, shared a memo with the board which summarized concerns she received in writing from the town hall caretaker on March 11, 2015, just before Supervisor Key resigned. *(A copy of the memo will be attached to these minutes.)* Adams brought to the board tonight after consulting with MN Association of Townships attorney Kyle Hartnett on what to do with the information she'd received. She was told that because it was about officers of the board, it needed to be discussed at a public meeting. Hartnett did caution that the board cannot talk about the employees during the discussion – which can only be done at a closed meeting - but rather the board can discuss from a supervisor's perspective.

After reviewing the memo, Adams encouraged the board to:

- Operate as a board - not as individuals. If there are items recommended by a supervisor that they'd like the maintenance crew to do, the board should discuss and decide which items should be done and in what order.
- Decide which of the Supervisors will communicate to township employees. Currently, employees often feel like they have 5 separate supervisors, and are unsure who to listen to. They need one boss – the board – not 5 supervisors, each telling them what to do. However, who will be the voice of the board?
- Good communication between board members and with employees is important. Any time there's change, it causes angst and anxiety among employees regarding what's expected of them. The current employees have expressed that they are unclear about what the board wants from them.

- Decide how and when to supervise the employees. Will it be based on a weekly ‘punch lists’ or seasonal to do lists? Or work orders? Will someone meet with the maintenance crew daily or weekly?

The board thanked Adams for bringing these issues to the board. While Supervisor Ives commented that he did not think anything done was out of line, the board overall looked at it as a good learning experience.

**It was decided by the board that Supervisor Rosato would be the person who would communicate with the maintenance crew members and town hall caretaker on behalf of the board regarding work direction.**

## 7. Roads

- Consider approval of the Itasca County snowplowing contract for 2015-2016 contract at the rate of \$700/mile  
*Supervisor Kortekaas made a motion to approve the Itasca County Snowplowing contract for the 2015-2016 season. The motion was seconded by Supervisor Ives. Discussion: The Township pays \$700 per road mile, per year – regardless of the number of times plowed. Some years, this is a bargain, and other years, it’s not. Cost will be \$22,715 for the coming winter (32.45 miles x \$700/mile). With no further discussion, the motion passed by a unanimous vote.*

- Consider setting a date for the annual road review meeting, and determine how to do the annual road inspections this year.

The board discussed that road inspections will not dictate what road projects will be done in 2015 or 2016, and therefore, they had some time to do the road inspections and hold the annual road review meeting. The clerk noted that the road meeting had traditionally been held in April or May, perhaps to know which roads needed repair after the winter/spring thaw, and to allow township residents a chance to express concerns for their roads prior to the construction season. The board recognized that roads would need to be inspected to determine which roads need crack filling. However, that process would not occur prior to June or July.

**A motion was made by Supervisor Kelley to table this item until the May 27<sup>th</sup> P&D meeting. Supervisor Kortekaas seconded the motion, which passed by a unanimous vote.**

- Discuss updates to the current culvert policy, resolution #2008-006

The board reviewed the current culvert policy, and the comments made at previous meetings regarding updates needed to the policy. Those included:

- Do we want to continue giving free culverts? Cost is approximately \$500 for a culvert and aprons.
- Second driveway culverts: Current policy indicates that only one free one is provided, thereby making the landowner responsible for any additional culverts. This may result in a substandard culvert being installed, or no culvert at all.
- Galvanized vs. plastic culverts? Current policy allows for either metal or plastic. Plastic needs to be installed properly, and may not be as durable.
- Does the township even need to be in the culvert business? After review of a document from the MN Association of Townships, it appeared that the law requiring townships to issue culverts was changed and now it’s optional. The county can do this if the township prefers.
- There is now a county process in place, whereby those applying for building permit and/or driveway approach permit, the county advises them to contact a specific township supervisor to inquire about the township’s culvert policy.

The board agreed that the following items are needed to update the current culvert policy:

- Anyone applying for building permit through Itasca County will be required to contact the township about their culvert policy.
- The free culvert will be metal (only)
- Correct culvert length to feet (not inches mark “)

**A motion was then made by Supervisor Rosato to update the culvert policy by resolution as noted above. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.**

**DRAFT**

Clerk Smith agreed to update the policy accordingly and bring back a new resolution to the board for review at the P&D meeting on April 22, 2015

The board, at the Clerks request, also agreed that Supervisor Dennis Kortekaas' name and contact information could be given to Itasca County as the person to get a hold of whenever a building permit is issued, to discuss the township's culvert policy. (Currently, they have former Supervisor Larry Key's name/number – who has since resigned.)

#### **8. Adjourn**

*A motion to adjourn tonight's work session was made by Supervisor Kelley at 10:50pm. Upon a second by Chair Rosato, the meeting adjourned.*

Respectfully submitted,

Michele Smith - Clerk

**DRAFT**

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, April 22, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none. (Supervisor A seat still vacant.)*

Also in attendance: Glen Hodgson – Road Engineer from SEH, and residents Dan Butterfield, Cyndy Martin, Judy Myers, Barney Bignall, and Ken Haubrich.

**1. Pledge to the flag**

**2. Business from the Floor**

- None

**3. Consent Agenda**

- Consider approval of cemetery sites purchased by George Snyder: Sec 3, Block 2, Lot 3, Sites 1 & 2

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

**4. Roads**

- Glen Hodgson – SEH Road Engineer (*see memo – attached to these minutes*)

- Consider approval of SEH Engineering Proposal for Underwood Road-west

The board identified the Underwood Road ditching and overlay project as a 2015 construction project, including some ditching and a bituminous overlay in the summer, pending the wetland application approval. Hodgson shared a proposal to provide engineering services for design, bidding, and construction phases of the project. The estimated project cost was \$184,000. The SEH proposal for providing engineering services for the project was a lump sum fee of \$14,252.

Hodgson reminded the board that this project had *not* yet went out for bids. And with regards to a timeline for the wetland application, that an inspection of the area was needed once the vegetation greened up – so around mid May – and then would be processed. He hoped they'd have a favorable outcome by mid June. He would like to have bids in hand as soon as possible after the application is approved so they could have the bid opening in July, and the project completed by September.

Hodgson requested the board approve the SEH proposal and authorize them to proceed with design, bidding and construction phase work.

***A motion was made by Supervisor Ives to approve an estimated amount of \$198,252 for the Underwood Road – west project; this amount was made up of estimated construction costs of \$184,000 and engineering costs of \$14,252. The motion was seconded by Supervisor Kortekaas and upon roll call, the motion passed with a unanimous vote.***

- Consider Additional Ditching on Lakeview Drive

In response to a letter/email that the board received on Lakeview Drive and concerns regarding some erosion that occurred during this year's snow melt runoff, Hodgson was asked to review the area to determine if some additional ditching should be done as a means to better control erosion.

Hodgson reviewed area and shared what he found with Hawk Construction and Itasca Utilities. Itasca Utilities submitted an estimate of \$2,550.00 for extending the ditch (from the 2014 project) about 150'-

200', up the hill towards Lakeview Trail. The estimate included excavation, seeding, and temporary erosion control.

Hodgson commented that this year, the erosion was caused by a ditch full of packed snow from plowing, and a rapid snow melt runoff. He felt the additional ditch work would help, but was not cure all. However, he added that he predicted there would be less chance of anything happening again in the future. Overall, the ditch would be about a foot deeper –with no additional runoff concerns per Hodgson.

***Supervisor Kortekaas made a motion to approve that Itasca Utilities perform additional ditching as outlined Hodgson, in the amount of \$2,550.00. The motion was seconded by Supervisor Kelley. Discussion: Will SEH supervise the work? Yes, per Hodgson. Upon roll call, the motion passed with a unanimous vote.***

- Feedback from MnDOT on Trunk Highway 169 Project

In response to a resident request and direction from the board, Hodgson checked into the suggestion of changes to the Highway 169 lane markings to be done in conjunction with the MnDOT pavement rehabilitation project scheduled for this summer. Hodgson met with MnDOT construction engineer to discuss the lane marking suggestions. However, MnDOT's conclusion was that its current lane striping will *not* be changed.

- Discuss which meetings the board would like Glen to attend during the spring & summer months

The board determined that Hodgson should continue to touch base each month with clerk to determine if his attendance would be "needed" during the upcoming months. Rosato commented that Hodgson will probably be at most meetings.

- Discuss damage report to buried cable belonging to CenturyLink (see email)

Rosato and Ives investigated a complaint inquiry they received from Sierra Barger of the Claim Center, LLC in Minneapolis regarding damage done to a buried cable belonging to CenturyLink on Sunny Beach Road. They felt it had been hit during ditch mowing near Sunny Beach Road and Forest view Trail around 8/15/2014.

Ives has not yet replied to claims center but he did review the site and did not see any damage. And since it was *buried* cable damage for a phone company, he didn't understand how a mower would hit a cable that supposed to be 24" underground. If it's *not* underground cable, then that's a different story. Rosato also looked the area over and found no boxes were damaged. Ives agreed to request specifics of the damage date and location and report back to the board.

- Discuss request by resident Greg White to 'take over' Hughes Road (refer to Vacating Town Road policy)

Resident Greg White called Supervisor Ives about vacating Hughes Road. Ives said he'd bring it to the board. The board agreed that White could come to a meeting to review the process and policy for Vacating a Town Road, or Ives was free to share the policy with White.

- Review *draft* revised culvert policy via Resolution #2015-005, and discuss any changes needed

The board previously discussed and agreed upon some changes to the current culvert policy. Clerk Smith updated the policy as she understood it but wanted the board to review to verify that she captured the intended changes correctly - including that *only metal* culverts would be supplied by the township going forward.

***A motion was made by Supervisor Kelley to approve Resolution #2015-005 Revised Culvert Policy. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.***

#### *Other road issues/concerns*

- Alicia Place – stumps

A resident of 28606 Alicia Place complained to Supervisor Rosato that a large wooden stump worked its way up through the pavement in their road. The resident has had to shave it down, but the snowplow still hits it. He also said there's another stump coming up apx 150 feet away. Rosato asked Hodgson if he could review the area.

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***A motion was then made by Supervisor Kelley to have Glen Hodgson from SEH check out the stump issues on Alicia Place. The motion was seconded by Supervisor Kortekaas and passed by a unanimous vote.***

- **Jane Lane - County Snowplowing Contract**

In reviewing the snowplowing contract, Supervisor Ives noticed that there was one road that did not have an identity number on Attachment "A": Jane Lane - which is right in between #21.) Isle View Road and #22.) Jess Harry Road. Jane Lane is 0.50 miles long and is plowed by Itasca County for the township so it appeared that it should have a number. Clerk Smith agreed to ask the county about this item.

- **Birch Street – patch?**

There is a large loose and alligatored area at the end of Birch Street that may need a patch. Hodgson was asked to look at this area and report back to the board.

- **Woodbine Road – end of road:**

This road has a very short turn around, and people have been going in others yards when they attempt to turn around. This is a very small area just past the "end of road maintenance" sign. A UPS truck also got stuck. A request was received by the board, asking to make the turnaround on Woodbine Road larger. Rosato recalled that this had been discussed before, and they found that no, it could not be made larger since it's beyond the end of maintenance sign. He suggested the maintenance crew may have record of the details.

- **Park Circle Drive – no stop signs**

Clerk Smith received a call from a concerned person who said there are no stop signs on either end of Park Circle Drive (near Alicia Place and Wendigo Park Road). He had seen two near accidents because of the lack of signage and wanted to report the safety concern. The board commented that this is not a township road. However, Hodgson agreed to review the situation since he'll be in the area reviewing the stump problem on Alicia and try to determine if Park Circle Drive abuts a township road.

## **5. Recreation**

- **Creative Services Contract – addendum**

Supervisor Ives requested that either an addendum or a revision be made to Mike Hendricks "Creative Services" contract, to add language that identifies him as an independent contractor and not an employee of the township. Ives felt this should be a part of any and all private contractor contracts. Rosato suggested that Ives send a copy of the paragraph to Hendricks and ask that he sign it or add to his contract.

## **6. Town Hall Report dated 4-7-15**

The board reviewed the report as submitted by the town hall care taker. There were 25 hours of cleaning. Money collected was \$400. Some supplemental information was received regarding 'to-do' items on the maintenance punch list; Rosato agreed to address this with the care taker during their upcoming employee review meeting. He will also provide her with more of the 'newer/revised' town hall report forms.

## **7. Maintenance Report**

The board reviewed the report as supplied the maintenance crew. Various tasks performed by the crew were highlighted by Chairman Rosato.

## **8. Old Business**

- **Review current compensation of township employees, and discuss any changes for May 2015-Apr 2016**  
*As a point of reference, see "Request for Board Action" from May 14, 2014, for current rates of pay for township employees. Consider any changes for the upcoming year, May 2015 – April 2016*

**Supervisor Rosato recapped that a closed work session was held earlier tonight at 6:00pm for employee evaluations; there was a lot of good conversation held by the board regarding the two full time maintenance workers and part time caretaker.**

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Now that evaluations of the employees had been completed, the board discussed current and future compensation.

- Full time maintenance workers:

Treasurer Adams noted that for 2015, the cost of living increase is 1.7%. In prior years, the board has awarded apx 2% increases each year. Adams also mentioned that the MN Benefit Association has added vision benefits and that the cost would be \$4-\$5/month/per employee, for single coverage. Vision covers – per a pamphlet shared with the board – an eye exam 1x/yr, lenses every 2 years, and frames every 2 years with a co pay – either a dollar amount or percentage. Safety glasses are not currently provided by the township. The board liked the idea of adding them and vision as a benefit for the full time employees.

***Supervisor Kelley then made a motion to keep maintenance crew hourly wage the same at \$18.70/hour but add the single coverage vision benefit. The motion was seconded by Supervisor Ives, and upon a roll call vote, passed by a unanimous vote.***

- Part Time Town Hall Caretaker:

There was some discussion by the board that the caretaker was neither eligible for vision nor dental, due to the 'part time' status of the job, but that she does get a \$10,000 life insurance policy, paid for by the township.

***A motion was made by Supervisor Ives to keep the Town Hall Caretaker's wages the same at \$15.00/hour for cleaning and \$14.50/showing appointment. The motion was seconded by Supervisor Kortekaas and upon roll call, passed by a unanimous vote.***

- Review email and article from MN Assoc of Twps outlining requirements for attending meetings via SKYPE  
The Clerk included this information for the board as a reminder only, after the lack of a quorum at the last Regular meeting. She noted that supervisors *cannot* vote by phone, and that attending a meeting via Skype is permissible but the "3 day notice" is still needed – which must include where the offsite supervisor will be so the public could be there if they wanted.

*The following items were on the April 8<sup>th</sup> Regular Meeting Agenda, but due to the lack of a quorum for most of that meeting, they were forwarded to this meeting's agenda:*

- Consider approval of the Minutes from the Board of Canvass on March 10, the Regular Meeting on March 11, the Work Session on March 16, the Trails Work Session on March 18, and the Reorganization and P&D Meeting on March 25, 2015. Note: The *draft* minutes from the Annual Town Meeting held March 10, 2015 are included for review/correction only, as the they will not be officially approved until the March 2016 Annual Meeting.

***A motion was made by Supervisor Kortekaas to approve minutes for 3/10/15, 3/11/15, 3/16/15, 3/18/15, and 3/25/15. And there were no corrections or changes needed to the draft 3/10 annual meeting minutes. The motion was seconded by Supervisor Kelley, and passed by a unanimous vote.***

- Treasurer's Report – dated April 8, 2015 (March 1-30, 2015 financials)

Financials for month of March 2015 were recapped by the treasurer:

- Beginning balance, March 1: 1,163,762.88
- Deposits: \$27,878.01
- Disbursements: (\$53,682.14)
- Ending balance March 31: \$1,137,958.75

***A motion was made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Treasurers April 8 report as presented for March 2015 financials. Motion passed by a unanimous vote.***

- Correspondence

- Board Action items: (none)

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○ Noteworthy items:

- Collaborative Opportunities meeting agenda for April 15, 2015 – 11am at Timberlake  
Supervisor Ives commented that he attended this meeting; there was a long discussion about I.T. services. He thanked the Clerk and Treasurer for filling out the IT survey. There will be more talk about additional services in the future. The next meeting is May 28<sup>th</sup> – Sonja from Blandin Foundation will be there regarding funding of the facilitator for the meetings.
- Letter from Century Link, regarding required notice for road construction projects  
Glen Hodgson noted that they (SEH) already follows this procedure

- Consider approval of proposal from Northland Portables for portable bathrooms at the cemetery, parks, and three public landings (Note there are one and two year agreement options for consideration, and a monthly cost estimate page for review.)

The board discussed that they like the idea of a 2 year agreement, where prices would be held the same for both years. ADA units would be year round at the parks and cemetery, and standard units May 1 – Sept 30 at the 3 boat landings (Mishawaka, Troop town, and LaPlant). The proposal also showed standard units at 2 boat landings in the winter, from Dec 1 to Mar 1. *(A copy of the proposal will be attached to these minutes.)*

***A motion was made by Supervisor Kelley to approve the 2 year agreement for Northland Portables as presented - \$95/ADA handicapped units and \$69/standard unit guaranteed through 2016. The motion was seconded by Supervisor Ives. Upon roll call, motion passed by a unanimous vote.***

- Consider setting an end date for accepting applications for the vacant Supervisor seat A position; decide next steps: Refer to article from MAT:

The board discussed options. Supervisor Ives would like to see an ad in newspaper at least once. The board agreed to run an ad twice on May 6 & 10, and advise anyone interested to contact the clerk by May 20<sup>th</sup>. **A group interview will be held during a work session at 6:00pm on May 27<sup>th</sup>, before the P&D Meeting.** Questions they will be asked will include why they'd like to be on the board, and what do they bring to the board.

- Discuss email from Kyle Hartnett – MAT attorney, regarding work session agenda if regularly scheduled

The Board agreed to just try out 6:00pm work sessions as needed prior to a Regular or P&D meeting and see how it goes before deciding if one or more are needed on a regular basis.

- Consider approval of Resolution #2015-004, Resolution designating a Harris Township Director and Alternate for the Greater Area Grand Rapids Area Cable Commission, for the term March 2015 through March 2016

***A motion was made by Supervisor Kortekaas to approve 2015-004 to designate a Harris Township Director and alternate to the GRACC. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

- Consider options regarding the discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where half the block is in the River Road right-of-way

Supervisor Rosato reported that this issue is still being researched and investigated.

***A motion was then made by Supervisor Kortekaas to table this item until the May 27<sup>th</sup> P&D meeting. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

- Consider RBA to revise Cemetery Policy to have a single cemetery site price for all sales:

***After discussing the reasons for the change request as outlined by Clerk Smith in her Request for Board Action, a motion was made by Supervisor Kortekaas to amend the current Harris Cemetery Policy to reflect a single rate of \$125 for residents and non residents, plus a \$46 recording fee; this would replace the current rate structure of \$125/site for a "resident" and \$250/site for a "non resident". The motion was seconded by Supervisor Kelley. Roll call vote: Kortekaas, Kelley and Rosato voted in favor of the motion; Supervisor Ives was opposed as he would have preferred to rate between current \$125 and \$150 rate. The motion passed.***

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- Consider action on information from Itasca County Land Department real estate office, via letter dated March 9, 2015 regarding parcels described as forfeited to the State of Minnesota

The board discussed that this was something new, where Itasca County is no longer accepting tax-forfeited land. If the township doesn't take the land over, it will be sold by auction. The letter noted that if there was no reply from the board within 60 days, the sale will proceed. That date is May 9<sup>th</sup>. Ives discussed one parcel that may abut Wendigo Park #19-420-0010; it's zoned residential. Ives will investigate further. Another parcel worth looking at is #19-535-0226 on Gary Drive; it looks like it's just a driveway. Ives will also look into this one.

- Schwartz Contract

Supervisor Rosato updated that board that while they did previously approve the *proposal* from Schwartz for grading township roads, he was still working with them to provide an actual contract for services for the board to review and sign.

- Lottie / Township: Status of shared town hall driveway

Supervisor updated the board that he talked with the township attorney Andrew Shaw to advise him that the board had voted not to pursue any further action with regard to a portion of the town hall driveway that is on Lottie's property. The board chose not to do anything, which was one of the options Shaw suggested.

- Verizon cell phone bill

Treasurer Adams asked the board to approve payment of the Verizon bill that didn't make the bill list last week due to timing. It is in the amount of \$156.32. ***The board approved to pay this bill tonight as requested by the Treasurer.***

#### 9. New Business

- none

#### 10. Public Input

- **Dan Butterfield** updated the board that the Variance requested for the home off Pokegama that they reviewed last month did pass. He commented that he received some calls with concerns but felt it would be fine.

#### 11. Adjourn

***With no other business to become before the board, a motion was made at 9:14pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.***

Respectfully submitted,

Michele Smith – Harris Township Clerk

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Pursuant to due notice and call thereof, a Local Board of Appeal and Equalization was conducted on Thursday, April 23, 2015 at 9:00am at the Harris Town Hall, with following officers of the board present: Supervisors Dennis Kortekaas, Burl Ives, and Gary Rosato, and Clerk Michele Smith. *Absent: Supervisor Jim Kelley and Treasurer Becky Adams.*

Also in attendance were Bill Hilback Itasca County Assessor, Kelly Whitted -Assessor/Appraiser for Harris Township, and Eric Odden- County Assessor/Appraisers.

There were 8 Harris Township residents in attendance.

#### Opening Comments

Chairman Rosato introduced the 2015 Local Board of Appeal and Equalization for Harris Township: Supervisors Rosato, Kortekaas, and Ives. He then turned the meeting over to County Assessor Hilback

#### Opening Comments and introduction of County staff:

Hilback introduced his staff, who were there to help with taxpayer concerns and give onsite property reviews if necessary. The assessor staff was there to represent the County Assessor's Office. He noted that Supervisor Rosato had his current local Board of Appeal and Equalization training and certification, prior to today's meeting. Hilback reminded the board that motions are required for any valuation or classification changes.

#### Explanation of purpose and process for Local Board of Appeal and Equalization

Connors explained that this meeting was to review the 2015 classifications and assessments/valuations of Harris Township properties that are used to calculate taxes payable in 2016. Any person feeling aggrieved could discuss their complaint with the Board and Assessor. The meeting was to be kept orderly and anyone becoming loud or out of order would be asked to leave. The complaints would be reviewed in the order they appeared on the sign-in list.

It was further noted that in order to appear before the *County* Board of Appeal and Equalization, a resident needed to appear before the *Local* Board of Appeal, either in person or via letter. Even if no change is made at the local level, the board will need to make a motion, second, and approve that a resident has the right to appear before the County Board of Appeal.

This is a meeting of the residents; the local board should be addressed with all grievances – not the county Assessor. A reminder was given that this meeting is about property valuations - not about taxes.

Hilback explained that at the end of today, the board would have two choices – to adjourn, or to recess if more information is needed. If recessed, the date for a second meeting date must be set within 20 days. At that time, they would then finalize any issues and adjourn.

For clarification, Hilback explained that only 2 things could be changed at today's meeting:

- The classification for 2015 (such as homestead vs. non homestead, business vs. residential, etc.) that will affect taxable payable in 2016.
- The valuation amount that is shown on the yellow form from the county. (This was *not* a meeting to discuss *taxes* – but rather the property valuations and classifications.)

Township change in EMVs is as follows:

2014 EVM: \$369,278,700	2015 EVM: \$371,887,600	Total Change \$2,608,900
Change in Bldg EMV: \$2,435,900	Change in Land EMV: \$173,000	

County wide changes:

Hilback commented that there were no county wide changes made, based on the sales study

Township wide changes:

Witted commented that Harris township was last reassessed in 2012. Witted will go into a portion of Harris this year.

In Harris Township, Kelly Whitted recapped the local sales study packet which was shared with the board and audience (*copy attached*):

- There were 46 land sales in Harris Township, Oct 2013-Sept 2014 sales date.
- Township overall values are required to be 90-105% of median sales for EMV. Some sales are not included – such as tax forfeit, relative sales, bank sales, etc. as they don't meet the requirements for a good arm lengths sales. Harris's ratio is 98.7% so it was right where it needs to be. Therefore no township wide changes to assessed values were necessary.
- There are 2 ratings for land values in Harris Twp – one for those near the lake, and one for those more rural properties. Zone 1=rural land (Z10 on charts) and Zone 19 =near lake (Z19 on charts)

Consider property owners complaints and answer questions about their assessments.

With no other comments or questions, the residents were called in order of sign-in (*a copy of the sign in sheet will be attached to these minutes*), to discuss their grievances with the Local Board of Appeal and Equalization. *Any handouts from Kelley Whitted will also be attached to these minutes, for the record*:

1.

<p>Taxpayer name(s): Pete Hengel</p>	<p>Parcel number (s): 3 19-600-0330: 0.31 acres (on point) 19-600-0320: 0.42 acres 19-600-0310: .33 acres</p>
<p>Address: Sunny Beach Addition Road</p>	<p>Classification:</p>
<p>Nature of grievance: Kelley Whitted said she had already adjusted the assessment of Hengel's EMVs after speaking to Hengel, and so presented that information to the board prior to hearing from Mr. Hengel. She explained she walked the shoreland with Hengel and adjusted her data accordingly.</p> <p>Hengel recently purchased two lots. Changes: Shoreline converted from good to average and poor. One parcel is lagoon like, soft and mushy so adjusted shoreline type. There was more lowland than GIS shows. GIS shows mostly upland, but it's not - its lowland. And access is limited.</p> <p>Adjustments to Hengel's EMV were noted in packet for each of the three parcels (see attached): Asked board to affirm changes she made for book keeping purposes, and also hear Hengel's additional comments.</p> <p>Hengel shared pictures of shore land and lowland that accumulates water. The "point" had been advertised as a good picnic area and a small building area. Later, county said no septic was allowed. Next realtor dropped sale price from \$185,000 to \$85,000 for 2 lots - #0320 and 0330. Affinity Credit Union did an appraisal at 95,000; Hengel bought for 85,000.</p> <p>Hengel would like county appraisal to come down to better agree with private appraisal amount. Lots are unbuildable. And thus not usable except as a buffer. He noted Whitted commented that she is limited in how much she can reduce based on like sales – and so that's why he's come to the Local Board of Appeal.</p> <p>Hengel added he has no plans to develop it the land, but wants to protect shoreline. Currently, the 2 lots adjusted value is \$72,900 plus \$89,200 = 162,100 (mostly due to lakeshore value) vs. private appraisal = \$95,000; a difference of \$67,100.</p> <p>Whitted commented that she reviewed the physical land, measured everything and put the data into the computer.</p>	

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She had no other market data to justify going lower than she did – based on township sales studies. If she did, it's considered spearing and it's illegal for her to do. Whitted's data is based on township information; private assessors use mass data...so it's different. However, she said the Board can adjust however they want.

Action taken:

**Motion by Kortekaas to affirm the revised 2015 county assessment per notice mailed out mailed last Tuesday – April 14<sup>th</sup> (just within the 10 day required window) as requested by the County for book keeping purposes. Motion seconded by Rosato. Motion passed.**

**In addition, a motion was made by Supervisor Ives to reduce parcel #19-600-0330 (the one with the point) to \$59,200 (a reduction of \$30,000). Others parcels would remain as adjusted by the county. Upon roll call, Ives and Kortekaas voted in favor of the motion while, while Rosato was opposed. Motion passed. The parcel value was reduced from \$89,200 to \$59,200.**

2.

<p><b>Taxpayer name(s):</b> Vern Reynolds via Meadowbrook's ranch LLC</p>	<p><b>Parcel number (s):</b> 19-010-4400: Holes 1,2,6,7,10 and driving range 19-011-3304: Split class convention center and golf course holes 19-014-2203: 16, holes and half of 15 19-015-1100: split class maint shop and golf course three holes 19-015-1200: more holes 19-015-1400: split – commercial and rural vacant land due to building.</p>
<p><b>Address:</b></p>	<p><b>Classification:</b></p>
<p><b>Nature of grievance:</b> Whitted commented that Mr. Reynolds had contacted her as the irrigation system of the golf course doesn't work, and hadn't since 2012 when it was last appraised. There are also no longer any greens at the golf course – and therefore it doesn't meet the classification for a 'golf course'. However, Whitted didn't have time to go over the land prior to today's meeting. She asked that the board make Reynolds appearance a part of record so it would give the county time to inspect the property prior to the county board of appeal and equalization which will be June 15,2015</p>	
<p><b>Action taken:</b></p> <p><b>Supervisor Kortekaas made a motion, seconded by Supervisor Ives, to affirm the current valuation amounts of Vern Reynolds parcels so that Whitted would have time to inspect the property and make changes to present to the Itasca County Board of Appeal and Equalization if desired. Upon roll call, the motion passed by a unanimous vote.</b></p> <p>Many other parcels were listed on the sign in sheet but Reynolds opted not to discuss them. However, to maintain his right to bring to the county board:</p> <p><b>A motion was made by Supervisor Rosato, seconded by Supervisor Kortekaas, to affirm the values of the following parcels owned by Vern Reynolds to maintains his right to appear before the County LBAE:</b>  <b>19-015-2100</b>  <b>19-010-4100</b>  <b>19-010-4101</b>  <b>19-010-4301</b></p>	

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**19-011-2204**  
**19-011-2303**  
**19-011-3105**  
**19-011-3202**  
**19-011-3203**  
**19-011-3207**  
**19-011-3305**  
**19-011-3414**  
**19-015-1300**

**Upon roll call, motion passed by a unanimous vote.**

**3.:**

<b>Taxpayer name(s):</b> Larry Hauser – for owner Kim Bergeron (Larry’s sister)	<b>Parcel number (s):</b> 19-010-2205
<b>Address:</b> Harris Town Road	<b>Classification:</b>
<b>Nature of grievance:</b> Mr. Hauser came on his sister’s behalf. A Realty Company did a market value analysis and said the property was worth \$3,400/acre. They are being assessed at \$5,000 / acre. Why?  <b>Recap of property by assessor’s office:</b> <ul style="list-style-type: none"> <li>• 2/3 is field ; no buildings on property</li> <li>• 10 acres has EMV of \$56,000 total value</li> <li>• The parcel is only in the sister’s name (and that’s her only parcel). Thus, because it’s a standalone parcel there is no ‘contiguous discount’. If the parcel was put in Hauser’s name (as he has a neighboring parcel) – it would reduce the value to either 40% or 25% of single parcel acre amount, per acre value as combined.</li> </ul> Assessor referred to schedule of land sales in packet; zone 1 for 5-10 acres is 5,500 for upland. This is based on the sales study – which there is a lag, as its using sales from 10/2013 to 9/2014. Unfortunately, current market has likely changed from a year or two ago.	
<b>Action taken:</b>  <i><b>Motion by Rosato for no change; second by Kortekaas; Whitted confirmed that that a representative can appeal to county board of appeal on behalf of the landowner (Kim Bergeron), who lives in Becker. Ives suggested that Hauser may want to get an appraisal before county board. Upon roll call, motion passed by a unanimous vote.</b></i>	

**4.:**

<b>Taxpayer name(s):</b> Richard (aka Dick) Gunderson	<b>Parcel number (s):</b> 19-015-1301 19-015-4200 19-015-4100 19-015 -1401 19-0152402 19-015-4301 19-015-4401 19-015-3102 19-013-2400 19-013-3100
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	19-013-3200 19-013-1300 19-013-0130 19-013-3400 19-013-4201 19-013-4301 19-013-1400 19-013-4111 19-013-4300
Address: Various –some near golf course, some near Root Road	Classification:
<p>Nature of grievance:</p> <p>Gunderson explained he just received the valuation notices on Monday – which was not 10 days before today's meeting. And when he went to pay taxes, he thought something was wrong based on the amount due.</p> <p>He bought property in August 15, 2014 and none of the parcels are listed in the sales report; why not?</p> <p>Hilback explained that his purchase was of multiple parcels, but there was one 40 acre parcel that was split. The Department of Revenue kicks those types of purchases out of the study. He could look into more if the board would like him too. (FYI – Gunderson said he purchased these parcels from Vern Reynolds) Discussed that a court ordered sale may also be rejected from sales study; neither Hilback nor Whitted was sure.</p> <p>Issue: All parcels are classified as rural vacant land but Gunderson feels they should be classified as agricultural. Whitted advised to change the classification, Gunderson needs to apply - which he has - and the land needs to be 'in production' for profit, for a year. Whitted will then do a site visit. Gunderson said he's used this land as agriculture the last 5-6years, as he rented from Vern Reynolds and used for crop production. However, Whitted pointed out that the land was not in Gunderson's name, and that the previous owner did not apply.</p> <p>Issue: When purchased, the land was valued at \$1,500/acre through courts – and included back taxes for apx 4-5 years. This equated to \$1,350/acre before taxes – which is what he paid. Overall, the assessed value ranged from \$2,200-\$2,600/acre based on upland, field, lowland, etc. (ave of \$2,350/acre). The difference results in a lot of money – \$150,000 total difference. Gunderson brought a certified copy of what he paid for the parcels, which was approved by the courts. And the Court wouldn't rule without other appraisals, which they received and Gunderson's was right in the middle.</p> <p>Issue: Gunderson asked about the deadline for "Veterans exclusion". July 1<sup>st</sup> per Whitted. Explained: This is something new; if disabled, a veteran can apply to have 70-100% exclusion of value on their property and get so much reduced from market value resulting in a lower tax bill.</p>	
<p>Action taken:</p> <p><b><i>Motion by Kortekaas, second by Ives, to affirm the current valuations of all Gunderson's parcels (no change) to allow him to be able to bring is issues to the County Board of Appeal and Equalization. This will also allow Whitted time to walk the land and update the county's records. Upon roll call, motion passed by a unanimous vote.</i></b></p>	

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5.

Taxpayer name(s): Aletta Frisby	Parcel number (s): 19-024-1303
Address: Hale Lake (near Lucy Lane), at the beginning of road	Classification:

**Nature of grievance:**

Frisby just bought this parcel for \$180,000 via a short sale; it had been on market a long time for \$189,900. There were 2 different properties combined and owned by same property owner. The EMV was \$219,700 last year.

There were three bidders for her parcel; less was offered but the appraisal was \$180,000 so Affinity couldn't take anything less than that.

Now the value is \$228,700 which is \$40,000 more than what she paid. Why?

Whitted hadn't been in the house, or done a site inspection – so that may affect value, if not accurate. She would need to be invited there to do an inspection. It was not possible today, however, due to time constraints with another meeting today.

**Action taken:**

***Motion by Kortekaas to affirm valuation (no change) to allow Frisby to be able to continue to County Board of Appeal and Equalization. Motion died for lack of a second.***

***A motion was then made by Supervisor Ives to reduce value to \$204,000 – 50% of the difference between the sold and appraised amounts. Motion seconded by Rosato and upon roll call, motion passed by a unanimous vote.***

**6.**

<p><b>Taxpayer name(s):</b> Donald Frisby Jr. Trust (Aletta Frisby there on her dad's behalf)</p>	<p><b>Parcel number (s):</b> 190241304 190241305 190241312 190241313</p>
<p><b>Address:</b></p>	<p><b>Classification:</b></p>
<p><b>Nature of grievance:</b> Aletta asked how to best sell the properties as her father is elderly and in a nursing home. She was advised to talk to the County Environmental Services Department about selling separate parcels.  There were no questions about the value, as Aletta said she wasn't familiar with them enough yet.</p>	
<p><b>Action taken:</b>  <b><i>A motion to affirm values of the parcels above for Donald Frisby Jr. Trust was made by Supervisor Ives, to allow Aletta to approach county LBAE if desired. Second by Supervisor Kortekaas. Motion passed.</i></b></p>	

**7. Appeal/Concern - Assessors recommendation – Lloyd LaPlant PID# 19-212-2203**

LaPlant was unable to make the LBAE meeting today and so asked Whitted to present for him; he had just called her last night.

LaPlant switched parcels with his son and he's now seeing a change, where the value increased from 2013 to 2015. Value was \$108,300 in 2013 and is now \$264,600.

The county records showed 100 feet of shoreline and receiving a discount (for a road running through it) but when the data on the land was updated per the GIS technology in 2014, there's actual 314 feet of average shoreline.

**DRAFT**

LaPlant would like his valuation reviewed by the Harris Town Board or valuation affirmed to give time for the assessor to perform a site visit with Mr. LaPlant on the his parcel.

***Motion by Rosato, second by Kortekaas, to affirm the value Lloyd LaPlant's parcel so he can meet with Whitted and preserve his right to attend the county board of appeal and equalization.***

***8. Appeal/Concern - Assessors recommendation received from assessor Whitted: Garner – 19-545-0140***

Whitted performed a site visit on the property and sent out a revised notice. 2014 EMV was \$348,400 and 2015 EMV is \$343,400. During the inspection, she re-measured the basement and buildings, and updated measurement of the shoreline per GIS technology. Deck condition had changed. She also adjusted part of shoreland value (reduction) \$348,400 to \$343,400. The notice was mailed, so this is just to make a part of the record.

***Motion by Ives, second by Kortekaas, to affirm the value of parcel # as revised by County. Motion passed.***

***9. Appeal/Concern - Assessors recommendation received from assessor Whitted: John Lemire – 19-520-0530***

Whitted performed a site visit on the seasonal property with a one room cabin on LaPlant Road. She walked the property with the owner and measured buildings. Updated measurements of the shoreline were input. She changed 35 feet to average shoreline per a short bluff. She updated the measurement of the storage building and changed the decks to fair. Overall, the value was reduced from 201,900 in 2014 to 182,480. A request to affirm the value of the revised notice that was mailed out was requested by Whitted.

***Motion by Ives, Second by Kortekaas, to affirm the county's valuation as presented. Motion passed.***

***10. Appeal/Concern – Assessor's Recommendation received from Whitted: Mark Bookey – 19-032-4407***

Whitted received a call late last night; Bookey purchased the property and it used to have mobile home on it, but it has been removed. And the septic is nonconforming.

Bookey is requesting the valuation of \$5,000 for the nonconforming septic be removed. Whitted did email Rosann Bray, who said it last compliant in 2008; Bookey purchased in Feb 2015. It has has not been inspected so Whitted doesn't know if it's conforming or not.

***Motion by Rosato, second by Ives, to affirm current value of this parcel. Upon roll call, motion passed.***

***11. Appeal/Concern – Assessor's Recommendation by Whitted: Doug Fulton 19-425-0220 – and 19-425-0221***

Doug Fulton bought old Harbor property and asked that he be recognized so that he has the right to appear before the county board of appeal and equalization.

Whitted added that the value of parcels was \$326,014 (for 0220) but that the sale hasn't showed up yet; she wasn't sure if Fulton's name was even on the title yet.

***Motion by Ives, second by Kortekaas, that the board recognize Fulton and affirm the values of the property by the county. Motion passed.***

***12. Appeal/Concern – Assessor's Recommendation: Ken Merwin 19-585-0140***

Merwin was at today's meeting and signed in but left before his name was called. Whitted wanted to make sure he was recognized.

***Motion by Rosato, second by Kortekaas, to affirm the county's value of Merwin's property. Motion passed.***

DRAFT

13. *Appeal/Concern – Assessor’s Recommendation: Joanne Micheletti 19-002-2200 – Mornes Road*  
Joanne Micheletti property was signed in, and a gentleman (John Mornes?) who represented her was here and left.  
The value is \$125,097 - same as last year.

***Motion by Kortekaas, second by Ives, to affirm the county’s value of Micheletti’s property. Motion passed.***

14. *Appeal/Concern – Assessor’s Recommendation; Paul and Sunny Hawkinson -19-620-0211 29121 Sunnybeach Rd*

Whitted did an assessment but under the 10 day rule. Hawkinsons had a bank appraisal completed Jan 2015, which came in at 355,000.

Whitted performed an interior and exterior site inspection on 4/20/15. After reviewing the property and measuring the shoreline on site and through the GIS system, the following recommendation is being made: 1.) remove value for one fireplace that is not in working condition. 2.) Update basement interior finish from 1200 to 1407 square feet. 3.) Give 5% discount on the house because of a weight bearing issue that needs to be corrected. 4.) Shoreline straight-line adjustment equals 301 front feet; of this 301 feet, 233 feet convert to average shoreline.

Asked board to accept a revised value from \$483,555 to \$458,900.

***Motion by Ives, second by Kortekaas to EMV reduction to \$458,900 as recommended by Whitted. Motion passed.***

***With no other persons to come before the local board of appeal and equalization a motion was made at 12:12 by Supervisor to adjourn today’s meeting. Upon a second from Supervisor Ives, motion passed and meeting adjourned.***

Respectfully submitted,

Michele Smith, Clerk

DRAFT

**REQUEST FOR BOARD ACTION**  
**May 13, 2015**  
**Regular Meeting of the Harris Town Board**

**Consent Agenda item #1:**

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**REQUEST:**

To approve the following compensation for the two full-time Maintenance Workers and the part-time Town Hall Caretaker of Harris Township, as recommended by the Board at the April 22<sup>nd</sup> Planning & Development Meeting after having completed the Employee Performance Evaluations during a closed work session earlier that same evening.

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**EFFECTIVE DATE:**

Rates to be effective for use in calculating employee claims processed for the **May 2015 check run**, and there foreword until the next annual employee review meeting in April 2016.

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**COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:**

Derrick Marttila	Full-time Maintenance Worker	\$18.70 per hour (no change) Vision insurance benefit added (EE only)
Dan Key	Full-time Maintenance Worker	\$18.70 per hour (no change) Vision insurance benefit added (EE only)
Bonnie Key	Part-time Town Hall Caretaker	\$15.00 per cleaning hour (no change) \$14.50 per showing appointment** and per use of the town hall ( <i>this includes each rental, and each use by the Board</i> ) (no change)

\*Note: the 'per showing' rate is paid even when a prospective renter does not show up for the appointment, and regardless of whether the hall is subsequently rented or not.

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Chairman Rosato introduced the following resolution, and Supervisor \_\_\_\_\_ moved for its adoption:

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

**Resolution No. 2015-006**

**A RESOLUTION DESIGNATING THE COMPENSATION FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2014-007;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on April 15, 2015;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be **used in calculating all claims paid during the May 2015 check run, and there forward until the next annual review** of Township Officer compensation in April 2016:

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**COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2015 – April 2016**

Township Board Supervisor	
Serving as Chairman:	\$450.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$800.00 per month (\$100 of this is allocated to cemetery) and \$ 18.70* per hour for allocated labor**, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Treasurer:	\$600.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed.

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

\* *There was no change to the allocated labor rates this year*

\*\* *The Clerks 'allocated labor' includes, but is not limited to, time spent on minute preparation for non-regularly scheduled meetings and work sessions, website updates, newsletter preparation and coordination, and documented salaried work duties that exceed 40 hours per month.*

### Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

### Newsletter and Website Updates

The Town Board approved (in April 2008) that hours worked to prepare the newsletter and to maintain/update the website could be claimed as allocated labor. (This is currently done by the Clerk)

### Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

### Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

### Life Insurance

A group life insurance policy through the Minnesota Benefit Association, in an amount to be determined by the Town Board, will be provided for each Town Supervisor, Clerk and Treasurer (Deputies are not covered). Currently, the Life Insurance for officers is a \$20,000 Term Life Policy.

### Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2015.

By the Board Chairman,

\_\_\_\_\_  
Gary Rosato

Attest: \_\_\_\_\_  
Michele R. Smith, Clerk

**Supervisor \_\_\_\_\_ seconded the foregoing resolution, and the following voted in favor thereof: \_\_\_\_\_; and the following voted against the same: \_\_\_\_\_, whereby the resolution 2015-006 was declared \_\_\_\_\_.**

**Harris Township**  
**EMPLOYEE COMPENSATION POLICY**

- ◆ **Regular Full-Time Employees:** **As of May 2015** (to be reviewed annually)
  - Maintenance Crew: Starting wage will be between \$12.00-\$15.00/hour based on qualifications and experience.
  
- ◆ **Regular Part-Time Employees:** **As of May 2015** (to be reviewed annually)
  - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be between \$9.00-\$12.00/hour based on qualifications and experience.
  
- ◆ **Temporary Employees:** **As of May 2015** (to be reviewed annually)
  - Skating Rink Attendant: Wage will be \$8.00 per hour
  - Summer Intern / Maintenance Crew: Wage will be \$11.00 per hour
  - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
  - Election Judges: Wage will be \$10.00 per hour for training time and hours worked on election day.  
- and -  
Mileage will be paid at a rate **equal to** the IRS Federal mileage reimbursement rate for election training and work related travel mileage.
  
- ◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27<sup>th</sup> day of October, 2004 and has been amended as follows:

- Amended May, 2006
- Amended May, 2008
- Amended May, 2009
- Amended May, 2010
- Amended May 9, 2012
- Amended July 11, 2012
- (no change May 2013)
- (no change May 2014)
- Amended April 14, 2015

# HARRIS TOWNSHIP CEMETERY POLICY

Amended on August 13, 2003 | Amended on July 27, 2005 | Amended on June 20, 2006 | Amended on July 11, 2007 | Amended *Grave Opening Fee Schedule* July 23, 2008 | Amended *Grave Opening Fee Schedule* August 12, 2009 | Amended *Grave Opening Fee Schedule*, May 25, 2011 | Amended *Grave Opening Fee Schedule*, October 12, 2011 | Amended to restrict Section 1 burials, September 25, 2013 | Amended winter notification requirements, Dec 10, 2014 | Amended "**Fees per grave**" and "**Contact persons**", April 22, 2015



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

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

## HOURS:

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

## PURCHASING, SALE OR TRANSFER:

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

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

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



## FEES PER GRAVE:

\$125.00 per site for residents and non residents (eff. 4/22/15); a \$46.00 recording fee per deed will also be charged.

## GRAVE/BURIAL REGULATIONS:

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

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

### **GRAVE OPENING AND CLOSING:**

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

### **DISINTERMENT:**

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

### **WINTER RESTRICTIONS:**

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

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

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

### **TREES OR SHRUBS:**

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

### **FLOWERS AND OTHER DECORATIONS:**

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

### **SPECIAL ORNAMENTATION:**

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

### **SUPERVISION OF CEMETERY:**

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

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

**DISCLOSURE:**

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



**CONTACT PERSONS:**

The following persons can be contacted regarding the Cemetery:

Michele Smith, Clerk                      218-327-9930

Township Maintenance Crew:    218-326-6190



(to replace Larry Key)

### **TREES OR SHRUBS:**

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### **DISCLOSURE:**

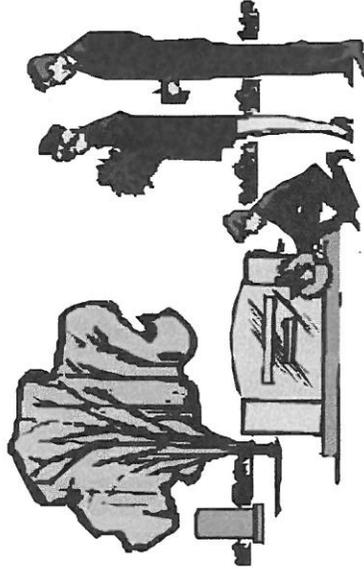
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# **HARRIS TOWNSHIP CEMETERY POLICY**

### **CONTACT PERSONS:**

The following persons can be contacted regarding the Cemetery

**Michele Smith, Clerk 218-327-9930**  
Maintenance Crew 218-326-6190



Amended on August 13, 2003  
Amended on July 27, 2005  
Amended on June 20, 2006  
Amended on July 11, 2007  
Amended on December 12, 2012  
Amended on September 25, 2013  
Amended on December 10, 2014  
Amended on April 22, 2015

## HARRIS TOWNSHIP CEMETERY POLICY

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

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

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

The private sale of burial plots is prohibited. All

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

### FEES PER GRAVE:

\$125.00/site for residents and non-residents (4/22/15).  
A \$46 recording fee per deed will also be charged.

### GRAVE/BURIAL REGULATIONS:

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

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

### GRAVE OPENING AND CLOSING:

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

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

### DISINTERMENTS:

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

### WINTER RESTRICTIONS:

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

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

Head and foot stones will be placed in such a manner to align themselves with existing markers and/or walk ways and lot lines designed into the cemetery. Headstones will be placed at the head of the grave and footstones will be placed at the foot of the grave.

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

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

Granite footings are *not* allowed.

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

## Resolution 2015-007

### A Resolution to Update the ADMINISTRATIVE POLICY

#### Regarding Board Meetings and Access to Public Information

*(This resolution will replace the former Administrative Policy via Resolution #2013-004)*

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: The Town is *rural in nature, has a limited budget which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2003-008, regarding board meetings and access to public information:

**1. Scope:**

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

**1.1 Data Practices Act.**

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

**2. Meeting times and location:**

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

**a. Exceptions:**

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board during the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

**3. Holidays**

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat 645.44 subd.5.

**4. Calling a special board meeting or work session:**

The Board will generally call for special meetings or work sessions during the Regular or P&D meeting. However, the board chairperson may, upon his/her own initiative, call a special meeting of the board to address an issue or issues that requires consideration before the next board meeting. The chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the clerk will notify the other board members of the date, time and place of the meeting. The chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 3 days in advance, as required by the open meeting law.

**5. Presiding officer:**

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the chairperson, the vice-chairperson shall preside. The presiding officer shall have the power to preserve order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the board on appeal, all questions of procedure and order.

**a. Appeal of presiding officer's ruling:**

Any member of the board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the board shall determine the question.

**b. Rights of presiding officer:**

The presiding officer is a full member of the board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

**6. Order of business:**

**6.1. The Regular Meetings:**

An agenda will be prepared by the Clerk for each Regular meeting, and provide in advance to all board members, along with any supporting materials that she has in her possession, on the Monday before the Regular Meeting. Copies of the agenda and supporting materials will be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Approve the minutes of the Regular Meeting, the P&D Meeting, and any work sessions or special meetings held since the last Regular meeting
3. Business from the floor
4. Consent Agenda
5. Roads

6. Recreation
7. Correspondence
  - Board Action items:
  - *Noteworthy items:*
  - *Non-action items*
8. Old Business
9. New Business
10. Treasurer's Report
11. Approve payment of bills for the month
12. Public Input (limit of 5 minutes)
13. Adjourn
  - Upcoming meetings will be listed at the bottom of the agenda.

If someone contacts the clerk and asks to be placed on the agenda, they will be generally be included just *before* "3. Business from the floor".

#### 6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P&D meeting, and provide to all board the night of the meeting, along with any supporting materials that she has in her possession. The Clerk may, at her discretion, provide an agenda packet in advance of the meeting if he/she feels additional time is needed to review information on the agenda. Copies of the agenda and supporting materials will be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Business from the Floor
3. Consent Agenda
4. Roads
5. Recreation
6. Town Hall Report – for month/date/year to month/date/year
7. Maintenance Report
8. Old Business
9. New Business
10. Public input (limit of 5 minutes)
11. Adjourn
  - Upcoming meetings will be listed at the bottom of the agenda.

If there are items that have been tabled from the Regular meeting, these will also be included where appropriate.

#### a. **Varying order of business:**

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

#### b. **Consent agenda:**

The board may employ the use of a consent agenda during the Regular meeting (only), to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

#### 7. **Rules of parliamentary procedure:**

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

## 8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. Citizens addressing the Board shall confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

### a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

### b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

### c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

Record

## 9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

## 10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

## 11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the reconvened meeting. Whether notice of the reconvened meeting will be provided is left to the discretion of the Board.

**12. Access to public information:**

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

**A . Request for Information.**

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

**a. Fees for Photocopies.**

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

**b. Prepayment of Fees**

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

**13. Amending or updating the policy:**

The Board may amend this policy by resolution.

**14. Severability:**

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

*Adopted this 13<sup>th</sup> day of May, 2015*

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Town Chair

Attest: \_\_\_\_\_

Town Clerk

## Appendix A

### RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

#### Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

#### Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_ Signature \_\_\_\_\_

Description of the Information Requested: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Town Use Only

The request is: [ ] Approved, [ ] Approved in Part, or [ ] Denied. Reason(s) for a partially approval or a denial: \_\_\_\_\_

Fees applicable to the request:

Table with 4 columns: Category, Calculation (e.g., # Hours x Hourly Rate), Estimated Cost, Actual Cost. Rows include Labor, Photocopying, Mailing, Other Costs, and Totals.

Difference: \_\_\_\_\_ [ ] To be paid by requestor.
[ ] To be refunded by Town.

\* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: April 29, 2015

RE: 2015 Gravel Roads  
SEH No. HARRT 132049 14.00

At previous meetings the Board discussed the scheduled 2015 gravel road project. The current 5-year rotation calls for the following roads to receive additional gravel this summer:

Carol Street  
Hauser Road  
Pine Crest Road  
Sunset Drive  
Sunset Lane  
Root Road

Dan Shannon and I inspected each of these roads on April 29. We checked gravel thickness in 1 or 2 places on each road, and we checked the crown of each road. In no location did we find less than 7 inches of gravel. In most locations we found 8 or more inches of gravel. The only deficiencies that we found were a few locations where the crown was a bit less than I would like to see. The crown of the roads can be restored with normal grader work.

Based on what Dan and I found, it would be my recommendation that these six roads not receive any additional gravel in 2015. I suggest that we take another look at these roads and the four scheduled for 2016 a year from now. A decision on 2016 gravel can be made at that time.

The four roads scheduled for 2016 are:

Hughes Road  
Jane Lane  
Vroman Road  
Wagon Wheel Road

P:\FJ\HARRT\132049\I-gen\14-corr\042915 Memo Followup on 2015 Gravel Roads.docx



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: April 24, 2015

RE: Follow Up on Road Item from April 22, 2015 Meeting  
SEH No. HARRT 132049 14.00

At your meeting on April 22 the Board discussed a resident's comment about a stump that is coming through the pavement on Alicia Place.

On April 23 I looked at the Alicia Place pavement adjacent to house number 28606. There is, indeed, a stump that is being pushed up through the pavement. Based on similar situations in the past I would anticipate that the frost will continue to push the stump up over the coming winters. The stump should certainly be excavated and removed before a bituminous overlay is done on Alicia Place. (Alicia Place is on the tentative 5-year road improvement plan.) An excavation and pavement patch approximately 16 feet by 16 feet would suffice.

The resident also indicated that there is a similar pavement distress "about 150 yards west of the stump." I believe I found this location adjacent to 28662 Alicia Place. Nothing has broken through the pavement, but there is definitely something that is causing the pavement to be pushed up here as well. It may be a rock or it could also be a stump. An excavation and pavement patch approximately 8 feet by 8 feet would repair this spot unless the rock/stump is much larger further underground.

In my opinion the stump at 28606 should be removed within the next summer or two. The smaller "push-up" could be removed at the same time, or this area could wait until an overlay project is done.

P:\FJH\HARRT\132049\1-gen\14-corr\042415 Memo Followup on Alicia Place Pavement Distress.docx



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: April 24, 2015

RE: Follow Up on Road Item from April 22, 2015 Meeting  
SEH No. HARRT 132049 14.00

At your meeting on April 22 the Board discussed a resident's concern about traffic control at the intersection of Wendigo Park Road and Wendigo Park Circle. I looked at both intersections of "the Circle" with the Park Road.

The north intersection of Wendigo Park Circle and Wendigo Park Road is a very typical "tee" intersection of a minor road (the Circle) and, relatively speaking, a major road (Wendigo Park Road.) In this case the vehicular right-of-way is clearly and legally with the traffic on Wendigo Park Road. There is also good sight distance for vehicles approaching on the Circle. I see no reason for additional signage to reinforce what is an obvious assignment of right-of-way.

The south intersection is more complicated. This is a 4-way intersection with one of the legs slightly offset. The current signage is as follows:

- Northbound (Alicia Place) has a stop sign
- Southbound (Wendigo Park Road) is uncontrolled
- Eastbound (Wendigo Park Road) has a stop sign
- Westbound (Wendigo Park Circle) is uncontrolled

If all four legs of this intersection were Township Roads (Wendigo Park Circle has not been taken over by the Township), I would propose that the following signs be added:

- Northbound (Alicia Place): add standard sign number W4-4bP--"Oncoming Traffic Does Not Stop"
- Southbound (Wendigo Park Road): no change
- Eastbound (Wendigo Park Road): add standard sign number W4-4aP—"Traffic From Left Does Not Stop"
- Westbound (Wendigo Park Circle): add a 30" STOP sign and standard sign number W4-4bP—"Traffic From Right Does Not Stop."

I have attached a sketch showing these additional signs.

Since Wendigo Park Circle is still owned by the developer, the Township would, technically speaking, not be under an obligation to install the signage on that approach to this intersection. I would recommend, however, that the Township go ahead and install all the recommended signs based on the fact that the Board has received a resident's concern about the intersection and based on the fact that the intersection has a non-standard geometry. In my opinion, the additional signage would enhance traffic safety on the two Township roads.

If the Board wishes to discuss this further, I would be happy to do that.

If the Board does decide to proceed with sign installation, we can also discuss how to accomplish the work.

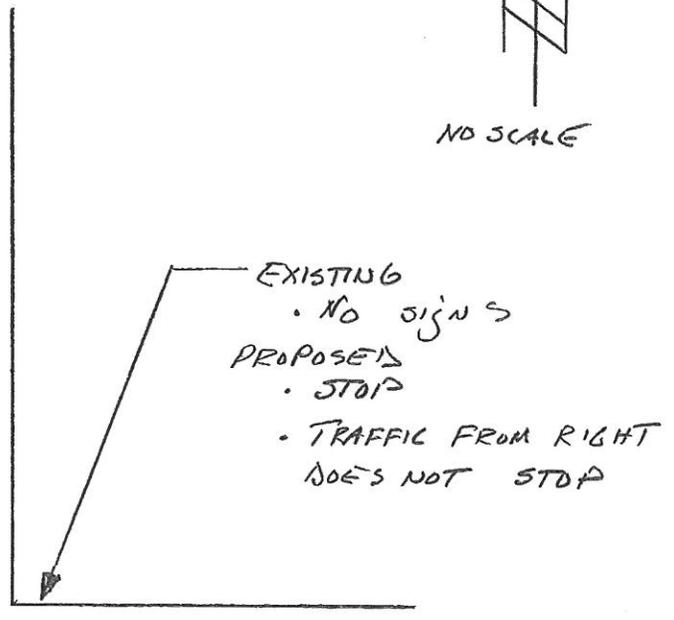
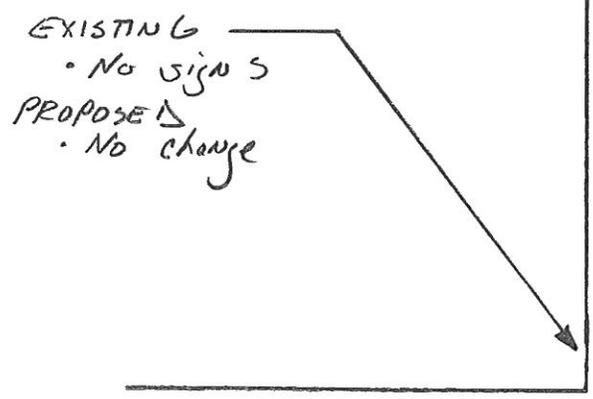
P:\FJHHHARRT\132049\1-gen\14-corr\042415 Memo Followup on Wendigo Park Circle Signage.docx



Project: HARRIS TOWNSHIP  
Subject: WENIGO PARK ROAD / WENIGO PARK CIRCLE  
Date: 4-24-15 By: GLEN SEH #: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Office: \_\_\_\_\_ File #: \_\_\_\_\_  
Sheet No: \_\_\_\_\_ Of: \_\_\_\_\_

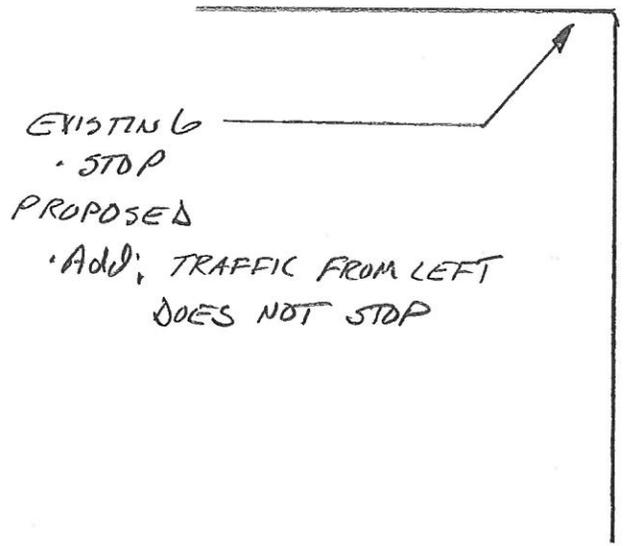


W. PARK ROAD

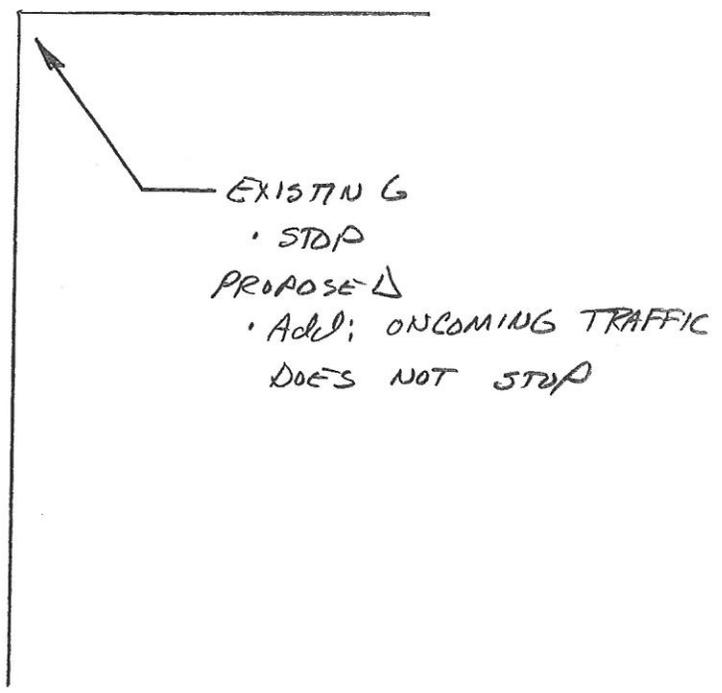


W. PARK CIRCLE

W. PARK ROAD



ALICIA PLACE



If two street names are used on the Advance Street Name plaque, a directional arrow pointing in the direction of the street shall be placed next to each street name. Arrows pointing to the left shall be placed to the left of the street name, and arrows pointing to the right shall be placed to the right of the street name.

**GUIDANCE:**

If two street names are used on the Advance Street Name plaque, the street names and associated arrows should be displayed in the following order:

- A. For a single intersection, the name of the street to the left should be displayed above the name of the street to the right; or
- B. For two sequential intersections, such as where the plaque is used with an Offset Side Roads (W2-7) or a Double Side Road (W2-8) symbol sign, the name of the first street encountered should be displayed above the name of the second street encountered, and the arrow associated with the second street encountered should be an advance arrow, such as the arrow shown on the W16-6P arrow plaque.

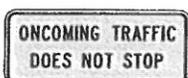
### 2C.59 CROSS TRAFFIC DOES NOT STOP Plaque (W4-4P Series)



W4-4P



W4-4aP



W4-4bP

**OPTION:**

The CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque may be used in combination with a STOP sign when engineering judgment indicates that conditions are present that are causing or could cause drivers to misinterpret the intersection as an all-way stop.

Alternate messages such as TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) may be used when such messages more accurately describe the traffic controls established at the intersection.

**GUIDANCE:**

Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP or ONCOMING TRAFFIC DOES NOT STOP should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

**STANDARD:**

If a W4-4P plaque or a plaque with an alternative message is used, it shall be mounted below the STOP sign.

**OPTION:**

A double-headed arrow may be included within the plaque (W4-4P) except at one-way crossings.

**STANDARD:**

A single headed arrow shall not be used.

### 2C.60 SHARE THE ROAD Plaque (W16-1P)



W16-1P

**OPTION:**

In situations where there is a need to warn drivers to watch for other slower forms of transportation traveling along the highway, such as bicycles, golf carts, horse-drawn vehicles, or farm machinery, a SHARE THE ROAD (W16-1P) plaque may be used.

**STANDARD:**

A W16-1P plaque shall not be used alone. If a W16-1P plaque is used, it shall be mounted below either a Vehicular Traffic Warning sign (see Section 2C.49) or a Non-Vehicular Warning sign (see Section 2C.50). The background color of the W16-1P plaque shall match the background color of the warning sign with which it is displayed.

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Stop	R1-1	2B.5	30 x 30	36 x 36	36 x 36	---	30 x 30*	48 x 48
Yield	R1-2	2B.8	36 x 36 x 36	48 x 48 x 48	48 x 48 x 48	60 x 60 x 60	30 x 30 x 30*	---
To Oncoming Traffic (plaque)	R1-2aP	2B.10	24 x 18	24 x 18	36 x 30	48 x 36	24 x 18	---
All Way (plaque)	R1-3P	2B.5	18 x 6	18 x 6	---	---	---	30 x 12
Stop Here for Peds	R1-5b	2B.11	---	36 x 36	---	---	---	36 x 36
Stop Here for Pedestrians	R1-5c	2B.11	---	36 x 48	---	---	---	36 x 48
In-Street Ped Crossing	R1-6a,b,c	2B.12	12 x 36	12 x 36	---	---	---	---
Overhead Ped Crossing	R1-9a	2B.12	90 x 24	90 x 24	---	---	---	---
Overhead Stop for Ped	R1-9b	2B.12	90 x 30	90 x 30	---	---	---	---
Except Right Turn (plaque)	R1-10P	2B.5	24 x 18	24 x 18	---	---	---	---
Speed Limit	R2-1	2B.13	24 x 30*	30 x 36	36 x 48	48 x 60	18 x 24*	30 x 36
Truck Speed Limit (plaque)	R2-2P	2B.14	24 x 24	24 x 24	36 x 36	48 x 48	---	36 x 36
Night Speed Limit (plaque)	R2-3P	2B.15	24 x 24	24 x 24	36 x 36	48 x 48	---	36 x 36
Minimum Speed Limit (plaque)	R2-4P	2B.16	24 x 30	24 x 30	36 x 48	48 x 60	---	36 x 48
Combined Speed Limit	R2-4b	2B.16	24 x 48	24 x 48	36 x 72	48 x 96	---	36 x 72
End XX Mile Speed Limit	R2-6b	2B.16.1	24 x 30	24 x 30	---	---	---	---
End Work Speed Zone	R2-6c	2B.16.2	24 x 30	24 x 30	24 x 30	24 x 30	---	---
Fines Higher (plaque)	R2-6P	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	---	36 x 24
Fines Double (plaque)	R2-6aP	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	---	36 x 24
\$XX Fine (plaque)	R2-6bP	2B.17	24 x 18	24 x 18	36 x 24	48 x 36	---	36 x 24
Begin Higher Fines Zone	R2-10	2B.17	24 x 30	24 x 30	36 x 48	48 x 60	---	36 x 48
End Higher Fines Zone	R2-11	2B.17	24 x 30	24 x 30	36 x 48	48 x 60	---	36 x 48
Bridge Speed Limit	R2-X5	2B.13.1	24 x 36	24 x 36	---	---	---	---
Movement Prohibition	R3-1,2,3,4,18,27	2B.18	24 x 24*	36 x 36	36 x 36	---	---	48 x 48
Mandatory Movement Lane Control	R3-5, 5a	2B.20	30 x 36	30 x 36	---	---	---	---
Left Lane (plaque)	R3-5bP	2B.20	30 x 12	30 x 12	---	---	---	---
HOV 2+ (plaque)	R3-5cP	2B.20	24 x 12	24 x 12	---	---	---	---
Taxi Lane (plaque)	R3-5dP	2B.20	30 x 12	30 x 12	---	---	---	---
Center Lane (plaque)	R3-5eP	2B.20	30 x 12	30 x 12	---	---	---	---
Right Lane (plaque)	R3-5fP	2B.20	30 x 12	30 x 12	---	---	---	---
Bus Lane (plaque)	R3-5gP	2B.20	30 x 12	30 x 12	---	---	---	---
Optional Movement Lane Control	R3-6	2B.21	30 x 36	30 x 36	---	---	---	---
Right (Left) Lane Must Turn Right (Left)	R3-7	2B.20	30 x 30*	36 x 36	---	---	---	---
Two-Way Left Turn Only (overhead)	R3-9a	2B.24	30 x 36	30 x 36	---	---	---	---
Two-Way Left Turn Only (post-mounted)	R3-9b	2B.24	24 x 36	24 x 36	---	---	---	36 x 48
BEGIN	R3-9cP	2B.25	30 x 12	30 x 12	---	---	---	---
END	R3-9dP	2B.25	30 x 12	30 x 12	---	---	---	---
Reversible Lane Control (symbol)	R3-9e	2B.26	108 x 48	108 x 48	---	---	---	---
Reversible Lane Control (post-mounted)	R3-9f	2B.26	30 x 42*	36 x 54	---	---	---	---
Advance Reversible Lane Control Transition Signing	R3-9g,9h	2B.26	108 x 36	108 x 36	---	---	---	---
End Reverse Lane	R3-9i	2B.26	108 x 48	108 x 48	---	---	---	---
All Turns (U Turn) from Right Lane	R3-23,23a	2B.27	60 x 36	60 x 36	---	---	---	---
All Turns (U Turn) with Arrow	R3-24,24b,25,25b,26a	2B.27	72 x 18	72 x 18	---	---	---	---

Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 1 of 5)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Horizontal Alignment	W1-1,2,3,4,5	2C.7	30 x 30	36 x 36	36 x 36	36 x 36	---	48 x 48
Combination Horizontal Alignment/Advisory Speed	W1-1a,2a	2C.10	36 x 36	36 x 36	48 x 48	48 x 48	---	48 x 48
One-Direction Large Arrow	W1-6	2C.12	48 x 24	48 x 24	60 x 30	60 x 30	---	60 x 30
Two-Direction Large Arrow	W1-7	2C.47	48 x 24	48 x 24	---	---	---	60 x 30
Chevron Alignment	W1-8	2C.9	18 x 24	18 x 24	30 X 36	36 x 48	---	24 x 30
Combination Horizontal Alignment/Intersection	W1-10,10a,10b,10c,10d,10e	2C.11	36 x 36	36 x 36	36 x 36	48 x 48	---	---
Hairpin Curve	W1-11	2C.7	30 x 30	30 x 30 *	36 x 36	48 X 48	---	48 x 48
Truck Rollover	W1-13	2C.13	36 x 36	36 x 36	36 x 36	48 X 48	---	36 x 36
270-degree Loop	W1-15	2C.7	30 x 30	30 x 30 *	36 x 36	48 X 48	---	48 x 48
Intersection Warning	W2-1,2,3,4,5,6,7,8,X1,X12	2C.46	30 x 30	30 x 30 *	36 x 36	---	24 x 24	48 x 48
Stop, Yield, and Signal Ahead	W3-1,2,3	2C.36	30 x 30	30 x 30 *	48 x 48	48 x 48	30 x 30	---
Be Prepared To Stop	W3-4	2C.36	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Reduced Speed Limit Ahead	W3-5	2C.38	36 x 36	36 x 36	48 x 48	48 x 48	---	---
XX MPH Speed Zone Ahead	W3-5a	2C.38	36 x 36	36 x 36	48 x 48	48 x 48	---	---
Draw Bridge	W3-6	2C.39	36 x 36	36 x 36	48 x 48	---	---	60 x 60
Ramp Meter Ahead	W3-7	2C.37	36 x 36	36 x 36	---	---	---	---
Ramp Metered When Flashing	W3-8	2C.37	36 x 36	36 x 36	---	---	---	---
Prepare to Stop When Flashing	W3-X4	2C.36	66 x 42	66 x 42	66 x 42	---	66 x 42	66 x 42
Merging Traffic	W4-1	2C.40	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Lane Ends	W4-2	2C.42	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Added Lane	W4-3	2C.41	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Cross Traffic Does Not Stop (plaque)	W4-4P	2C.59	24 x 12	24 x 12	36 x 18	---	---	48 x 24
Traffic from Left (Right) Does Not Stop (plaque)	W4-4aP	2C.59	24 x 12	24 x 12	36 x 18	---	---	48 x 24
Oncoming Traffic Does Not Stop (plaque)	W4-4bP	2C.59	24 x 12	24 x 12	36 x 18	---	---	48 x 24
Entering Roadway Merge	W4-5	2C.40	36 x 36	36 x 36	48 x 48	---	---	---
No Merge Area (plaque)	W4-5P	2C.40	18 x 24	18 x 24	24 x 30	---	---	---
Entering Roadway Added Lane	W4-6	2C.41	36 x 36	36 x 36	48 x 48	---	---	---
Road Narrows	W5-1	2C.19	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Narrow Bridge	W5-2	2C.20	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
One Lane Bridge	W5-3	2C.21	36 x 36	36 x 36	48 x 48	48 x 48	30 x 30	---
Shoulder Narrows	W5-X1	2C.31	36 x 36	36 x 36	48 x 48	48 x 48	---	---
Divided Highway	W6-1	2C.22	36 x 36	36 x 36	48 x 48	48 x 48	---	---
Divided Highway Ends	W6-2	2C.23	36 x 36	36 x 36	48 x 48	48 x 48	---	---
Two-Way Traffic	W6-3	2C.44	36 x 36	36 x 36	48 x 48	48 x 48	---	---
Hill	W7-1	2C.16	30 x 30	36 x 36	36 x 36	36 x 36	24 x 24	48 x 48
Hill with Grade	W7-1a	2C.16	30 x 30	36 x 36	36 x 36	36 x 36	24 x 24	48 x 48
Use Low Gear (plaque)	W7-2P	2C.57	24 x 18	24 x 18	---	---	---	---
Trucks Use Lower Gear (plaque)	W7-2bP	2C.57	24 x 18	24 x 18	---	---	---	---
XX% Grade (plaque)	W7-3P	2C.57	24 x 18	24 x 18	---	---	---	---
Next XX Miles (plaque)	W7-3aP	2C.55	24 x 18	24 x 18	---	---	---	---
XX% Grade, XX Miles (plaque)	W7-3bP	2C..57	24 x 18	24 x 18	---	---	---	---

Table 2C-2 Warning Sign and Plaque Sizes (Sheet 1 of 3)

[Print](#)[Close](#)Recreation:

## practice fields

From: **Itasca Little League** (itascall@msn.com)

Sent: Tue 4/28/15 12:03 PM

To: michelesmithclerk@msn.com (michelesmithclerk@msn.com)

Hi Michele,

Just wanted to touch base again with you about using Crystal Springs and Wendigo fields.

Little League would like to reserve both fields for M - Th from 5:00-8:00 pm beginning May 4th through mid July. We don't have our schedules completed yet, so I don't have a set scheduled for the fields. I can email you one after we are set up if need be. If you could please check with Larry or whoever still takes care of the fields to make sure they are in playing condition, and if they plan on maintaining throughout the summer, it would be greatly appreciated! I can also text or call him, as I do have his number.

Thanks,  
Connie



minnesota power / 30 west superior street / duluth, minnesota 55802-2093 / 218-722-5642 / www.mnpower.com

April 15, 2015

MICHELE SMITH  
HARRIS TOWNSHIP  
30037 HARRIS TOWN RD  
GRAND RAPIDS MN 55744

**RE: Great Northern Transmission Line Update and Invitation to Upcoming Open Houses**

Dear Stakeholder,

Minnesota Power, for the purpose of facilitating continued meaningful public participation, wants to share with you the latest information about the Great Northern Transmission Line and invite you to attend open houses scheduled in May 2015.

There are two main project updates to be informed of:

- 1) Scoping meetings and an associated comment period was held by the Minnesota Department of Commerce and the United States Department of Energy in July and August 2014. The scoping decision document was published on January 9, 2015 under MPUC Docket Number: E-015/TL-14-21.
- 2) The Draft Environmental Impact Statement (DEIS) is anticipated to be available for review in mid- June 2015 with agency hearings in July 2015.

Various route alternatives and alignment modifications were identified during the Environmental Impact Statement (EIS) scoping process beyond the routes we filed in our Route Application in April 2014. These EIS alternatives and alignments are currently being studied and analyzed as part of the DEIS process. These new EIS alternatives and alignments are referred to as the Scoping Decision Routes. A map including the Scoping Decision Routes is enclosed for your review. **We encourage you to review the Scoping Decision Routes and understand the impacts they may have in your area.**

In order to keep landowners and stakeholders informed, especially those now potentially affected by the Scoping Decision Routes, we are holding a series of open houses in early May. The following table provides detailed information for each open house. Please attend and share your feedback with the Project Team and learn about how you can participate in the EIS process.

Date & Time	Venue Name & Address
Open Houses: Week 1	
Monday, May 4 5-7pm	<b>Roseau Civic Center</b> 121 Center Street East Roseau, MN 56751
Tuesday, May 5 11am-1pm	<b>American Legion</b> 410 East Lake Street Warroad, MN 56763
Tuesday, May 5 5-7pm	<b>Baudette Ambulance Garage</b> 111 First Avenue SW Baudette, MN 56623
Wednesday, May 6 5-7pm	<b>Littlefork Community Center</b> 220 Main Street Littlefork, MN 56653





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Date & Time	Venue Name & Address
Open Houses: Week 2	
Monday, May 11 5-7pm	<b>Northome Public School</b> 11731 State Hwy 1 Northome, MN 56661
Tuesday, May 12 11am-1pm	<b>Bigfork Edge Center</b> 200 Main Ave Bigfork, MN 56628
Tuesday, May 12 5-7pm	<b>Timber Lake Lodge</b> 144 SE 17 <sup>th</sup> Street Grand Rapids, MN 55744

Minnesota Power appreciates your participation in the Great Northern Transmission Line Project and looks forward to working with you. For more information, visit our Project website at [www.greatnortherntransmissionline.com](http://www.greatnortherntransmissionline.com) or call our Project information line at (877) 657-9934. If you have questions or comments, please contact Jim Atkinson at (218) 355-3561 or [jbatkinson@allete.com](mailto:jbatkinson@allete.com).

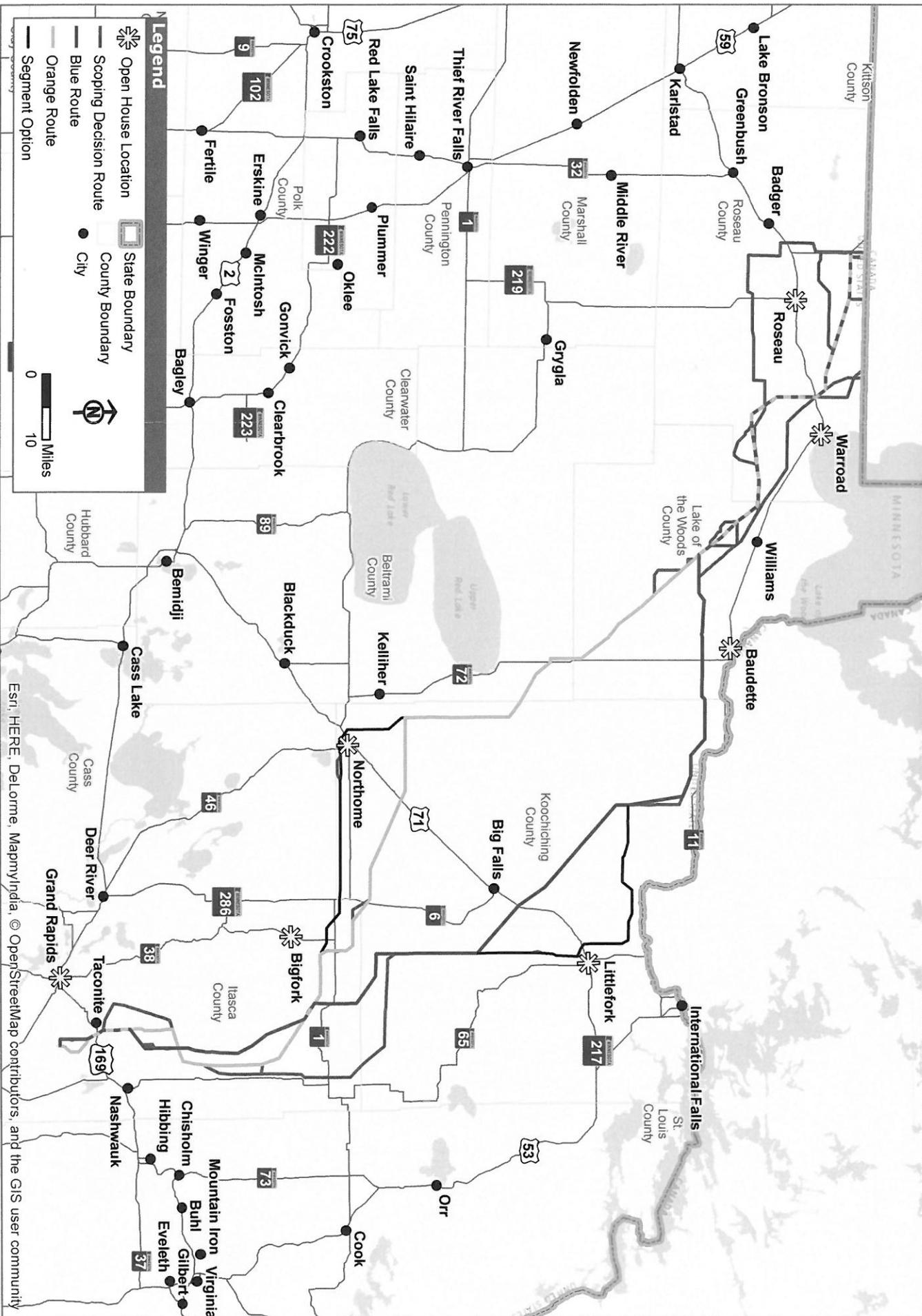
Sincerely,

Jim Atkinson  
Environmental Lead  
Minnesota Power  
[jbatkinson@allete.com](mailto:jbatkinson@allete.com)

Mike Donahue  
Project Manager  
Minnesota Power  
[mdonahue@mnpower.com](mailto:mdonahue@mnpower.com)

Enclosure: Figure 1 – EIS Alignments Identified in the Scoping Decision Map

# EIS Alignments Identified in the Scoping Decision



RE: Agenda - BOA

From: Kelly Whitted

4/24/15

To: MICHELE SMITH

Please pass this thank you onto the board and yourself. You fine people did a wonderful job with all the paperwork we had to present yesterday. Your wisdom and hard work is appreciated. I enjoy working with you and will work very hard to make sure Harris Township is fair and accurately assessed as I start my work on site visits to the township. I am very transparent, so please don't hesitate to call me and ask questions. I am here to serve the taxpayers of Itasca County and consider it a privilege.

Have a wonderful weekend.

Kelly Whitted

Senior Assessor/Appraiser II, CMA, Income Qualified

## COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

*Please note assignments in RED*

**April 15, 2015**

**The next meeting will be ~~May 27~~<sup>May</sup> or 28 at the Timberlake Lodge. 11am - 1pm**

**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), Ed Zabinski (Grand Rapids), Isaac Meyer (Kootasca), Max Peters (Cohasset), Peggy Smith (Coleraine) and Mary Jo Wimmer, facilitator.

### Colaborative Wins

**Coleraine:** Holding meetings to combine police departments with Bovey

**Grand Rapids:** Signed a collaborative lease agreement with the county to house data center.

**LaPrairie:** Has an equipment arrangement with Grand Rapids and also receives financial and administrative services through an arrangement with Grand Rapids. Bovey also collaborated with them during an administrative transition.

**Cohasset:** Is enjoying their cemetery sexton agreement with Grand Rapids which was just renewed. They are doing more GIS work in-house. Collaborating with Waste Management and the county land-fill on their clean-up days.

### Open Market

**Harris Township:** Wants to explore cemetery services and crack-filling along with Grand Rapids, LaPrairie, and Arbo.

**Grand Rapids:** The collaborative effort between the city, Elder Circle, Bixby's, Grand Itasca and the YMCA is going very well.

**Coleraine:** has the only city-owned beach in the area with life-guards. Could the Greenway Rec. Assn. possibly take this over? Is collaborating with Bovey on their library since the Bovey librarian is retiring. Plans have been approved for the new fire hall with Bovey.

**LaPrairie:** Is considering opening a Farmer's Market

## **IT Services**

Survey results were shared. The feeling of the group is that we often don't know what we don't know with regard to IT. Issues such as security were discussed. We each need to determine where our unrealized liabilities and potential for increased productivity are.

Mary Jo will develop an RFP for a local IT person who would visit with each participating municipality to review their IT needs.

Criteria:

- Local
- Knowledge of government
- Not selling, just reviewing needs
- Be willing to present findings at city council and township board meetings

## **Recreation Association**

On May 13 there will be a youth and sports meeting from 4:30 to 7pm at the Timberlake Lodge to determine area youth recreation needs. Jaci David from the Blandin Foundation is organizing the meeting. Isaac from Kootasca will find out if we can attend.

## **Future Vision of this Collaboration**

Sonja Merrild from the Blandin Foundation was unable to attend. She will be invited to our next meeting. 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.

## **Topics of Discussion for the May meeting (May 27 or 28, TBD, Timberlake Lodge)**

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

*Mary Jo Wimmer*

*Mary Jo Wimmer Consulting*

*mjwimmer80@gmail.com*



*Protecting, maintaining and improving the health of all Minnesotans*

April 3, 2015

Harris Township  
c/o Supervisor  
30037 Harris Town Road  
Grand Rapids, Minnesota 55744

Gentlemen/Ladies:

**SUBJECT: Sanitary Survey Report for Harris Town Hall, PWSID 5310066**

Enclosed is the sanitary survey report summarizing the recent on-site inspection of your public water system. The sanitary survey includes a review of the system's water source, facilities, equipment, operation, and maintenance for the purpose of evaluating the adequacy of the system for producing and distributing safe drinking water.

This sanitary survey report includes the following information:

- identified deficiencies
- requirements and/or recommendations
- an inventory of potential contaminant sources found within 200 feet of your well(s)
- recommendations to assist you in effectively managing these potential contaminant sources in order to protect your water supply
- an inventory report related to the water system

Deficiencies may lead to a contamination of the water supply or failure of the system to maintain compliance with the Safe Drinking Water Act. Any deficiency identified in this report should be corrected promptly. Also, please take action to address additional requirements and recommendations.

For your convenience, an informational handout entitled *Isolation Distances from a Water-Supply Well* is also enclosed. Prior to determining the location of any new potential contaminant source, reference this handout to ensure that the proper isolation distances are met from all water-supply wells.

The enclosed report must be kept on file and made available for public review for not less than ten (10) years. If you have any questions regarding this report, please contact me at 218/308-2117.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Lindgren".

Steven Lindgren, R.S.  
Noncommunity Public Water Supply Unit  
Environmental Health Division  
705 Fifth Street Northwest, Suite A  
Bemidji, Minnesota 56601-2933

SL  
Enclosures



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Report of Analytical Results



625 Robert St. N. St. Paul MN 55155  
P.O. Box 64975 St. Paul MN 55164 - 0975

Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU                      Transient Noncommunity

System Name : **Harris Town Hall**  
City : Grand Rapids

PWSID: 5310066

Laboratory : Steven Lindgren, R.S.

Date Collected	: 03/26/2015	Lab Sample #	: G234321
Date Received	: 03/26/2015	Field #	: sI032615b
Date Analyzed	: 03/26/2015	Sample Type	: B
Collector Name	: Lindgren, R.S., Steven		
Collector ID	: 5421		
Sampling Site	: Hose bibb		

#### BACTERIA RESULT: NO COLIFORM BACTERIA WERE DETECTED. ####

Laboratory : Minnesota Department of Health--Env. Laboratory

Date Collected	: 03/26/2015	Lab Sample #	: 15C1151-01
Date Received	: 03/30/2015	Field #	: SL032615B
Date Analyzed	: 03/31/2015	Sample Type	: B
Collector Name	: Steven Lindgren, R.S.		
Collector ID	: 5421		
Sampling Site	: Well #1 EP		

Nitrate + Nitrite Nitrogen, Total: Less than .05 mg/L

Date Report Generated: 04/06/2015

HARRIS TOWNSHIP  
C/O SUPERVISOR  
30037 HARRIS TOWN ROAD  
GRAND RAPIDS MN 55744



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Harris Town Hall**  
PWSID: **5310066**  
System Contact: **Supervisor**

Survey Date: **03/26/2015**  
Surveyor: **Steven Lindgren, R.S.**  
PWS Type: **Transient Noncommunity**

**Requirements and Recommendations**

**Water Source**

As a reminder, it is required that all water well construction, well sealing, or alteration/repair work be performed by a water well contractor who is licensed in Minnesota. [Minn. Rules, Chapter 4725].

It is recommended the well be physically protected against accidental damage from vehicles by installing at least three protective posts, or other protective barricades around the well.

**Pumps/Pump Facilities and Controls**

No deficiencies observed.

**Treatment**

No deficiencies observed.

**Water Storage**

No deficiencies observed.

**Distribution**

No deficiencies observed.

**Monitoring/Reporting Data Verification**

No deficiencies observed.

**Water System Management/Operation**

As a reminder, prior to the construction or alteration of a public water supply system, it is required that complete plans and specifications be submitted to the Minnesota Department of Health Drinking Water Protection Section for approval. This includes plans for treatment, pumping, storage, and related facilities. [Minn. Rules, 4720.0010]

**Operator Compliance with State Requirements**

No deficiencies observed.



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: <b>Harris Town Hall</b>	Survey Date: <b>03/26/2015</b>
PWSID: <b>5310066</b>	Surveyor: <b>Steven Lindgren, R.S.</b>
System Contact: <b>Supervisor</b>	PWS Type: <b>Transient Noncommunity</b>

**Wellhead Protection**

In accordance with Minn. Rules 4720.5110 and 4725.4450, a public water supplier must:

- 1) Maintain the isolation distances for new potential contaminant sources located around a public water supply well(s).
- 2) Monitor potential contaminant sources that were in existence, recorded, or authorized before May 10, 1993, and are not in compliance with the isolation distances established in Minn. Rules 4725.4450.
- 3) Implement wellhead protection (WHP) measures for potential contaminant sources located within 200 feet of public water supply wells. WHP measures are methods to prevent the contamination of a public water supply system.

To assist you in complying with the preceding requirements, the Minnesota Department of Health has inventoried potential contaminant sources within 200 horizontal feet of your public water supply well(s) and provided a list of suggested WHP measures.

Potential contaminant sources identified:

Sewage holding tank

Suggested WHP measures include:

-The sewage holding tank should be pumped by a licensed maintenance business in accordance with local, state, and federal requirements.

Other WHP measures could be implemented including public education, best management practices, hazardous waste collection, water conservation, plan review, groundwater monitoring, or others.





# ISOLATION DISTANCES FROM A WATER-SUPPLY WELL

Minnesota Rules, Chapter 4725, Rules Relating to Wells and Borings

August 4, 2008

Minnesota Department of Health, Well Management Section, Environmental Health Division

625 North Robert Street, P.O. Box 64975 St. Paul, Minnesota 55164-0975

651/201-4600 or 800/383-9808

This list of isolation distances is summarized from Minnesota Rules, Chapter 4725. These distances are to be measured horizontally from the water-supply well. Minnesota Statutes, section 1031.205, subdivision 6, prohibits constructing, placing, or installing an actual or potential contaminant source at a location from a well that is less than the minimum distance prescribed by rule. The minimum isolation distances must be maintained between a new well and a source of contamination no longer in use, unless all contaminants have been removed from the source, and visibly contaminated soils have been removed. For complete regulations, consult these rules and Minnesota Statutes, Chapter 1031. Additional information and explanation can be obtained by consulting the Rules Handbook, A Guide to the Rules Relating to Wells and Borings, or by contacting the Well Management Section, Minnesota Department of Health (MDH).

Absorption area of a soil dispersal system	
average flow greater than 10,000 gallons/day	300 feet <sup>1</sup>
serving a facility handling infectious or pathological wastes	150 feet <sup>1</sup>
average flow 10,000 gallons/day or less	50 feet <sup>1</sup>
Agricultural chemical	
tank or container with 25 gallons or more or 100 pounds or more dry weight, or equipment filling or cleaning area without safeguards	150 feet
storage or equipment filling or cleaning area with safeguards	100 feet
storage or equipment filling or cleaning area with safeguards and roofed	50 feet
buried piping	50 feet
multiple tanks or containers for residential retail sale or use, no single tank or container exceeding, but aggregate volume exceeding 56 gallons or 100 pounds dry weight	50 feet
Anhydrous ammonia tank	50 feet
Animal	
feedlot, unroofed, 300 or more animal units	100 feet <sup>1</sup>
feedlot, more than 1.0, but less than 300 animal units	50 feet <sup>1</sup>
building or poultry building, including a horse riding area, more than 1.0 animal unit	50 feet <sup>1</sup>
rendering plant	50 feet <sup>1</sup>
feeding or watering area within a pasture, more than 1.0 animal unit	50 feet <sup>1</sup>
area to bury more than one animal unit	50 feet <sup>1</sup>
building, feedlot, confinement area, or kennel, 0.1 to 1.0 animal unit	20 feet <sup>1,2</sup>
Building, building projection, deck, overhang, permanent structure	3 feet <sup>3</sup>
Cesspool	75 feet <sup>1</sup>
Cistern or reservoir, buried, nonpressurized water supply	20 feet
Commercial compost site	50 feet <sup>1</sup>
Construction or demolition debris disposal area	50 feet <sup>1</sup>

Cooling water pond, industrial	50 feet <sup>1</sup>
Deicing chemicals, bulk road	50 feet <sup>1</sup>
Dry well (sewage)	75 feet <sup>1</sup>
Electric transmission line	10 feet <sup>4</sup>
Electrical transformer storage area, oil-filled	50 feet
Elevator boring, not conforming to rule	50 feet
conforming to rule	20 feet
Fertilizer chemigation tank, safeguarded, from irrigation well only	20 feet <sup>5</sup>
Floor drain, grate, or trough	50 feet
if buried sewer is air-tested, approved materials, serving one building, or two or less single-family residences	20 feet <sup>2</sup>
Frost-proof yard hydrant or discharge of a frost-proof hydrant draining into the soil, fire hydrant or flushing hydrant	10 feet
Gas (flammable or volatile) pipe	10 feet <sup>4</sup>
Grave or mausoleum	50 feet
Gravel pocket or French drain for clear water drainage	20 feet
Gray-water dispersal area	50 feet <sup>1</sup>
Hazardous substance	
tank or container, above ground or underground, 56 gallons or more, or 100 pounds or more dry weight, without safeguards	150 feet
tank or container, above ground or underground, 56 gallons or more, or 100 pounds or more dry weight with safeguards	100 feet
buried piping	50 feet
multiple storage tanks or containers for residential retail sale or use, no single tank or container exceeding 56 gallons or 100 pounds, but aggregate volume exceeding	50 feet
Horizontal ground source closed loop heat exchanger buried piping	50 feet
Horizontal ground source closed loop heat exchanger buried piping and horizontal piping, approved materials and heat transfer fluid	10 feet <sup>2</sup>
Household solid waste disposal area, single residence	50 feet <sup>1</sup>
Interceptor, including a flammable waste or sediment	50 feet
Land spreading area for sewage, septage, or sludge	50 feet <sup>1</sup>
Landfill or dump, mixed municipal solid waste from multiple persons	300 feet <sup>1</sup>
Landfill, permitted demolition debris	300 feet <sup>1</sup>

Leaching pit.....	75 feet <sup>1</sup>
Liquid propane (LP) tank .....	10 feet <sup>1</sup>
Manure (liquid) storage basin or lagoon unpermitted or noncertified .....	300 feet <sup>1</sup>
approved earthen liner .....	150 feet <sup>1</sup>
approved concrete or composite liner .....	100 feet <sup>1</sup>
Manure (solid) storage area, not covered with a roof .....	100 feet <sup>1</sup>
Ordinary high water level of a stream, river, pond, storm water retention pond, lake, or reservoir.....	35 feet <sup>2</sup>
<b>Petroleum</b>	
tank or container, 1100 gallons or more, without safeguards .....	150 feet
tank or container, 1100 gallons or more, with safeguards .....	100 feet
tank or container, buried, between 56 and 1100 gallons.....	50 feet
tank or container, not buried, between 56 and 1100 gallons.....	20 feet <sup>6</sup>
buried piping.....	50 feet
Petroleum or crude oil pipeline to a refinery or distribution center .....	100 feet
Pit or unfilled space more than four feet in depth.....	20 feet
Pollutant or contaminant that may drain into the soil.....	50 feet <sup>1</sup>
Privy, nonportable .....	50 feet <sup>1</sup>
portable (privy) or toilet .....	20 feet <sup>2</sup>
Sand filter, watertight; peat filter; or constructed wetland .....	50 feet
Scrap yard.....	50 feet
Seepage pit .....	75 feet <sup>1</sup>
Septic tank.....	50 feet
Sewage holding tank, watertight .....	50 feet
Sewage stump .....	50 feet
capacity 100 gallons or more.....	50 feet
capacity less than 100 gallons, tested, conforming to rule.....	20 feet <sup>2</sup>
Sewage treatment device, watertight.....	50 feet
Sewer, buried	
collector, municipal, serving a facility handling infectious or pathological wastes, open-jointed or unapproved materials.....	50 feet
approved materials, tested, serving one building, or two or less single-family residences .....	20 feet <sup>2</sup>
Solid waste transfer station.....	50 feet
Storm water drain pipe, 8 inches or greater in diameter .....	20 feet <sup>2</sup>
Swimming pool, in-ground.....	20 feet
Unused, unsealed well or boring .....	50 feet
Vertical heat exchanger (vertical) piping, conforming to rule.....	35 feet <sup>2</sup>
horizontal piping conforming to rule .....	10 feet <sup>2</sup>
Wastewater rapid infiltration basin, municipal or industrial.....	300 feet <sup>1</sup>
Wastewater spray irrigation area, municipal or industrial .....	150 feet <sup>1</sup>

Wastewater stabilization pond municipal, 500 or more gallons/acre/day of leakage .....	300 feet <sup>1</sup>
municipal, less than 500 gallons/acre/day of leakage .....	150 feet <sup>1</sup>
Industrial .....	150 feet <sup>1</sup>
Wastewater treatment unit tanks, vessels and components (Package plant) .....	100 feet
Water treatment backwash disposal area .....	50 feet <sup>1</sup>
Water treatment backwash holding basin, reclaim basin, or surge tank with a direct sewer connection.....	50 feet
with a backflow protected sewer connection .....	20 feet

**Additional Isolation Distances For  
Community Public Water-Supply Wells**

- |   |         |
|---|---------|
| Highest water or flood level.....                                 | 50 feet |
| Property line, unless legally controlled through an easement..... | 50 feet |
- 1 A sensitive water-supply well must be located at least twice the indicated distance.
  - A sensitive water-supply well is a well with less than 50 feet of watertight casing, and which is not cased below a confining layer or confining materials of at least 10 feet in thickness.
  - 2 A community public water-supply well must be a minimum of 50 feet from this contamination source.
  - 3 A well or boring may not be constructed inside a building except as provided for by Minnesota Rules, part 4725.2175.
  - 4 A well or boring may be located between 5 and 10 feet of an electric transmission line, gas pipe or LP tank if the well or boring is placarded, and work is not performed on the well or boring unless the electric line is deenergized and grounded or shielded, and the LP tank does not contain flammable gas.
  - 5 The 20-foot distance applies only to an irrigation well and a fertilizer chemigation supply tank meeting the requirements of Minnesota Rules, Chapter 1505.
  - 6 A community public water-supply well must be a minimum of 50 feet from a petroleum tank or container, unless the tank or container is used for emergency pumping and is located in a room or building separate from the community well; and is of double-wall construction with leak detection between walls; or is protected with secondary containment.
- Visit the MDH Well Management Section Web site at: [www.health.state.mn.us/dhs/eh/wells](http://www.health.state.mn.us/dhs/eh/wells)  
Visit Minnesota Rules, Chapter 4725 Web site at: [www.revisor.leg.state.mn.us/rules/?id=4725](http://www.revisor.leg.state.mn.us/rules/?id=4725)  
Visit Minnesota Statutes, Chapter 1031 Web site at: [www.revisor.leg.state.mn.us/statutes/?id=1031](http://www.revisor.leg.state.mn.us/statutes/?id=1031)
- To request this document in another format call 651/201-4600.  
Deaf and hard-of-hearing: TTY 651/201-5797

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## Public Open House for ATV Trail into Grand Rapids

**From:** Megan Christianson (megan@visitgrandrapids.com)  
**Sent:** Fri 4/24/15 9:58 AM  
**To:** MICHELE SMITH (michelesmithclerk@msn.com)  
**Cc:** Sara Thompson (Sara.Thompson@co.itasca.mn.us); dale anderson (danderson@ci.grand-rapids.mn.us); Burl Ives (burlives@timberlakelodgehotel.com)

Michelle,

I am reaching out to you to give you an update on where the Grand Rapids Motorized Trails Taskforce is in the process of the Grand Rapids ATV Trail Connection Project.

We have now met with both Townships (Wildwood and Harris) and received great feedback from Township Boards and Residents. The GR Motorized Trails Taskforce met this week and have finalized a couple of proposed routes to present at a Public Open House on the Grand Rapids ATV Trail Connection.

★ We are thinking about doing an open house in June at the Harris Town Hall. We are wanting to know if this would work for the Harris Township Board? We would greatly appreciate you adding this onto the next Township Board Agenda and discuss some proposed dates that might work.

Thank you for working with the Grand Rapids Motorized Trails Taskforce. Once you have more information, please let me know. If you have any questions, please let me know if you have any questions.

Thank you, Meg

Megan Christianson

Visit Grand Rapids

Executive Director

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