



Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Burl Ives 259-1279
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-1811
harristownshipclerk@gmail.com

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

www.harristownshipmn.org

REGULAR MEETING

April 13, 2016 at 7:30pm

AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Annual Board of Canvas on March 8, regular Meeting March 9, Work Session March 22, Reorganizational and P & D March 23, Work Session March 30. . 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 2017 Annual Meeting.
3. **Business from the floor**
4. **Consent Agenda**
5. **Roads**
 - Matt Wegwerth -Township Road Engineer from S E H
 - Proposals for the road projects for 2016
 - Certificate of final payment for Underwood road-consider approval of request for payment
 - Grading proposals- consider proposals received
 - Other road issues/concerns/comments?
 - Consider approval of "application for utility permit" Keyview Road- New construction
 - Consider setting meeting for Annual Road inspection
6. **Recreation**
7. **Correspondence**
 - Non action Correspondence
8. **Old Business**
 - Employee handbook
 - Consider increasing election judge rate from \$10-\$11 and hour on the compensation Policy page.
 - Confirm two year agreement for portable bathrooms with Northland Portables
9. **New Business**
 - Consider approval of the clerk going to the Legal training in Burnsville
 - Consider approval of purchase of Pole Saw for the maintenance crew
10. **Treasurer's Report** – dated April13, 2016 (March 1- 31, 2016 financials)

11. Approve payment of bills for April 2016

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

13. Upcoming events and meetings

- Wed. April 27 Planning & Development Meeting..... 7:30 pm Harris Town Hall
- Wed. May 4 Board of Appeal and Equalization..... 9:00 am Harris Town Hall
- Mon. May 9 Itasca Township Association Meeting..... 7:00pm Blandin Foundation
- Wed. May 11 Regular Township meeting..... 7:30 pm Harris Town Hall
- Wed. May 25 Planning & Development Meeting..... 7:30 pm Harris Town Hall

14. Adjourn

**MINUTES from the
Town of Harris
Annual Board of Canvass Meeting
Tuesday, March 8, 2016
Time: 8:10pm**

The Harris Town Board of Canvass was called to order by Chairman Gary Rosato at approximately 8:10 pm on Tuesday, March 8, 2016, to canvass the votes of the annual town election held earlier this day. The following members of the Canvass Board were present: Gary Rosato, Dennis Kortekaas, Burl Ives, Jim Kelley, and Ken Haubrich. *Absent:* None

The voting results of the Town Question was received from township election judges, and Supervisor Rosato read the bonding question results:

- YES votes: 141
- NO votes: 319
- Under votes: 1
- Total ballots: 461

The vote results for Supervisor-Seat A and Clerk were not yet ready per the Election Judges, so the Board of Canvass was recessed at 8:13pm upon a motion by Supervisor Kelley and second by Supervisor Haubrich. The Board of Canvass would be reopened following the annual meeting. Motion carried.

At 9:20pm the board of canvass reconvened and Chairman Rosato introduced the following resolution:

RESOLUTION NO. 2016-004

A RESOLUTION CERTIFYING MARCH 8, 2016 HARRIS TOWNSHIP ELECTION RESULTS

WHERE AS, the following votes were received on the Town Question: ***“Should the Town Issue up to three million dollars on general obligation street reconstruction bonds to perform bituminous road maintenance?”***

“YES” votes: 141

“NO” votes: 319

.....

Total votes: = 460

Under votes = 1 (*blank / not voted on ballot*)

Ballots cast: = 461

WHERE AS, the following votes were received for the Office of Town Supervisor Seat A:

Name on ballot: Ken Haubrich - 375

Write In (name): 15 different names - 18 total write in votes (4 votes or less per name)

.....

Total votes: 393

Under votes: 68 (*blank / not voted on ballot*)

Ballots cast: = 461

AND WHERE AS, the following votes were received for the Office of Town Clerk:

Name on ballot: (none – no one filed) - N/A
Write In (name): Cari Alleman - 72 (write in campaign)
Write In (name): 14 different names - 23 total write in votes (5 votes or less per name)
.....
Total votes: = 95
Under votes = 366 (blank / not voted on ballot)
Ballots cast: = 461

AND WHERE AS:

Ken Haubrich received the majority of the votes cast for the Town Supervisor- A,
(name)

Cari Alleman received the majority of the votes cast for the Town Clerk
(name)

“NO” votes received the majority of votes for issuance of bonds for road maintenance.
(Yes – or – No)

NOW THEREFORE, BE IT RESOLVED, that

Ken Haubrich be declared the **winner** for the position of **Supervisor- A** of the Town of Harris, for a three (3) year term, said term to expire in March of 2019; and,

Cari Alleman be declared the **winner** for the position of **Clerk** of the Town of Harris for a two (2) year term, said term to expire in March 2018.

And, that up to three million dollars of general obligation street reconstruction bonds **NOT be issued** to perform bituminous road maintenance.

Adopted this 8th day of March, 2016

Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk

Supervisor Kortekaas moved, Supervisor Kelley seconded, to adopt the foregoing resolution #2016-004 CERTIFYING MARCH 8, 2016 HARRIS TOWNSHIP ELECTION RESULTS; the motion carried by a unanimous vote, whereby the resolution was declared duly passed and adopted.

A motion to adjourn tonight's board of canvass was made at 9:30pm by Supervisor Haubrich, and seconded by Supervisor Kortekaas. The meeting was adjourned.

Respectfully submitted,

Michele R. Smith, Clerk

Chairman Rosato introduced the following resolution:

RESOLUTION NO. 2016-004

A RESOLUTION CERTIFYING MARCH 8, 2016 HARRIS TOWNSHIP ELECTION RESULTS

WHERE AS, the following votes were received on the Town Question: "Should the Town Issue up to three million dollars on general obligation street reconstruction bonds to perform bituminous road maintenance?"

"YES" votes: - 141
"NO" votes - 319
.....
Total votes: = 460
Under votes = 1 (blank / not voted on ballot)
Ballots cast: = 461

WHERE AS, the following votes were received for the Office of Town Supervisor Seat A:

Name on ballot: Ken Haubrich - 375
Write In (name): Leann Stoll - 1
Write In (name): Dan Butterfield - 4 - see continued list
.....
Total votes: = 18
Under votes = 68 (blank / not voted on ballot)
Ballots cast: = 461

AND WHERE AS, the following votes were received for the Office of Town Clerk:

Name on ballot: (none - no one filed) - N/A
Write In (name): Cari Alleman - 72 (write in campaign)
Write In (name): Wendy Gunderson - 5
Write In (name): Tom Adams - 1
Write In (name): Bill Holsman - 1
Write In (name): Terry Tuelk - 1
Write In (name): Dick Gunderson - 1
Write In (name): Dan Butterfield - 3
Write In (name): Michael Davis - 2 - see continued list

.....
Total votes: = 461
Under votes = 366 (blank / not voted on ballot)
Ballots cast: = 461

AND WHERE AS:

Ken Haubrich received the majority of the votes cast for the **Town Supervisor- A**,
(name)

Cari Alleman received the majority of the votes cast for the **Town Clerk**
(name)

No received the majority of votes for **issuance of bonds for road maintenance**.
(Yes - or - No votes)

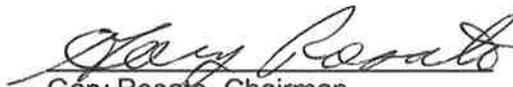
NOW THEREFORE, BE IT RESOLVED, that

Ken Haubrich be declared the **winner** for the position of **Supervisor- A** of the Town of Harris,
(name) for a three year term, said term to expire in March of 2019; and,

Cari Alleman be declared the **winner** for the position of **Clerk** of the Town of Harris
(name) for a two year term, said term to expire in March 2018.

And, that up to three million dollars of general obligation street reconstruction **bonds** NOT BE
issued to perform bituminous road maintenance. (BE - or - NOT BE)

Adopted this 8th day of March, 2016


Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk

Supervisor _____ **made a motion, seconded by Supervisor** _____ **to adopt**
the foregoing resolution CERTIFYING MARCH 8, 2016 HARRIS TOWNSHIP ELECTION RESULTS and
the following voted in favor thereof: Supervisors _____ **, and the**
following voted against the same: _____ **, whereby the resolution was declared duly passed**
and adopted.

Office of Town Supervisor Seat A cont.

Write in (Name)	Linda Johnson	-	1
	Larry Key		4
	Jay Bowers		3
	Roy Gilbert		2
	Lee Engstrom		1
	Lonnie LaDoux		1
	Andy Schol		1
	Tony Boulassn		1
	Jeri Jurvalin		1
	John smith		1

21

3 name (no circle) written (darkened) So NOT in count

(18)

Jay Bowers
Dan Butterfield
Larry Key

15 other write-ins with 4 or less votes
(Supervisor)

Office of Town Clerk cont.

Rita LaPlant	1
Cindy Martin	1
Paula Ross	1
Doug Lloyd	1
Chris Trybouich	2
Michelle Smith	2
Marge Kelley	1

14 other write-ins
with 5 or less votes
(clerk)

**MINUTES from the REGULAR Meeting
Harris Township Board
Wednesday, March 9, 2016 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, March 9, 2016. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams.

Absent: None

Also in attendance: Sara Christenson– SEH road engineer, Marge Kelley, Judy Myers, ‘Bear’ Gunderson, Dick Gunderson, Paul Hawkinson, Molly Miskovich, Sandra Pint, Mike Vroman.

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

2. Consider approval of Minutes from Regular Meeting on February 10, the Budget Work Session on February 17, and the Planning & Development meeting on February 24, 2016

Motion by Supervisor Kelley, second by Supervisor Kortekaas, to approve the minutes as presented. Motion passed by a unanimous vote.

3. Business from the floor

- Driveway grade on Sunny Beach Road

Paul Hawkinson came to tonight’s meeting with Molly Miskovich, a resident of Sunny Beach Road, to again request that the road bed in front of Miskovich’s driveway be lowered when construction on Sunny Beach Road is performed this summer. Molly Miskovich explained that they’ve had several accidents due to the steep grade; and they have 3 kids. There is not option do a switch path, and so now is the time to change the grade if possible. Hawkinson explained that they need a motion by the board to allow SEH to do a survey of the driveway, which would then allow Miskovich to contract with SEH to investigate correction options. Sara Christianson from SEH clarified that because the township already has a contract with SEH, they could do a survey of the Sunny Beach Road driveway area in front of Miskovich’s at no cost to the township. However, to have SEH *investigate* the project would have a cost. Molly Miskovich voiced that she is willing to pay for cost of investigation to see if a lower grade would work.

Supervisor Rosato was unclear why the township needed to be involved. Christianson responded that if SEH found it would be best interest of the resident to lower the road in front of Miskovich’s driveway, SEH would then need the town board to authorize a change order as its part of the bid for Sunny Beach Road. She also commented that a survey would not cost the township money, as it would be covered under the current contract. However, if a survey is done that is not authorized by the Township, it will cost the resident money. After the survey, the resident could then hire SEH to do the investigative work. Supervisor Rosato was hesitant to get the township involved but Supervisor Ives liked the idea of helping a resident, at no cost or obligation by the board.

Motion by Supervisor Ives, second by Supervisor Kortekaas, to approve a survey by SEH at the Miskovich driveway due to the steep grade. Discussion: A topo survey is already included in the contract with SEH per Sara Christianson; the township can then let Miskovich use the survey and hire SEH for personal services and investigative work. There would be no billing to the township, nor any obligation by the township to do a Sunny Beach Road project change order. Before any other work would be done, Christianson assured the board it would come back to the township for discussion. Upon a vote, the motion passed.

- Signage

“Bear” Gunderson voiced concerns regarding people running the stop sign at the intersection of Harris Town Road and Wendigo Park Road. He asked if additional or larger signage could be added for that intersection.

Gunderson also shared a concern that off of Harris Town Road, where it meetg River Road, there is an Itasca County #3 road sign to the south that blocks the line of sight. Cars disappear behind the sign for three seconds, and then appear suddenly causing a safety hazard. Supervisor Rosato agreed to talk to County Engineer, and let them know the sign is in the sight line and the delay causes a safety issue.

Another resident in attendance asked about the speed limit signage on Mishawaka Road; he's lived on that road all his life and wondered why the speed limit was increased from 30 mph to 40 mph on the straight stretch off of Hwy 169. He would like it changed back to 30mph from the highway to the corner (just before the landing) due to pedestrian traffic, pets, bikes, campers, etc. The resident believed the change happened when Mishawaka Road was improved a year or two ago. Sara Christianson of SEH commented that when roads are improved, signs are reviewed but usually the speed limit is not changed. Supervisor Ives added that per MDOT regulations, a township can only lower speeds on township roads to 35 mph; if they want it lower, they need to get MNDot involved. Supervisor Rosato agreed to check with maintenance crew and what signs they have on record for that stretch of Mishawaka Road.

4. Consent Agenda

- Consider approval of cemetery site sold to Christine Tobeck: Section 2, Block 42, Lot 4, Site 8

Motion by Supervisor Kortekaas, second by Supervisor Kelley to approve the consent agenda item. Motion passed by a unanimous vote.

5. Roads

- Election Results of Town Question: "Should the Town issue up to three million dollars of general obligation street reconstruction bonds to perform bituminous road maintenance?"

The board recapped that the bonding town question failed, with 141 Yes votes and 319 No votes (and 1 under vote). A total of 461 ballots cast which is apx a 23% voter turnout.

The board listened to audience questions and concerns regarding notification of the election and town question. Many expressed that posting and publishing notice in the official newspaper, and on the township website, was not enough. They would have liked all township residents to be personally notified by mail.

The board thanked the residents for bringing their feedback to the board; this was their first experience with a bonding question on the town ballot and they have learned a lot. They agreed to consider sending a notification flyer for future projects.

- Sara Christenson – SEH: 2016 Road Improvement Bid

Christenson explained that the 2016 bituminous road project is currently being advertised, but because bonding didn't pass, SEH would like to adjust how the bid is structured. They'd like to have the base bid be for Adair Road to Wendigo Park Road, with and an Add Alternate 1 – for Wendigo Park Road to Wendigo Road, and an Add Alternate 2 – for Isleview, Birch Street, and Pine Street. This would allow the board to accept the bids in a variety of ways, and be advantageous for planning purposes. If bids come in low, the board could perhaps do the bid and one Add Alternate 1 or 2.

Motion by Supervisor Kelley, second by Supervisor Haubrich, to authorize SEH to do an addendum to the bid structure as outlined above, adjusting the base bid and including two add alternates as explained by Sara Christianson. There would be no additional cost for this service. Motion passed by a unanimous vote.

- Other road issues/concerns/comments

- Road projects plans

Because the bonding question failed, the board shared they are getting questions of "Now what?" with regards to the adopted 5 year bituminous road improvement plan, and the adopted Road & Bridge levy for 2017. It was discussed that a section of Sunny Beach Road would be improved in 2016, but that they don't know what's next after that. It will depend on road inspections in the spring of 2016 and 2017.

- Bayview sign

Supervisor Kelley reported that he received a call from a home owner regarding a sign concern on the corner of Bayview; Kelley noted it had been handled.

- Bear Creek – no mail until sanded

A call was received from Itasca County to inform the board that the post office was not going to deliver mail to Bear Creek residents until it was sanded. Supervisor Kelley reported that the sanding had been done, so wanted the board to be aware when they see the billing.

- County Five Year Road Plan
Supervisor Ives shared that he had attended the County Board meeting regarding their five year road plan. He found it interesting what they are hoping to get done, due to low oil prices. He had extra copies of the plan if anyone else on the board wanted a copy.
- Grading Contractor for 2016
Supervisor Rosato advised the board that he'd received notice from Schwartz of no rate change for grading township roads in 2016. He added that they'd received excellent service from Schwartz the last few years, and that there is no need to get quotes due to annual cost. However, Supervisor Ives wanted to give other local businesses a chance to provide a quote as it had been about 5 years since requests had been sent out. Could send out a quote package – and send out to companies, to see different prices.

Supervisor Ives made a motion to have SEH send out quotes package requests for grading township gravel roads in 2016, with results on an hourly basis. The motion was seconded by Supervisor Haubrich. Discussion: Because the project would be under \$50,000, bids were not needed; just quotes. Upon a vote, the motion carried but with two opposed votes by Supervisor Rosato and Supervisor Kortekaas.

6. Recreation

- Rinks
Both Crystal and Wendigo park skating rinks are closed, and have been for about two weeks.
- Boat landings
 - The board received a request for docks to be put out early this year, if the ice breaks up. They would like them in the water before opening fishing weekend if possible.
 - A request from a resident was received to fix the erosion issues at Casper Landing. The maintenance crew will be asked to check it when the ice is out.
 - The board discussed that they were still looking for ideas on how to make Mishawaka Landing larger.

7. Correspondence

- Board Action items:
 - None
- Noteworthy items:
 - Itasca County Transportation Dept. Public Input Session on Five Year Plan: Tues. Mar 8, 2016 at 3pm
- Non-action items
 - CC: Twp donation decline letter sent to: First Call for Help, Home Visitor Program, & Itasca Little League
 - CC: Twp letter to Construction General Labor Union, regarding town hall key
 - Memo from U.S. Census Bureau, regarding their 2016 Government Units Survey that will be sent out soon
 - Century Link letter, reminding the board to contact them when planning construction projects
 - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from 1/16

8. Old Business

- None

9. New Business

- None

10. Treasurer's Report – dated March 9, 2016 (Feb 1- 29, 2016 financials)

Treasurer Adams recapped the treasurer report, reminding the board that the fund balances are preliminary until after the 2015 audit is completed. And that the box at the bottom left of the report shows where the money is located, in the three township accounts:

- Balance February 1, 2016: \$1,415,516.30
- Receipts: \$ 65,625.29
- Disbursements: \$ (61,711.77)
- Balance January 31, 2016: \$1,419,429.82

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the March 9th, 2016 Treasurer's report of February 2016 financials as presented. Motion passed by a unanimous vote

11. Approve payment of bills for March 2016

Treasurer Adams noted the following, when recapping the bill list for March:

- A town road allotment check was received with a letter; in working with levies, she found the info helpful. And due to law changes, there will be no check for 2016
- A 'gas tax' check was received, for the Road & Bridge Fund, based on miles of road; it was for apx \$28,000.00.
- There are bills for Rink Attendants from both Express Professionals and Personal Dynamics.
- A past due bill from Benes Well Drilling for work in 2015 was included, as it had went to the wrong billing address.

Motion by Supervisor Ives, second by Supervisor Kortekaas, to pay the bills as per the attached document titled "March 2016 Bill Listing to Board" in the amount of \$38,400.57. Motion passed by a unanimous vote.

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

- Richard Gunderson - asked the board about 'labor' payment for the cemetery. The internment rates were shared by Clerk Smith, noting these are the costs charged by the township to prepare a burial site for a casket or cremation urn burial.

13. Upcoming events and meetings

- Mon. Mar 14 Itasca County Township Association Meeting..... 7:00pm County Court House
- Tues. Mar 22 Work Session – Discuss Reorg Meeting and Officer Duties..... 7:00pm Service Center
- Wed. Mar 23 Reorganization Meeting / Planning & Development Meeting... 7:30pm Harris Town Hall

14. Adjourn

With no other business to become before the board, a motion was made at 8:36pm by Supervisor Kortekaas to adjourn tonight's meeting. Upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

March 2016 Bill Listing to Board

Description	Amount
Gary Rosato Mtgs, wages, labor, less withholding	694.32
Dennis Kortekaas Mtgs, wages, labor, less withholding	481.13
Burl Ives Mtgs, wages, labor, less withholding	904.12
Jim Kelley Mtgs, wages, labor, less withholding	608.04
Ken Haubrich Mtgs, wages, labor, less withholding	480.22
Michele Smith Mtgs, wages, labor, less withholding	1,491.63
Becky Adams Mtgs, wages, labor, less withholding	668.24
Dan Key Labor less withholdings	2,123.64
Derrick Martilla Labor less withholdings	2,220.64
PERA ONLINE pmt:: Payroll withholding	1,390.58
Benes Well Drilling work from 10/30/15 pressure relief valve and labor	404.55
Blue Cross Blue Shield insurance premium 4/1-7/1	3,086.49
Burggrafs ACE Hardware water heater, sand, letters	498.71
Car Quest brake cleaner, brake hole cover, 12x2 self adjust lh and rh	129.68
Century Link ONLINE pmt:: FEB phone service	286.82
Davis Oil February invoices	173.17
Dreke, Jane election judge	60.80
Eichorn, Rusty moderator	60.00
Express Employment rink attendants 2/8, 2/16, 2/23	1,097.55
Flohau, Etta Jane election judge	120.40
Grand Rapids Public Utilities Utilities; lights and town hall	243.53
Herald Review notice - ballot election	534.50
Home Depot toggled 16w led, drill pump kit, ice melt, service center supplies	275.83
Itasca County Ag Association yearly contribution	1,000.00
Itasca County Historical Society yearly contribution per member	3,253.00
Itasca County Recorder record deed - bouchie	45.00
Janicke Bakery cookies for election	73.80
L & M equipment supplies, service center supplies	62.67
Lake Country Power ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	853.58
MN Benefit Association vision premium	66.76
MediaCom PHONE PAY:: sept phone and internet service - town hall	110.78
Minuteman press agendas, annual reports	479.10
Northwest Gas service center gas, town hall	518.58
Personnel Dynamics caretaker and rink attendant	1,186.15
Range Water march rental cooler and 5 gal in store	10.00
S E H Engineering Services - misc. services	8,760.00
Shaw and Shaw dictate to clerk, call t Gary, town meeting, filing fee	653.20
Stevens, Tammy refund for overpayment of cemetery sites	4.00
Stokes Printing clip board, labels, paper clips	46.13
Verizon cell phone bills - March 12, 2016	221.99
Waste Management march invoice	77.07
Wicklund, Shirley election judge	109.32
Commissioner of Revenue Payroll withholding :: electronic payment	403.00
EFTPS Payroll withholding :: electronic payment	2,430.85
Total	\$ 38,400.57

Approval to pay :: March 9, 2016, Checks numbered 17052 through 170

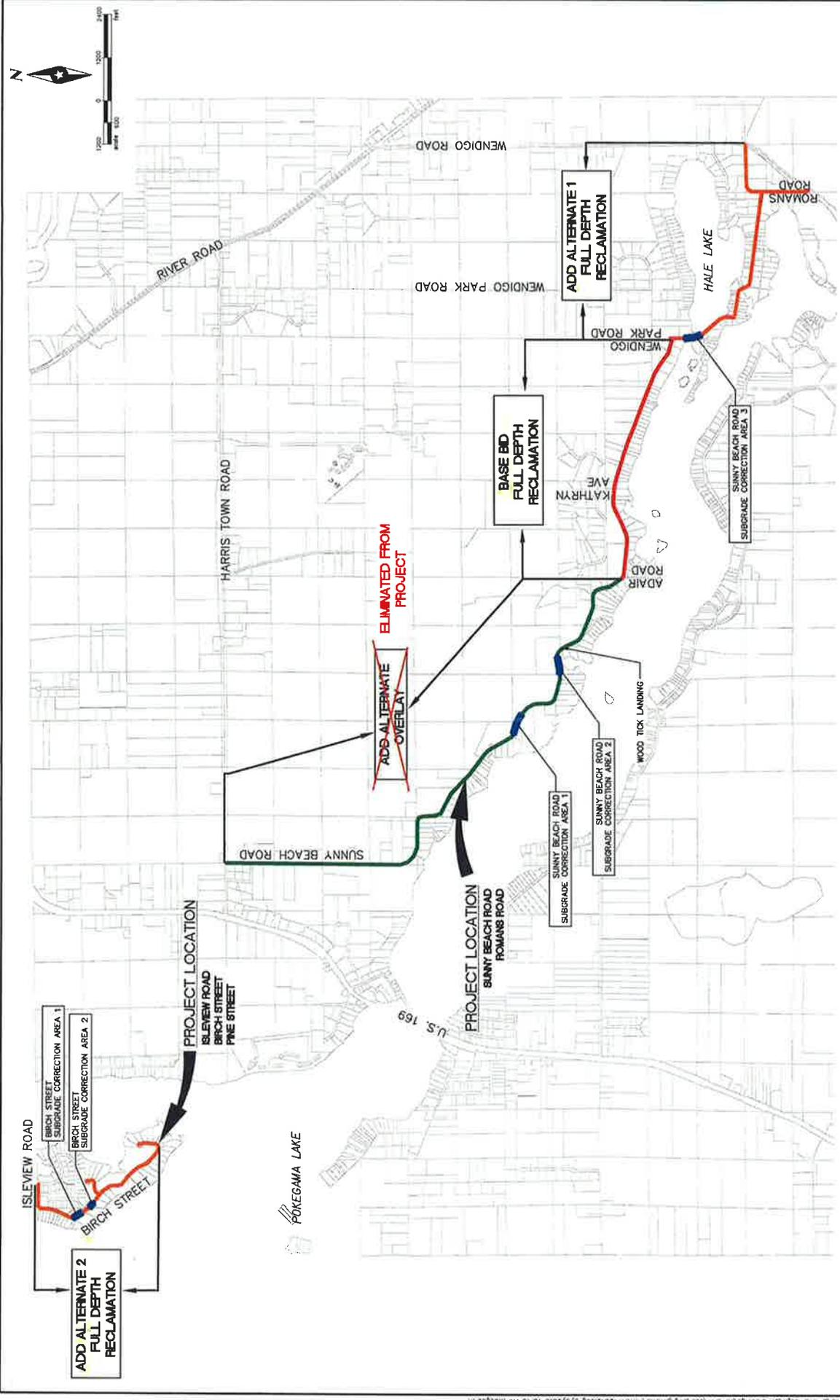
Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato



DRAWN BY: <u>MM/SJC</u> DESIGNER: <u>RE</u> CHECKED BY: <u>RE</u> DESIGN TEAM:	1. MW 3/9/16 ADDRESSODUM 1 - BASE BID AND ADD ALTERNATE CHANGES NO. BY: _____ DATE: _____ REVISIONS:	HARRIS TOWNSHIP, MINNESOTA FILE NO. HARRIS 13412 2018 ROAD IMPROVEMENTS OVERALL LAYOUT 3 61
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY
 DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL
 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 Date: 3/9/16 U.S. No. 5531E
 SEH
 217 N. 3RD ST. SUITE 200
 GRAND RAPIDS, MN 55744-2000
 www.seh.com



Schwartz Excavating
Excavating & Septic Service
34882 Scenic Hwy, Bovey, MN 55709
Phone: (218)245-2165 Fax: (218)327-1698

February 18, 2016

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Harris Township Board

We would like to take a few moments and discuss the road maintenance program that we worked out with your township over the last couple of years. It was a pleasure to help you as Supervisors keep your roads in good condition throughout the 2015 season. Hopefully you & your residents were satisfied with our job performance and the quality of our work.

We are proposing the same maintenance program as last year with the rate staying at \$ 145/hour for grading and \$ \$150/hour for mobilization. Contracts generally run from May through October. Grading of specific roads will be determined by one of township Supervisors.

We will continue to offer quality service 7 days a week and are ready for emergency service in a prompt manner. We are also readily available to meet with you as Supervisors to discuss your road conditions and help remedy any problem spots.

We have appreciated working with you in the past and we also appreciate your desire to maintain quality roads in Harris Township. We would like to continue to work with you in this area of road maintenance. If you have any further questions, please feel free to give us a call. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Schwartz", is written over a light-colored background.

Bob Schwartz
Wm. J. Schwartz & Sons, Inc.

[Print](#)[Close](#)

2016 Road Improvements

From: **Matt Wegwerth** (mwegwerth@sehinc.com)

Sent: Wed 3/09/16 11:09 AM

To: michelesmithclerk@msn.com

Cc: Gary Rosato (garyrosato@icloud.com); Sara Christenson (schristenson@sehinc.com)

1 attachment

HA134142CN2-Overall layout.pdf (240.6 KB)

Michele,

Is it possible to add to the agenda for tonight's meeting a discussion topic on the 2016 Road Improvements Bid?

I am proposing to restructure the bid to split it up into the base bid (as previously discussed) and two separate add-alternates. See the attached map for clarification.

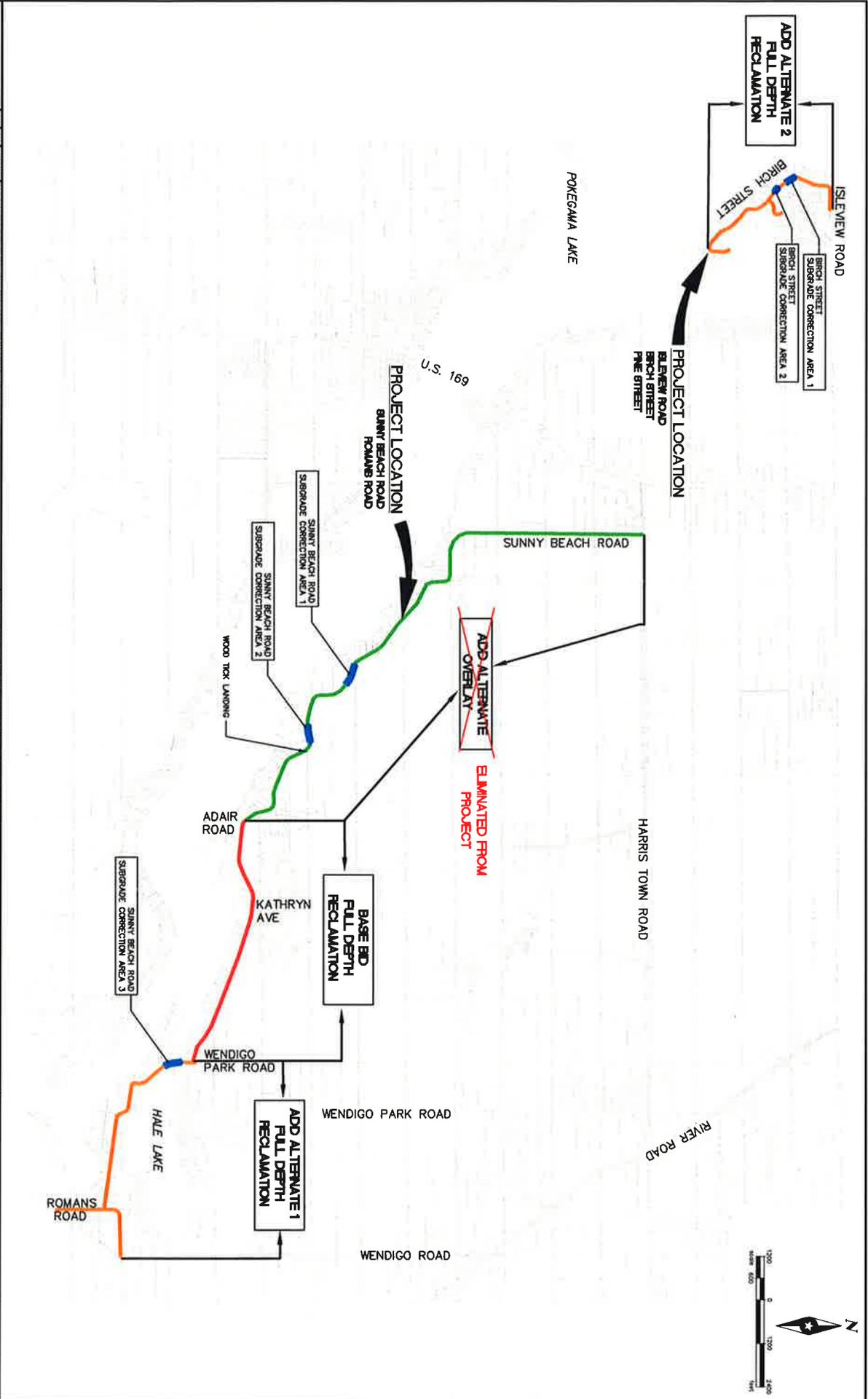
The idea behind this restructuring is to give the Township better flexibility on awarding a project, depending on how the bids come in. This restructuring would be at no additional cost to the Township.

Sara will be attending tonight's meeting to answer any questions the Board may have. She will also bring color copies of the map for the Board.

Let me know if you have any questions.

Thanks

DESIGNED BY:	MM/S/C	NO. 1	DATE	3/9/16	ADDITIONAL COMMENTS
CHECKED BY:	BB	NO. 2	DATE		
DESIGN TEAM		NO. 3	DATE		
I HEREBY CERTIFY THAT THIS PLAN AND SPECIFICATIONS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. DATE: 3/23/16 2:30 PM ANTHONY BERNIERI, PE LIC. NO. 255015					
HARRIS TOWNSHIP, MINNESOTA 2016 ROAD IMPROVEMENTS OVERALL LAYOUT					
FILE NO.	HARRI	134142			
3					
61					



ITASCA COUNTY
Transportation Department
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2853 Fax (218)327-0688



Date: February 18, 2016
To: All Itasca County Township and City Clerks
From: Itasca County Transportation Department
Subject: Five-Year Plan

This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan. The meeting will be held at the regularly scheduled County Board Meeting on Tuesday, March 8, 2016 @ 3:00 pm or immediately following the County Board meeting in the Boardroom of the Itasca County Courthouse in Grand Rapids. During the meeting we will present our proposed Five-Year Plan. County Board members will be available to hear verbal input at that time. The Five-Year Plan will be available on the Transportation Department webpage on March 1, 2016. Written comments will be accepted at the Transportation Department until March 30, 2016.

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Ryan Sutherland". The signature is written in a cursive, flowing style.

Ryan Sutherland, PE
Assistant County Engineer

**Minutes from the Work Session
Harris Town Board
Tuesday, March 22, 2016 at 7:30pm**

A work session of the Harris Town Board was held on Tuesday, March 22, 2016 at The Harris Township Service Center, 20876 Wendigo Park Road, Grand Rapids, MN. The work session was called to order at 7:00pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

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

- Discuss and plan for the upcoming annual reorganizational meeting (scheduled for March 23, 2016) and discuss board officer roles and duties.

In attendance were Supervisors Rosato, Kortekaas, Kelley, Ives, and Haubrich, as well as Clerk Smith and Clerk-elect, Cari Ann Alleman. *Absent:* Treasurer Adams.

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

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Discuss and plan for the following Reorganizational Meeting items:** Clerk Smith reminded the board that tonight was not to necessarily determine/approve these items, but rather to discuss any issues or changes the board may want to make at the March 23rd reorganization meeting. The official designation would occur during that meeting.

Reorganizational agenda items

◆ Oaths of Office

➤ Supervisor Ken Haubrich

➤ Clerk Cari Ann Alleman

- Consider approval to supply the township Clerk with an iPhone (ASAP)

- Clerk Smith recommended the board approve adding a phone line and ordering a new township iPhone for the new clerk for township business, so that her personal cell phone can remain personal (she does not have a land line). This phone/number can then be passed on to future clerks down the road. Cari Ann expressed she would be fine carrying two cell phones. The board agreed to approve this item during the P&D meeting on March 23rd.

- Discuss setting up a new email address for the Clerk (needed ASAP)

- The board was fine with the new clerk setting up a 'generic' Gmail account for the clerk, as without IT people on staff, the board expressed it would be difficult to move to a hosted email account. Clerk Smith said it will be beneficial to have the generic email account as it can be passed on to the next clerk with all the history. Alleman agreed to set up a Gmail account the next day, for township related emails.

◆ Elect Chairman

- Supervisor Rosato explained that in the past, when the board of supervisors was only 3 people, they used to rotate the Chairman position. However, now that there are 5 supervisors, he asked for suggestions on deciding who would be chair.

The board discussed who was interested in being chair, and what duties they have other than running the meetings. The board also agreed that with a new clerk coming on, an experienced chair would be beneficial for continuity.

Supervisor Rosato had been the chair for the past two years, and expressed he may need a break as being the focal point of all meetings is stressful. However, if recommended, he agreed to be chair again one more year – and then next year, let someone else be the chair.

- ◆ Elect Vice Chairman
 - No real discussions on this position; it will be determined during the reorganizational meeting.
- ◆ Appoint Deputy Clerk:
 - ◆ Michele Smith will be appointed.
- ◆ Appoint Deputy Treasurer:
 - Paula Trombly will be appointed.
- ◆ *Designate official newspaper*
 - This has traditionally been the Grand Rapids Herald Review; there were no concerns by the board.
- ◆ *Designate a township attorney*
 - Reappointing Andy Shaw was recommended and agreed to by the board.
- ◆ *Designate a township road engineer (see reappointment request letter from SEH)*
 - The board did not have any issues or concerns in reappointing SEH as the township road engineer, but Ives and Haubrich agreed they would like a breakdown of costs in their billings (i.e., an itemized list of what is being billed for).
- ◆ *Designate a bank as the town depository*
 - This has been Wells Fargo for many years, for the township's checking and savings accounts. Clerk Smith noted that the new clerk-elect will need to be added as a signer to the current account, as she will be signing checks in April 2016. The board had discussed using more local community banks in the past, but determined they could always change banks in the future, after doing some research.
- ◆ *Designate official posting sites*
 - This has been the physical posting board just outside the town hall, and the boards at the two parks when 3 are legally required, such as for a public hearing; there were no concerns by the board
- ◆ Affirm / appoint members to committees/boards:
 - a. Weed Inspector:
 - Kortekaas agreed to continue this position
 - b Collaborative Opportunities Team (or similar):
 - Ives and Haubrich agreed to continue attending these meetings
 - c. Trails Task Force:
 - Ives agreed to attend the Trails Task Force meetings
 - d. Maintenance Crew Leader:
 - Rosato had been meeting with the maintenance crew once a week since March 2015, when former Supervisor Key resigned. Rosato expressed that the maintenance crew is self-sufficient and doesn't really need a 'crew leader'. However, Ives suggested Haubrich be the Maintenance Crew Leader.
 - e. Safety Representative:
 - In this position, the safety representative investigates any accidents, makes sure a 'first report of injury' is completed, and write up accident/injury reports. Rosato had been the safety rep for many years, given his work experience, and the board agreed he'd be a good person for this position for the upcoming year.
 - f. Human Resource / Personnel Representative:
 - The board agreed to change the title of this position, to EMPLOYEE REPRESENTATIVE, to better reflect its purpose.
 - Adams agreed to continue in this position, along with Rosato.

g. Cable Commission Representative:

- Adams currently holds this position, but shared with the clerk that she'd like to roll off. Ives agreed to take this position over if they have daytime meetings.

h. County zoning and environmental services representative (to attend meetings and site inspections, and county board public hearings.)

- This position attends the Itasca County Variance and Conditional Use public permit hearings; Rosato offered to fill this position, but any other supervisor could also attend if available.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)

- Resident John Howrey is currently one of the representatives and he shared with Rosato he is willing to continue his position. In an even years, only one other representative is needed – preferably a board member. Haubrich agreed to be this person. (It was noted in *odd* years, the town board chairman serves as a third member for the township, on the NW Gas Joint Powers Board.

j. Firewise

- Kortekaas had been the representative for this organization in the past; he agreed to continue, and Kelley agreed to also be a representative who would guide residents interested in the program, and to attend meetings.

k. IRRRB Residential Redevelopment Program

- The board agreed they do not want to participate in this program, after their experience in 2015. Dan Butterfield had been the representative for several years, but it was unlikely he would want to participate again, give the amount of work that is involved.

l. Any other?

- Consider appointing a temporary “assistant clerk”, for up to 1 year, to train and assist the new clerk as needed, at the hourly allocated labor rate of the clerk.
 - The board agreed this was a good idea, to provide a new clerk with support during the transition period. However, they may likely want to reevaluate after 90 days.

◆ Review board policies; discuss if any need to be examined in detail, or amended:

- *Administrative Policy via Resolution #2015-007, regarding board meetings and Access to Public Information:*

Ives indicated that on Page 3 of 7, he'd like to amend this policy to have the Clerk provide the P&D agenda packets in advance – similar to the Regular meeting. Clerk Smith agreed this was probably a good idea, given how full the P&D meeting agendas had become over the years. Ives will request a change to this policy during the reorganizational meeting.

The rest of the following policies and ordinance were not reviewed in detail, but may be brought up at the reorganization meeting – or any time after. Clerk Smith just wanted to make sure the board knew what policies and ordinances are current on the books:

- *Consent Agenda Policy via Resolution #2014-001*
- *No Donation / Contribution Policy via Resolution #2008-004*
- *Road Establishment Policy via Resolution #2014-009*
- *Road Vacation Policy*
- *Culvert Policy via Resolution #2015-005*
- *Road Sign Policy via Resolution 2012-001*
- *Town Hall Policy*
- *Cemetery Policy / Fee Schedule*
- Any new policies needed? (none noted)

- ◆ Review Harris Township Ordinances: (FYI only – per Smith)
 1. Ordinance No. 1 – Consumption of Intoxicating Beverages
 2. Ordinance No. 2 – Subdivision Bituminous Surfacing
 3. Ordinance No. 3 – Lodging Tax in Harris Township

4. Adjourn

Upon a motion by Kelley, and a second by Haubrich, tonight's work session adjourned at 8:37pm.

Respectfully submitted,

Michele Smith – Harris Township Clerk

MINUTES
Reorganization and P&D Meeting
Harris Township Board
Wednesday, March 23, 2016 at 7:30pm

The Reorganization and Planning & Development Meeting of the Harris Town Board were held on Wednesday, March 23, 2016. The meeting was held at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance: Matt Wegwerth – Township Road Engineer from SEH, and township residents Marge Kelley, Dan Butterfield, and Mike Vroman.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Oaths of Office:**
 - ◆ Supervisor Ken Haubrich
 - ◆ Clerk Cari Ann Alleman

Clerk Smith led the *Elected Official Oath of Office* for the recently elected Supervisor-Seat A position winner, Ken Haubrich, for a three-year term, and for the uncontested, write-in candidate winner for Clerk, Cari Ann Alleman, for a two-year term. The oaths were signed and will be kept on file at the Town Hall. Smith presented each newly elected officer with a *Certificate of Election*, noting the required campaign financial report had been received from Haubrich as required.

3. **Re-organizational items:**
 - ◆ **Elect Chairman**

Nomination by Supervisor Kortekaas for Supervisor Kelley to be Chairman; however, Kelley declined.

*Motion by Supervisor Kelley, second by Supervisor Kortekaas, to elect **Supervisor Gary Rosato** as Chairman for a third year in a row, stating his history with the board as a supervisor since 1988 would be valuable in bringing on a new clerk. Rosato accepted the nomination and motion passed by a unanimous vote.*
 - ◆ **Elect Vice Chairman**

*Motion by Supervisor Haubrich, second by Supervisor Ives, to elect **Supervisor Jim Kelley** as Vice-Chairman. Kelley accepted the nomination and motion passed by a unanimous vote.*
 - ◆ **Appoint Deputy Clerk**

Clerk Cari Ann Alleman informed the board that she would be appointing former clerk **Michele Smith** to be her Deputy.
 - ◆ **Appoint Deputy Treasurer**

Treasurer Adams informed the board that she would be re-appointing **Paula Troumbly** to be her Deputy.
 - ◆ **Designate official newspaper**

*The board agreed, and motion passed, to re-designate the **Grand Rapids Herald Review** be the official newspaper of Harris Township.*
 - ◆ **Designate a township attorney**

*The board agreed, and motion passed, to re-designate **Andrew Shaw**, of Shaw & Shaw Law Office in Deer River, as township attorney. Supervisor Rosato had talked to Shaw, who agreed he'd be happy to serve again and the township attorney.*

- ◆ Designate a township road engineer (see reappointment request letter from SEH)
The letter requested that the board consider SEH for reappointment as their 2016 Township Engineer. Similar to last year, SEH proposed an hourly rate schedule for their work.
*Motion by Supervisor Kelley, second by Supervisor Kortekaas, to **keep SEH on as the township road engineer**. Discussion: Haubrich asked about the 10% administrative markup noted in the hourly rate schedule, for sub-consultants. Matt Wegwerth explained that this would only apply if SEH hired a sub-contractor; if the board hires them – such as Braun Intertec - there would not be a markup. The cost applies only if SEH has to supervise a consultant. Ives asked if Matt Wegwerth would be the Harris Township designated engineer. Per Wegwerth, a new person was hired at SEH but he (Wegwerth) will be the engineer for the township, while grooming the new person. The board also asked Wegwerth for more itemized billings going forward; Wegwerth agreed it was no problem to provide a breakdown letter with all invoices. Motion passed by a unanimous vote.*

- ◆ Designate a bank as the town depository
Treasurer Adams recommended continuing to use **Wells Fargo for checking and savings**. The board agreed, and passed a motion accordingly to stay with Wells Fargo as the town depository. It was noted that the township also has a savings account with American Bank.

- ◆ Designate official posting sites
*The board agreed, and passed a motion, to again designate the **posting board in front of the Harris Town Hall** as the township's official posting site, along with the boards at Crystal and Wendigo Parks to be used only when 3 posting sites are legally required.*

- Affirm / appoint members to committees/boards:
 - a. Weed Inspector
 - **Supervisor Dennis Kortekaas** (re-appointment)

 - b Collaborative Opportunities Team (or similar)
 - **Supervisor Burl Ives** and **Supervisor Ken Haubrich** have been attending these meetings regularly, and both expressed an interest and willingness to continue. The board agreed.

 - c. Trails Task Force
 - **Supervisor Burl Ives** had been the Trails Task Force representative for Harris Township since shortly coming on the board during the May 6th, 2014 Special Township Election. He'd like to continue. The board agreed

 - d. Maintenance Crew Leader
 - This position was held for many years by former Supervisor Larry Key, but upon his resignation in March of 2015, Chairman Rosato filled the position for the past year and met weekly with the maintenance crew. Rosato said the maintenance crew does an excellent job, and that a crew leader was not really necessary. However, a nomination was made for **Supervisor Ken Haubrich** be the new Maintenance Crew Leader. Haubrich and the rest of the board agreed to this appointment.

 - e. Safety Representative
 - **Supervisor Gary Rosato** was appointed to this position

 - f. ~~Human Resource / Personnel Representative~~ *Renamed "Employee Representatives"*
 - **Treasurer Becky Adams** and **Supervisor Gary Rosato** were both re-appointed, to assist the township employees as needed. The board agreed to rename this position as "Employee Representatives" to clarify its nature and purpose.

g. Cable Commission Representative

- **Supervisor Burl Ives** was appointed as the designated Cable Commission Director, as the former director, Treasurer Becky Adams, wished to roll off. Ives agreed to attend the quarterly, day meetings.

h. County zoning and environmental services representative (to attend meetings)

- **Supervisor Gary Rosato** was appointed to attend county zoning and environmental services site visits and public hearings, with **Kortekaas as an alternate** representative.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)

- According to the resolution, the joint powers board is made up of two town board members and two city council members. Plus, in odd years, the town board chairman would serve as the fifth member of the joint powers board, and in even years the city mayor would serve as that fifth member. Thus, because 2016 was an even year, only two representatives were needed. **Supervisor Ken Haubrich and resident John Howrey were appointed.**

j. Firewise

- **Supervisor Dennis Kortekaas and Supervisor Jim Kelley** were appointed for Firewise

k. IRRRB Residential Redevelopment Program

- The board chose NOT to appoint anyone to this position, and to remove it from future reorganization meetings. The program is available at any time, should the board choose to use it. A representative is not necessary; the board will consider each request on a case by case basis.

l. Temporary assistant clerk, for up to 1 year (*new*)

- **Michele Smith**, former Harris Town Clerk for 12 years, was appointed as a temporary assistant clerk for up to 1 year, with review after 90 days. The purpose of the position was to provide assistance as needed to the newly elected clerk during the position transition. The assistant clerk would be paid at the same allocated hourly rate as the clerk. This position would be added to the *Employee Compensation Policy*, as a temporary employee. The board recognized the complexity and wide array of clerk's responsibilities and duties, and agreed it would be beneficial to have a former clerk train a new clerk on all aspects of the job. **Motion by Kelly, second by Haubrich, to approve the new temporary assistant clerk position as discussed above; motion passed by a unanimous vote.**

m. Other?

- None

Motion by Supervisor Kelley, second by Supervisor Haubrich, to approve all appointments and designations as noted above. Motion passed by a unanimous vote.

◆ **Review board policies; discuss if any should be re-examined in detail, or amended:**

- ***Administrative Policy via Resolution #2015-007, regarding board meetings and Access to Public Information:***

At the suggestion by Supervisor Ives, the board agreed to revise 6.2 of page 3 of the policy, regarding when the Planning and Development (P&D) Meeting agenda is put out to board and public. This is to be changed to so that the agenda and packet of supporting documentations go out the Monday prior to the P&D meeting. This would give the board and public time to review the information prior to the meeting. The board discussed that a

hard copy prior to the meeting wasn't necessarily needed, but that it at least be posted on the website.

Motion by Ives, second my Haubrich, to amend the Administrative Policy via resolution discussed to provide the P&D Meeting Agenda and Packet by the Monday prior to the meeting – if only on the website. Motion passed by a unanimous vote.

Two other changes/corrections to the Administrative Policy were noted and agreed to by the board as follows:

- Page 2, at the top, change “ruing” to during the entire year.
 - Page 3, under 6.2, item b. Consent Agenda: Omit the word “only” and revise the sentence to read: “The board may employ the use of a consent agenda during the Regular Meeting or Planning and Development meeting, to approve matters of a routine or non-controversial nature...”
- **Consent Agenda Policy via Resolution #2014-001**
No change
 - **No Donation / Contribution Policy via Resolution #2008-004**
No change
 - **Road Establishment Policy via Resolution #2014-009**
No change
 - **Road Vacation Policy**
No change
 - **Culvert Policy via Resolution #2015-005**
No change
 - **Road Sign Policy via Resolution 2012-001**
No change
 - **Town Hall Policy**
No change
 - **Cemetery Policy / Fee Schedule:**
 - Supervisor Ives requested that the Fees per grave, currently at \$125/each (for both residents and non-residents) should be changed; he felt residents should get a better ‘deal’ on the cost of sites.
 - Ives also suggested that the cost of grave opening for adults in the *winter* should have a higher price than summer openings, due to excess labor needed to thaw the ground in the winter.

A motion was made by Ives, seconded by Kelley, to table changing the cemetery policy until the next P&D meeting, on April 27th, to allow the board time to inquire what other townships and cities are charging for grave openings and sales. Discussion: Clerk Smith was asked for her input, given her history with the cemetery. She responded by explaining that she had provided the board with ample support in her RBA of April 8, 2015, when she requested moving to a one tier cemetery site price. In that information, Smith explained that when people call her to purchase a cemetery site, they are often in the grieving process and it's very awkward - and feels cold – to ask them if they are a ‘resident’ or ‘non-resident’ before quoting them a price. In addition, this often results in an ask for an exception to the *non-resident* rate because they ‘used to’ live in Harris Township, or they still own land in Harris Township. Or, they have family already buried in the Harris Cemetery, or family that still lives in Harris Township. The meaning of “resident” is very unclear and subjective. In addition, when families need a site for a child who

has died unexpectedly, or for a loved one who has committed suicide, it's really difficult for the clerk to have to quote them a higher price, given the suffering they are already experiencing.

In addition, while the dual grave site prices may have allowed Harris Township residents an advantage to reserve space for their families in Harris Cemetery back when it was 'new', and the number of sites available for sale was limited, that is no longer the case. There is no shortage of sites, and the Cemetery fund is extremely healthy. Thus, Smith did not feel there was justification to increase rates for cemetery sales, or internments. ***Motion to table review of the cemetery policy and fee schedule until the April P&D meeting passed by a unanimous vote.***

It was also noted that the contact information needs to be updated on the policy, to reflect the name and phone number/email of the new clerk (rather than that of former Clerk Smith).

○ *Any new policies needed?*

- None

◆ Review Town Ordinances:

1. Ordinance No. 1 – Consumption of Intoxicating Beverages
2. Ordinance No. 2 – Subdivision Bituminous Surfacing
3. Ordinance No. 3 – Lodging Tax in Harris Township

- ***Motion by Ives, second by Haubrich, to update the last paragraph of Ordinance #3. The 'Grand Rapids Area Visitors and Convention Bureau' is now known as Visit Grand Rapids and so the ordinance should be updated to reflect this change. Motion passed by a unanimous vote.***

Clerk Smith noted that she was unsure how to revise/update an ordinance...which is an actual law. She or Clerk Alleman will check into what is required.

4. Business from the floor

- Larson Hayes: Request for approval of Liquor License for The Pickled Loon Saloon (in the old Harbor)

Larson Hayes sent an email to Clerk Smith for board consideration. The email said, "I am Larson Haynes Owner of The Pickled Loon Saloon in Outing. I am in the process of opening a second location of The Pickled Loon Saloon at 20184 Highway 169, Grand Rapids. (The former Harbor restaurant location). We are a full service bar and restaurant serving high quality lunch, dinners and appetizers seven days a week and breakfasts on the weekends. I am requesting your consideration for a liquor license at my new location." Hayes was not in attendance at tonight's meeting as planned.

Supervisor Ives commented that he had a discussion with the owners of building, Mr. Edwards, regarding the request, and proceeded to make a motion, seconded by Supervisor Kelley, to recommend approval of a liquor license for the Pickled Loon Saloon at the old Harbor location at 20184 Highway 169, Grand Rapids – located in Harris Township. Motion passed by a unanimous vote.

Clerk Smith agreed to submit a certified copy of these minutes to the Itasca County auditor's office, who will then submit them to the state along with the liquor license application.

5. Consent Agenda

- None

6. Roads

- Matt Wegwerth – SEH Road Engineer

Update on bid advertisement for 2016 Road Projects (see affidavit of publication)

Wegwerth explained that the 2016 bituminous road project is now out for bid via the Herald Review, and that bids will be opened next Tuesday at the SEH office at 10am. No one from the township has to be at the

opening, but anyone can attend if desired. Wegwerth/SEH will review the bids to verify math and comparability, and bring them to the next town board meeting with a recommendation for acceptance.

- Discuss seasonal road restrictions, and who is exempt (see Mn Statue 169.87)

- Supervisor Kelley received a phone call from a Sunny Lane resident, stating that his garbage was not getting picked up. Kelley found out that Waste Management was asked by residents *not* to drive down Sunny Lane during road restrictions, to help maintain the road. However, Minnesota state statues indicate that garbage trucks and school buses are exempt from road restrictions. Matt Wegwerth from SEH commented that once a week garbage truck traffic shouldn't do any more damage than a vehicle driving down it several times a day. He also agreed with the county that service vehicles are exempt.

Motion by Supervisor Kelley, second by Supervisor Ives, to allow Waste Management to continue picking up garbage on Sunny Lane. Discussion: The board discussed and agreed that all residents of the road would need to agree and come to a board meeting to request that Waste Management not to come down their road. If approved, that board would contact the business rather than a resident. Motion passed by a unanimous vote.

The board then discussed if their town roads should have road restriction signs posted, as people assume if they are *not* posted, there are no restrictions. For gravel roads, 5 ton is assumed; for paved roads, a 10 ton rating is assumed, unless signed differently. The board asked Wegwerth how do they know what are roads are rated. He responded that the board needs to know how road was built – or take core sample. And traffic count is part of the calculation.

- Consider signing annual Road Contract with Itasca County for Snowplowing (due April 12th)

After reviewing the contract, it was noted that Lakeview Trail is not on the county's road list via Attachment A, nor on the map, for snow plowing. This road needs to be added. It's currently being recorded as a town road.

Motion by Supervisor Kelley, second by Supervisor Haubrich, to approve contracting with Itasca County for snowplowing (only), at a rate of \$700/mile. Motion passed by a unanimous vote.

- Consider proposal from Schwartz Excavating for grading township gravel roads

Motion by Supervisor Rosato, second by Supervisor Ives, to table this item until the April 13th, 2016 Regular Meeting. Motion passed by a unanimous vote.

- Other road questions/concerns/updates

- None

7. Recreation

- None

8. Town Hall Report

- Review town hall report dated 3/3/2016

- Consider hiring Amber Hartel directly as the Town Hall Caretaker, as her 90 day anniversary with Personnel Dynamics is April 4th, 2016

Motion by Supervisor Rosato, second by Supervisor Haubrich, to approve the hiring of Amber Hartel as a township employee for the position of part time Town Hall Caretaker. Her hire date would be that of her 90 day anniversary with Personnel Dynamics temporary employment agency, which was believed to be April 4th, 2016. Discussion: Treasurer Adams asked if there was any processes in place for new hires, as this would be the first new employee since she came on the board. Rosato agreed to work with Adams on her questions. Motion passed by a unanimous vote.

Rosato agreed to contact Personnel Dynamics to let them know the township would like to officially hire Hartel as a township employee.

9. Maintenance Report

- Supervisor Kelley commented that a resident had called him about the sinking culvert on Wesleyan Drive, which was noted under the Road & Bridge section of the maintenance report.

10. Old Business

- Consider email options through JDI Net, PC Refresh, and Gmail (as tabled from to 3/23 P&D meeting)

Motion by Supervisor Ives, second by Supervisor Haubrich, to table this discussion indefinitely as the board is not ready to pursue this matter or take action on either proposal received. Motion passed by a unanimous vote.

Clerk Smith commented that the new clerk, Cari Alleman, has set up an email for township business that can be easily passed on to a new clerk when needed: harristownshipclerk@gmail.com.

- Itasca County Township Association Dinner, April 11, 2016 at Wabana Town Hall; registration is at 5:00pm with dinner at 6pm
 - Who's going?
 - Rosato, no. Ives, yes. Kelley, yes. Haubrich, yes with guest. Kortekaas, no. Adams, maybe. Alleman, yes. Smith, no. Clerk Smith will let Pat Hill know, from the Itasca County Township Association.
 - Door prize?
 - Supervisor Ives agreed to supply a door prize for the dinner, on behalf of Harris Township.
- Updated Sign Policy

Supervisor Rosato reported that the township's sign policy has been reviewed and updated by the maintenance crew. A copy of the revised policy will be placed in the office of the town hall.

11. New Business

- Review resident request to vacate a 20 foot wide strip between properties of Kaynosh Beach plat

A resident who owns several lots of the Kaynosh Beach plat (in Stony Point area, but not on Stony Point Road), contacted the board to request that a 20 foot wide strip of unused land between her and a neighbor be vacated.

Supervisor Rosato made a motion to request authorization to investigate the matter, and request help from the township's attorney on how to proceed. The motion was seconded by Ives for discussion: The original plat map shows road names of Marr Ave and Midway Ave, which don't currently exist. However, the board agreed that the right of way (ROW) would still exist – even if the roads were never built in the ROWs. It would appear that "Maiden Lane" is the name of the 20 foot strip that the resident is wanting vacated. It was unclear if this was intended to be a public access to the lake. It was also discussed that before vacating, that a public hearing would be needed. The motion to have Rosato submit this matter to the township attorney for a recommendation on how to proceed passed by a unanimous vote.

Rosato agreed to do a physical site review of the property in question, and turn over to attorney Andrew Shaw.

- MN Association of Townships Short Course: Thursday, March 31st at the Sawmill Inn; 9am-3pm

Clerk Smith reminded the board of the upcoming training at the Sawmill on 3/31/16. Registration is onsite only, beginning at 8:00am, and the cost is \$50. Any officer attending should pay out of pocket, and then request reimbursement with their April claim form.
- Consider calling for portable bathroom proposals at landings, parks, and cemetery

The board discussed that in 2015, they signed a two-year contract with Northland Portables. Therefore, calling for proposals would not be needed until 2017.
- Notice received of rate increase to Paul Bunyan Television services (FYI only)

No action needed

- **Consider setting a date in April for preparation of annual review of Township employees, and the review of Township Officer compensation**

The board agreed to meet on **Wednesday, March 30th for a work session, beginning at 7:00pm** to evaluate the township employees. This evaluation portion of the meeting would be closed. However, when compensation is discussed, for the employees and officers of the board, that part of the meeting would be open to the public. Thus:

- 7:00pm, the work session will be closed for evaluation of township employees
- 8:00pm, the work session will be opened up to the public, for review of the employee and town board officer compensation.

The work session will take place at **Harris Town Hall**; Clerk Smith will post accordingly.

- Notice from Itasca County Auditor/Treasurer’s Office regarding new online training option for election judges and clerks. See also, the need for judges and a request for anyone interested to please fill out an Election Judge form and return to the county by 3/25/2016

Clerk Smith noted this was informational only, but reminded the board that they too can serve as an Election Judges, as long as their name is not on the ballot. The county is in need of more judges for the upcoming presidential election the board was encouraged to spread the word to contact Vicki Dabill at Itasca County if interested and willing to serve.

- Consider approval to add a township cell phone line with Verizon, and purchase a new iPhone for the Township Clerk for township business use.

Motion by Supervisor Ives, second by Supervisor Kelley, to add a phone line with Verizon and purchase a new iPhone for the new township clerk for township business use. Motion passed by a unanimous vote.

Treasurer Adams will take care of the phone line and new phone request.

12. Public Input

- Dan Butterfield shared that Hugh Quinn resigned from his Veterans Services position with Itasca County. After he turned his resignation, he was dismissed immediately by the Itasca County Board. Butterfield did not feel he was treated fairly, and had concerns about what happened. He commended Quinn on an excellent job, working for the veterans while reporting to the county board.

13. Upcoming meeting and events:

Wed Mar 30	Work Session – Evaluate EEs; review board and EE comp.....	7:00pm Harris Town Hall / Open 8pm
Thur Mar 31	MN Association of Townships Short Course Training.....	9:00am Sawmill Inn Grand Rapids
Mon Apr 11	Itasca County Twp Association Annual Dinner & Meeting.....	6:00pm Wabana Town Hall
Wed Apr 13	Regular Meeting	7:30pm Harris Town Hall
Wed Apr 27	Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed May 4	Local Board of Appeal and Equalization.....	9:00am Harris Town Hall

13. Adjourn

At 9:14pm, Supervisor Ives made a motion to adjourn tonight’s meeting. Upon a second by Supervisor Kelley, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Clerk of Harris Township

March 8, 2016
Annual Meeting
Harris Town Hall
8:15pm

MINUTES

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

1. Call Annual Meeting to Order

The annual Harris Town meeting was called to order by Clerk Michele Smith at 8:15pm on Tuesday, March 8, 2016 at the Harris Town Hall. Approximately 25 residents were in attendance, including all board members (Michele Smith, Becky Adams, Gary Rosato, Ken Haubrich, Dennis Kortekaas, Jim Kelley and Burl Ives); a copy of the sign-in sheet of attendees who signed in will be attached to these minutes. Also in attendance were ICTV, Brian Carlson from the Itasca Fair Board, Lilah Crowe from the Itasca County Historical Society, Rusty Eichorn – Itasca County Commissioner/District 4, and Matt Wegwerth – Township Road Engineer from SEH.

2. Pledge to the flag

Everyone in attendance joined the Clerk in the pledge to the flag.

3. Election of a moderator

Clerk Smith called for nominations from the floor for a moderator for tonight's meeting. Mike Ives was nominated by Cyndy Martin; Rusty Eichorn was nominated by Jim Kelly. There were no other nominations for moderator.

Upon a show of hands vote, the clerk declared that the electorate voted to approve Rusty Eichorn as the Moderator of the Annual Harris Town Meeting.

4. Approve minutes of the annual meeting held March 10, 2015

The minutes from the March 10, 2015 annual town meeting were provided for everyone's review in the annual report packet handed out at tonight's meeting. Chairman Eichorn dispensed the reading of the minutes. There were no additions, corrections, questions or comments from the residents in attendance.

A motion by Jim Wicklund, second by Dennis Kortekaas, to approve the minutes of the March 10, 2015 Annual Town Meeting as written. Upon roll call, motion carried by a unanimous vote.

5. Receive and approve the Treasurer's Annual Financial report for Jan 1 – Dec 31, 2015

The Treasurer's Annual Financial Report for 2015 was included in the annual report, on page 7. The report recapped there was a beginning balance on Jan 1, 2015 of \$1,204,837.63. There were no audit adjustments in 2015, but there was a fund transfer out of Capital Improvement to Building & Grounds in the amount of \$28,217.00. Receipts for the year were \$997,030.45 and disbursements were <\$760,016.95>. The ending balance as of 12/31/15 was \$1,441,851.13. The breakout by fund was also shown on the report.

There were no questions or comments from the floor.

Motion by Mike Ives, seconded by Cari Alleman, to approve the Treasurer's Annual 2015 Financial Report as presented. Upon voice vote, motion carried.

6. Review Road Report

A written road report was included in the annual meeting agenda packet on pages 8-10, and included Road & Bridge fund levy information from 2015, road work completed in 2015 with associated expenses, and proposed road work and estimated costs for years 2016 and 2017.

The Clerk explained that this was a report required by MN statute 164.03 subd. 4, and was included to provide information for discussion only; there was no need to formally approve said report.

The Town Question results from the Board of Canvass were recapped by moderator Eichorn; the question on the ballot was: ***“Should the Town issue up to three million dollars on general obligation street reconstruction bonds to perform bituminous road maintenance?”***

- YES votes: 141
- NO votes: 319
- Under votes: 1

Total ballots cast: 461

Thus, the results were that the bonding question for road repair **failed**.

With no comments, questions, or discussion, the moderator moved on with the agenda.

7. Review Levy Comparison for years 2012 through 2017

A levy comparison, by fund, from 2012 adopted to 2017 proposed, was provided for everyone’s review in the annual report packet on page 13. Moderator Eichorn recapped that the total proposed levy for 2017 was \$930,000, which was the same overall levy amount as adopted in 2015 and 2016, but with fund amounts as follows:

- General Fund \$ 140,000
 - Road & Bridge Fund \$ 490,000
 - Equipment Fund \$ 10,000
 - Cemetery Fund - \$0 -
 - Recreation Fund \$ 25,000
 - Buildings & Grounds Fund \$ 50,000
 - Fire Fund \$ 80,000
 - Capital Improvement Fund \$ 135,000
- Total: \$ 930,000

There were no comments/questions

8. Consider Approval of the 2017 Operating Levies

There were two options listed under item 8, to either (a.) Approve the proposed operating levy for 2016 in total, or (b.) Approve operating levies by fund.

Craig Nelson made a motion to go with option (8b) and review and approve the 2017 proposed operating levy by fund, as shown by fund in the detail on pages 14-22 of the Annual Town Meeting Report dated 3-8-2016. The motion was seconded by Jim Wicklund, and upon a vote, the motion carried by a majority vote.

8b. Approve operating levies by fund:

- General Fund \$140,000 proposed

Motion by Dan Butterfield, second by Gary Rosato, to approve the General Fund levy in the proposed amount of \$140,000. Motion passed by a unanimous vote.

- Road & Bridge \$490,000 proposed

Motion by Mike Ives, second by Judy Myers, to increase the Road & Bridge levy to \$800,000.

Discussion: Since the option to bond failed, there is not enough money in the proposed levy to take care of the town roads. The township is losing Sunny Beach Road and others and so more money needs to be levied in this fund.

Residents asked what the road improvement plans would be now that bonding failed to pass.

Supervisor Ives responded on behalf of the board, that the township intends use the 2016 major construction line item budget in the Road & Bridge fund, plus rolled over money from 2015 and some

savings from the Capital Improvement Fund to improve the worst part of Sunny Beach Road - from Adair to Wendigo Park Road (apx 1.5 miles). Moderator Eichorn also referred the electorate to the Road Report on pages 8-9 of their annual report for a recap of projects/plans for if bonding passed/didn't pass.

One resident voiced that he was not willing to pay more in taxes for roads, and felt the vote results echoed the same. Another resident asked for clarification on what the Capital Improvement Fund was all about; Treasurer Becky Adams answered by explaining that it is a savings account for larger projects and purchases and that within the fund, there are both dedicated and non-dedicated dollars in savings. One resident noted the total balance of the Capital Improvement fund at the end of 2015 was \$790,575.38 and would like to see all of that used on roads. A resident also voiced that the township is not looking at a temporary problem; the need for additional road funds will continue due to roads deteriorating over the years.

One resident commented that they appreciate the motion to increase the Road & Bridge levy for 2017, but \$800,000 was too much. Another person voiced that the people who live on Sunny Beach Road, Isleview and Birch Street pay more taxes than any other residents in Harris Township and therefore, deserve to have their roads fixed. Another resident commented that his current property taxes are 8% of his gross income; and while it would be nice to have good roads, he had concerns about where extra money would come from for him to afford additional taxes. There was a comment that the township is behind the eight-ball with repair of some large roads, and if the levy doesn't start increasing, they will never get fixed.

Moderator Eichorn then called the vote on a Road & Bridge levy of \$800,000 rather than the \$490,000 proposed levy. Vote was taken by a show of hands: those in favor of the \$800,000 levy was 7; those not in favor were 13. The motion failed.

A motion was then made by Dennis Kortekaas, and seconded by Mike, to levy \$490,000 for the Road & Bridge fund as proposed. Motion carried by a majority – though not a unanimous - vote.

- Equipment Fund \$10,000 proposed

Motion by Gary Rosato, second by Dan Butterfield, to levy \$10,000 for the Equipment fund as proposed. Motion carried by a unanimous vote.

- Cemetery Fund \$ -0- proposed

Motion by Gary Rosato, second by Dan Butterfield, to levy zero dollars for the Cemetery fund as proposed. Motion carried by a unanimous vote.

- Recreation \$25,000 proposed

Motion by Dennis Kortekaas, second by Gary Rosato, to levy \$25,000 for the Recreation Fund as proposed. Motion carried by a unanimous vote.

- Building & Grounds Fund \$50,000 proposed

Motion by Cyndy Martin, second by Jim Kelley, to levy \$50,000 for the Building & Grounds Fund as proposed. Motion carried by a unanimous vote.

- Fire Fund \$80,000 proposed

Motion by Dennis Kortekaas, second by Cyndy Martin, to levy \$80,000 for the Fire Fund as proposed. Motion carried by a unanimous vote.

- Capital Improvement Fund \$135,000 proposed

Motion by Mike Ives, second by Jim Kelley, to levy \$135,000 for the Capital Improvement Fund as proposed; \$15,000 of this is dedicated to equipment and \$120,000 is dedicated to roads. Motion passed by a unanimous vote.

9. Consider requests for a financial support via special levies, and hear related presentations

- Itasca County Agricultural Society (as authorized by Minn. Stat. § 38.12 and 38.18-19)

Brian Carlson, a Fair Board representative, gave a presentation in support of the letter received by Clerk Smith, which asked for a **\$1,000.00** donation via a special levy for 2017. Brian explained that the funds would be used for operational support of the Itasca County Fair, and not for capital improvement projects.

Regarding the fairgrounds, Carlson shared that the county management plan has been updated. A few things in the works for the fair grounds are improvements to the Trailhead Building and the Solid Rock Church booth; getting a new incubator for the children's barn; bringing back the demolition derby, and increasing the water pressure near the horse barns. They are also looking for directors to the Fair Board.

Motion by Mike Ives, second by Jim Kelley, to approve a 2017 special levy for the Itasca County Agricultural Association (aka Fair Board) in the amount of \$1,000.00. Upon a vote by the people, the motion passed unanimously

- Itasca County Historical Society (as authorized by Minn. Stat. § 138.053)

A letter was received from Lilah Crowe, Executive Director of the Historical Society, asking for special levy of \$1.00 per capita for 2017, which totaled **\$3,253** annually, based on Harris Township's 2010 census figure. This is the same amount per capita that has been requested and awarded the past several years. Lilah Crowe was in attendance at tonight's meeting from the Historical Society to do a presentation.

Crowe explained that they are celebrating Itasca County being 125 years old. Timeline boards are being posted around the town, in businesses and in the court house for people to review, and there will be events through the year. Some of these include opening the time capsules from 25 years ago and burying new time capsules; in June, there will be a display of 125 years of transportation; the County Commissioners will reenact the first meeting of the board at the fair; and the Mines & Pines shopper has started a trivia game with cash prizes for winners.

Motion by Mary Ives, second by Cyndy Martin, to approve a \$1.00 per capita special levy for the Itasca County Historical Society, collectible in 2017, which represents an annual amount of \$3,253.00 based on the township's 2010 census. Upon the call for a vote, the motion for a special levy passed unanimously.

10. Old business

There was no old business from the residents in attendance, but Eichorn reviewed Harris Township's 2015 *accomplishments* page as listed in the Annual Meeting Report packet; he applauded the board and residents on everything that was done in Harris Township the past year, and on their strategic planning and collaboration. The township website was also commended.

Gary Rosato gave a special thank you to Larry Key for 30 years of service as a township supervisor, to Bonnie Key for 13 years of service as the Town Hall Caretaker, to Mike Hendricks for many years as a recreational advisor to the board; to Cyndy Martin and Judy Myers for volunteering to produce two newsletters, and to Michele Smith for 12 years of service as the Township Clerk.

11. New business

Mary Ives thanked the town board for doing a road study, and developing a five-year road improvement plan for bituminous roads.

12. Set time and place for the next Annual Meeting, to be held the second Tuesday of March 2017

Eichorn noted that the Minnesota State Statutes dictate that the Annual Town Meeting be held the second Tuesday in March, but that the *time and place* must be set by the people.

Motion by Dan Butterfield, second by Jim Kelley, to hold the 2017 annual meeting at 8:15pm at the Harris Town Hall, on the second Tuesday of March. Motion passed by a unanimous vote.

13. Adjourn

With no other business, questions, or concerns voiced by the people of Harris Township, Jim Kelley made a motion, Cyndy Martin seconded, to adjourn the Annual Meeting of Harris Township at 9:07 pm. Moderator Eichorn declared the meeting adjourned.

In summary, the following levies were approved, collectible in 2017:

General Fund Operations	\$140,000
Historical Society (\$1/pp of 2010 census)	\$ 3,253
Itasca Co. Agricultural Assoc. (Fair Board)	\$ 1,000
Road and Bridge Fund	\$490,000
Equipment Fund	\$ 10,000
Cemetery Fund	\$ -0-
Recreation Fund	\$ 25,000
Building & Grounds Fund	\$ 50,000
Fire Fund	\$ 80,000
Capital Improvement Fund	\$135,000
Total Levy	<u>\$934,253</u>

Note: The Board of Canvass Meeting was reconvened right after adjournment of tonight's Annual Meeting, where the election results were announced. (See those minutes for results.)

Respectfully submitted,

Michele R. Smith, Clerk of Harris Twp

Annual Town Meeting - March 8, 2016

1. Michele R. Smith
2. Matt Wegner
3. Gerry Wolf
4. Jim Kelly
5. Mark
6. Ruth Kiddle
7. Sandra Pint
8. Mike Vioman
9. Dennis Kostikas
10. Jeff M. [unclear]
11. [unclear]
12. Craig Wilson
13. Mike Hendricks
14. [unclear]
15. Mary Kelley
16. Frances Haubrich
17. Dan Butterfield
18. Denise Carlson - Guest - Fairborn
19. Rick Libbey
20. [unclear]
21. Carl Miller
22. Rusty Eichen
23. Lonnie Loney
24. Bill Ives
25. Paul J. Curre
- 26.
- 27.
- 28.
- 29.

**MINUTES from Work Session meeting
Harris Township Board
Wednesday, March 30, 2016 - 7:00pm closed meeting 8:00 pm Open meeting**

Pledge to the flag Followed by reading of the township mission statement

Purpose of the closed meeting was to evaluate the current employees of the township.

OPEN meeting to the public at 8:00p.m. as posted, and summarize the conclusion of closed meeting

Pledge to the flag Followed by reading of the township mission statement

Recessed closed meeting @ 8:08 pm opened meeting to the public at 8:08 pm - (need more time for the next years EE).

Reopened closed meeting at 9:09 pm -adjourned- ***motioned Supervisor Kortekaas seconded by Supervisor Kelly***

Review current compensation of township employees, and discuss any changes for May 2016-Apr 2017

As a point of reference, see "*Request for Board Action*" from May 13, 2015, for *current* rates of pay for township employees. Consider any changes for the upcoming year, May 2016 – April 2017

Job evaluation done for the maintenance crew a couple of years ago, for the job duties they are comparable in pay to others doing the same jobs. Maintenance did not receive a cost of living increase last year (2015). Supervisor Rosato motioned 4% living increase in pay, Supervisor Kortekaas second, Supervisors Ives and Kelly both think too high, Opposed by Supervisors Ives, Kelly, & Haubrich, Motioned failed. Discussion: Supervisor Haubrich suggested 2%-3%, ***Supervisor Haubrich motioned for a 3% raise, Supervisor Kelly seconded. Passed by unanimous vote.***

Caretaker- Discussion for Hiring the caretaker for \$12 for cleaning and showing, gets life insurance and pera, hourly pay no matter what she does (shows or cleans). Supervisor Haubrich employee's supervisor's. ***Supervisor Ives motioned to hire Amber at \$12 hour, seconded by Supervisor Kelly. Passed by unanimous vote.***

Rink attendant- wage determined by the state of Minnesota equivalent to large employer's minimum wage,(we use hiring agency to hire some employees) ***motioned by Supervisor Kelly seconded by Supervisor Haubrich. Passed by unanimous vote.***

Summer maintenance- leave at same, ***Motioned by Supervisor Ives, Seconded by Supervisor Haubrich Passed by unanimous vote.***

Moderator- to remain the same ***motioned by Supervisor Rosato, seconded by Supervisor Haubrich- Passed by unanimous vote.***

Election judge- to remain the same ***Motioned by Supervisor Kelly Seconded by Supervisor Haubrich Passed by unanimous vote.***

Assistant Clerk- to receive the same compensation as the clerk. ***Motioned made by Supervisor Kelly Seconded by Supervisor Kortekaas. Passed by unanimous vote.***

Reviewed "*Employee Compensation Policy*" page, last updated in January and March 2016

Motioned by Supervisor Ives to remain at the same pay rates as printed. Hourly, monthly, meeting same, **Supervisor Kelly Seconded, compensation for all chairman's, supervisors, clerk, treasurer, deputy clerk to remain the same as last year. Two opposed Supervisors Rosato and Kortekaas. Passed by Majority Supervisor's Kelly, Ives, and Haubrich.**

Review responsibilities and compensation of Supervisors, Treasurer, and Clerk

As a point of reference, see Resolution #2015-006 for officers *current* compensation passed in May 2015. Consider any changes for the upcoming year, May 2016 – April 2017- **NO change made – reference the above motions.**

At 9:07 pm Supervisor Kelly made a motion to close the meeting and Supervisor Ives seconded the motion. The meeting was adjourned.



Building a Better World
for All of Us[®]

March 29, 2016

RE: Harris Township
2016 Road Improvements
SEH No. HARRT 134142

Harris Township Board
20876 Wendigo Park Road
Grand Rapids, MN 55744

Dear Board:

Bids on the referenced project were received and opened on Tuesday, March 29, 2016.
The bids received are summarized as follows:

	Engineers Estimate	Hawkinson Construction
Base Bid Total	\$485,977.50	\$367,618.10
Add-Alt 1 Total	\$603,514.75	\$447,933.00
Add-Alt 2 Total	\$516,972.75	\$411,699.30
Total Bid	\$1,606,465.00	\$1,227,250.40

SEH has reviewed the bids and recommends that the Township award the Base Bid contract to Hawkinson Construction in the amount of \$367,618.10. Based on budget, the Board will need to make a determination if an Add-Alternate should be included in the Contract.

If you require further information or have any questions, please do not hesitate to call me at 218.322.4509.

Sincerely,

Matt Wegwerth, PE
Sr. Project Engineer

Enc. Bid Abstract
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HARRIS TOWNSHIP
 2016 BITUMINOUS ROADWAYS
 HARRT 134142
 BID ABSTRACT
 3/29/2016

Base Bid					Engineers Estimate		Hawkinson Construction	
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	Quantity	Unit Price	Total	Unit Price	Total
1	2021.501	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00
2	2101.511	CLEARING & GRUBBING	LS	1	\$500.00	\$500.00	\$2,750.00	\$2,750.00
3	2104.501	REMOVE PIPE CULVERTS	LF	40	\$10.00	\$400.00	\$17.25	\$690.00
4	2104.505	REMOVE CONCRETE PAVEMENT	S Y	27	\$10.00	\$270.00	\$35.00	\$945.00
5	2104.509	REMOVE MAIL BOX	EACH	7	\$150.00	\$1,050.00	\$50.00	\$350.00
6	2104.509	REMOVE SIGN TYPE C	EACH	1	\$50.00	\$50.00	\$30.00	\$30.00
7	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	40	\$4.00	\$160.00	\$6.00	\$240.00
8	2104.513	SAWING BITUMINOUS PAVEMENT	LF	71	\$3.00	\$213.00	\$4.00	\$284.00
9	2104.523	SALVAGE MAIL BOX	EACH	31	\$100.00	\$3,100.00	\$100.00	\$3,100.00
10	2104.523	SALVAGE SIGN TYPE C	EACH	3	\$50.00	\$150.00	\$30.00	\$90.00
11	2105.522	SELECT GRANULAR BORROW	C Y	270	\$15.00	\$4,050.00	\$11.00	\$2,970.00
12	2112.501	SUBGRADE PREPARATION	ROAD STA	70.25	\$200.00	\$14,050.00	\$220.00	\$15,455.00
13	2118.607	AGGREGATE SURFACING (CV) CLASS 5	C Y	16	\$30.00	\$480.00	\$90.00	\$1,440.00
14	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	2	\$20.00	\$40.00	\$175.00	\$350.00
15	2221.503	AGGREGATE SHOULDERING, CLASS 1	C Y	90	\$30.00	\$2,700.00	\$56.00	\$5,040.00
16	2231.604	BITUMINOUS PATCH SPECIAL 1	S Y	500	\$30.00	\$15,000.00	\$11.00	\$5,500.00
17	2232.501	MILL BITUMINOUS SURFACE (1.5')	S Y	217	\$5.00	\$1,085.00	\$24.00	\$5,208.00
18	2331.604	BITUMINOUS PAVEMENT RECLAMATION-9" DEPTH (P)	S Y	19047	\$2.25	\$42,855.75	\$1.50	\$28,570.50
19	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1700	\$72.00	\$122,400.00	\$53.50	\$90,950.00
20	2360.501	TYPE SP12.5 WEARING COURSE MIX (3,B)	TON	1700	\$72.00	\$122,400.00	\$51.50	\$87,550.00
21	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	1700	\$68.00	\$115,600.00	\$51.50	\$87,550.00
22	2501.511	18" RC PIPE CULVERT	LF	40	\$40.00	\$1,600.00	\$62.50	\$2,500.00
23	2501.515	18" RC PIPE APRON	EACH	2	\$800.00	\$1,600.00	\$950.00	\$1,900.00
24	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	27	\$45.00	\$1,215.00	\$80.00	\$2,160.00
25	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
26	2564.531	SIGN PANELS TYPE C	S F	6.25	\$55.00	\$343.75	\$36.00	\$225.00
27	2564.536	INSTALL SIGN PANEL TYPE C	EACH	3	\$175.00	\$525.00	\$125.00	\$375.00
28	2575.501	SEEDING	ACRE	0.05	\$2,500.00	\$125.00	\$10,000.00	\$500.00
29	2575.523	EROSION CONTROL BLANKET	S Y	225	\$2.00	\$450.00	\$3.00	\$675.00
30	2575.601	EROSION CONTROL	LS	1	\$1,500.00	\$1,500.00	\$250.00	\$250.00
31	2582.502	4" SOLID LINE WHITE- EPOXY	LF	13900	\$0.50	\$6,950.00	\$0.23	\$3,197.00
32	2582.502	4" DOUBLE SOLID LINE YELLOW- EPOXY	LF	6820	\$0.75	\$5,115.00	\$0.48	\$3,273.60
Base Bid Total						\$485,977.50		\$367,618.10

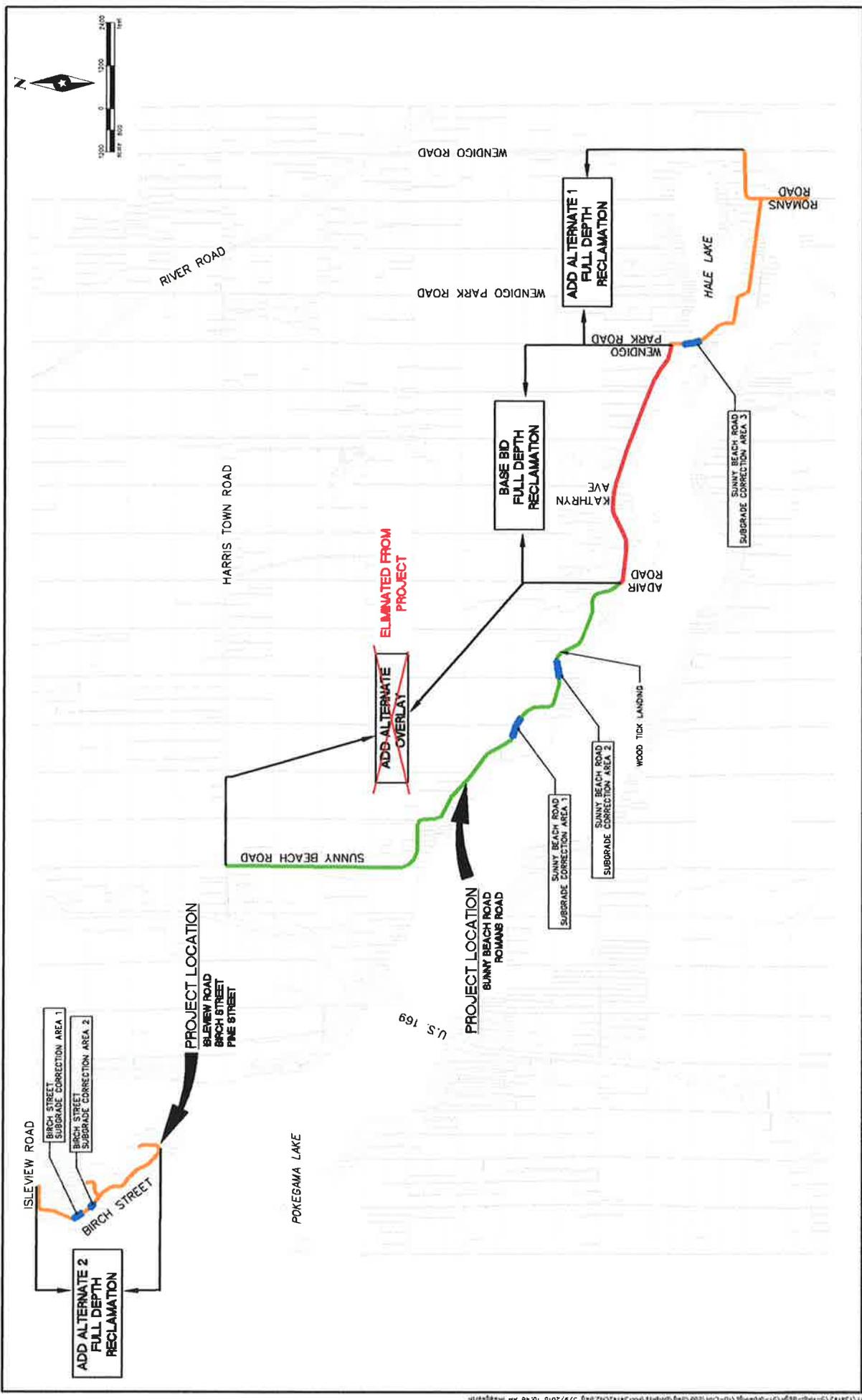
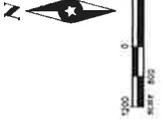
Add-Alternate 1					Engineers Estimate		Hawkinson Construction	
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	Quantity	Unit Price	Total	Unit Price	Total
1	2021.501	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	\$9,000.00	\$9,000.00
2	2101.511	CLEARING & GRUBBING	LS	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00
3	2104.501	REMOVE PIPE CULVERTS	LF	40	\$10.00	\$400.00	\$17.50	\$700.00
4	2104.505	REMOVE CONCRETE PAVEMENT	S Y	41	\$10.00	\$410.00	\$40.00	\$1,640.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	1484	\$4.00	\$5,856.00	\$3.50	\$5,124.00
6	2104.509	REMOVE MAIL BOX	EACH	14	\$150.00	\$2,100.00	\$50.00	\$700.00
7	2104.509	REMOVE SIGN TYPE C	EACH	3	\$50.00	\$150.00	\$30.00	\$90.00
8	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	68	\$4.00	\$272.00	\$6.00	\$408.00
9	2104.513	SAWING BITUMINOUS PAVEMENT	LF	224	\$3.00	\$672.00	\$3.50	\$784.00
10	2104.523	SALVAGE MAIL BOX	EACH	35	\$100.00	\$3,500.00	\$100.00	\$3,500.00
11	2104.523	SALVAGE SIGN TYPE C	EACH	18	\$50.00	\$900.00	\$30.00	\$540.00
12	2105.501	COMMON EXCAVATION (P)	C Y	1238	\$12.00	\$14,856.00	\$12.00	\$14,856.00
13	2105.522	SELECT GRANULAR BORROW	C Y	270	\$15.00	\$4,050.00	\$7.25	\$1,957.50
14	2105.522	SELECT GRANULAR BORROW MOD 5% (CV)	C Y	702	\$12.00	\$8,424.00	\$8.00	\$5,616.00
15	2105.525	TOPSOIL BORROW (LV)	C Y	59	\$30.00	\$1,770.00	\$30.00	\$1,770.00
16	2112.501	SUBGRADE PREPARATION	ROAD STA	84.42	\$200.00	\$16,884.00	\$220.00	\$18,572.40
17	2118.607	AGGREGATE SURFACING (CV) CLASS 5	C Y	30	\$30.00	\$900.00	\$80.00	\$2,400.00
18	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	355	\$20.00	\$7,100.00	\$18.50	\$6,567.50
19	2221.503	AGGREGATE SHOULDERING, CLASS 1	C Y	104	\$30.00	\$3,120.00	\$56.00	\$5,824.00
20	2231.604	BITUMINOUS PATCH SPECIAL 1	S Y	460	\$30.00	\$13,800.00	\$11.00	\$5,060.00
21	2232.501	MILL BITUMINOUS SURFACE (1.5')	S Y	300	\$5.00	\$1,500.00	\$20.00	\$6,000.00
22	2331.604	BITUMINOUS PAVEMENT RECLAMATION-9" DEPTH (P)	S Y	21599	\$2.25	\$48,597.75	\$1.50	\$32,398.50
23	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1970	\$72.00	\$141,840.00	\$52.00	\$102,440.00
24	2360.501	TYPE SP12.5 WEARING COURSE MIX (3,B)	TON	1970	\$72.00	\$141,840.00	\$49.00	\$96,530.00
25	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	1970	\$68.00	\$133,960.00	\$49.00	\$96,530.00
26	2501.511	18" RC PIPE CULVERT	LF	40	\$40.00	\$1,600.00	\$68.50	\$2,740.00
27	2501.515	18" RC PIPE APRON	EACH	2	\$800.00	\$1,600.00	\$1,000.00	\$2,000.00
28	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	41	\$45.00	\$1,845.00	\$80.00	\$3,280.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
30	2564.531	SIGN PANELS TYPE C	S F	16.5	\$55.00	\$907.50	\$36.00	\$594.00
31	2564.536	INSTALL SIGN PANEL TYPE C	EACH	18	\$175.00	\$3,150.00	\$125.00	\$2,250.00
32	2573.502	SILT FENCE, TYPE MACHINE SLICED	LN FT	1070	\$3.00	\$3,210.00	\$2.50	\$2,675.00
33	2575.501	SEEDING	ACRE	0.16	\$2,500.00	\$400.00	\$6,000.00	\$960.00
34	2575.523	EROSION CONTROL BLANKET	S Y	759	\$2.00	\$1,518.00	\$2.50	\$1,897.50
35	2575.601	EROSION CONTROL	LS	1	\$1,500.00	\$1,500.00	\$300.00	\$300.00
36	2582.502	4" SOLID LINE WHITE- EPOXY	LF	16570	\$0.50	\$8,285.00	\$0.20	\$3,314.00
37	2582.502	4" DOUBLE SOLID LINE YELLOW- EPOXY	LF	8130	\$0.75	\$6,097.50	\$0.42	\$3,414.00
Add-Alt 1 Total						\$603,514.75		\$447,933.00

Add-Alternate 2

LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	Quantity	Engineers Estimate		Hawkinson Construction	
					Unit Price	Total	Unit Price	Total
1	2021.501	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2	2101.511	CLEARING & GRUBBING	LS	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00
3	2104.501	REMOVE PIPE CULVERTS	LF	130	\$10.00	\$1,300.00	\$4.25	\$552.50
4	2104.505	REMOVE CONCRETE PAVEMENT	S Y	45	\$10.00	\$450.00	\$30.00	\$1,350.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	1502	\$4.00	\$6,008.00	\$3.50	\$5,257.00
6	2104.509	REMOVE MAIL BOX	EACH	4	\$150.00	\$600.00	\$50.00	\$200.00
7	2104.509	REMOVE SIGN TYPE C	EACH	1	\$50.00	\$50.00	\$30.00	\$30.00
8	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	79	\$4.00	\$316.00	\$6.00	\$474.00
9	2104.513	SAWING BITUMINOUS PAVEMENT	LF	57	\$3.00	\$171.00	\$4.00	\$228.00
10	2104.523	SALVAGE MAIL BOX	EACH	27	\$100.00	\$2,700.00	\$100.00	\$2,700.00
11	2104.523	SALVAGE SIGN TYPE C	EACH	8	\$50.00	\$400.00	\$30.00	\$240.00
12	2105.501	COMMON EXCAVATION (P)	C Y	1898	\$12.00	\$22,776.00	\$17.50	\$33,215.00
13	2105.522	SELECT GRANULAR BORROW	C Y	34	\$15.00	\$510.00	\$8.50	\$289.00
14	2105.522	SELECT GRANULAR BORROW MOD 5% (CV)	C Y	1360	\$12.00	\$16,320.00	\$7.50	\$10,200.00
15	2105.525	TOPSOIL BORROW (LV)	C Y	136	\$30.00	\$4,080.00	\$30.00	\$4,080.00
16	2105.604	GEOTEXTILE FABRIC, TYPE IV	S Y	12	\$3.00	\$36.00	\$8.00	\$96.00
17	2112.501	SUBGRADE PREPARATION	ROAD STA	60.12	\$200.00	\$12,024.00	\$220.00	\$13,228.40
18	2118.607	AGGREGATE SURFACING (CV) CLASS 5	C Y	6	\$30.00	\$180.00	\$80.00	\$480.00
19	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	357	\$20.00	\$7,140.00	\$19.00	\$6,783.00
20	2221.503	AGGREGATE SHOULDERING, CLASS 1	C Y	74	\$30.00	\$2,220.00	\$58.00	\$4,292.00
21	2231.604	BITUMINOUS PATCH SPECIAL	S Y	30	\$50.00	\$1,500.00	\$28.00	\$840.00
22	2231.604	BITUMINOUS PATCH SPECIAL 1	S Y	390	\$30.00	\$11,700.00	\$11.00	\$4,290.00
23	2232.501	MILL BITUMINOUS SURFACE (1.5')	S Y	185	\$5.00	\$925.00	\$24.00	\$4,440.00
24	2331.604	BITUMINOUS PAVEMENT RECLAMATION-8" DEPTH (P)	S Y	17267	\$2.00	\$34,534.00	\$1.50	\$25,900.50
25	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1610	\$72.00	\$115,920.00	\$52.00	\$83,720.00
26	2360.501	TYPE SP12.5 WEARING COURSE MIX (3,B)	TON	1610	\$72.00	\$115,920.00	\$49.00	\$78,890.00
27	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	1610	\$68.00	\$109,480.00	\$49.00	\$78,890.00
28	2501.521	22' SPAN RC PIPE-ARCH CULV CL IIA	LF	89	\$50.00	\$4,450.00	\$97.50	\$8,677.50
29	2501.525	22' SPAN RC PIPE-ARCH APRON	EACH	4	\$850.00	\$3,400.00	\$1,150.00	\$4,600.00
30	2501.602	15" PIPE APRON	EACH	2	\$300.00	\$600.00	\$300.00	\$600.00
31	2503.603	15" PIPE CULVERT	LF	46	\$30.00	\$1,380.00	\$33.50	\$1,541.00
32	2511.501	RANDOM RIPRAP CLASS III	C Y	6	\$40.00	\$240.00	\$68.00	\$396.00
33	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	45	\$45.00	\$2,025.00	\$80.00	\$3,600.00
34	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
35	2564.531	SIGN PANELS TYPE C	S F	6.25	\$55.00	\$343.75	\$36.00	\$225.00
36	2564.536	INSTALL SIGN PANEL TYPE C	EACH	8	\$175.00	\$1,400.00	\$125.00	\$1,000.00
37	2573.502	SILT FENCE, TYPE MACHINE SLICED	LN FT	620	\$3.00	\$1,860.00	\$2.50	\$1,550.00
38	2575.501	SEEDING	ACRE	0.25	\$2,500.00	\$625.00	\$6,000.00	\$1,500.00
39	2575.523	EROSION CONTROL BLANKET	S Y	1220	\$2.00	\$2,440.00	\$2.50	\$3,050.00
40	2575.601	EROSION CONTROL	LS	1	\$1,500.00	\$1,500.00	\$600.00	\$600.00
41	2582.502	4" SOLID LINE WHITE- EPOXY	LF	10188	\$0.50	\$5,094.00	\$0.20	\$2,037.60
42	2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LF	5140	\$0.75	\$3,855.00	\$0.42	\$2,158.80
Add-Alt 2 Total						\$516,972.75		\$411,699.30

Add-Alt 2 Total

	Engineers Estimate	Hawkinson Const
Base Bid Total	\$485,977.50	\$367,618.10
Add-Alt 1 Total	\$603,514.75	\$447,933
Add-Alt 2 Total	\$516,972.75	\$411,699
Total Bid	\$1,606,465.00	\$1,227,250.40



DRAWN BY: <u>MLZ/SAC</u> CHECKED BY: <u>AB</u> DESIGN TEAM:	1. LWD 12/9/13 ADDRESSUM 1 - BASE BID AND ADD ALTERNATE CHANGES NO. BY: _____ DATE: _____ REVISIONS:	HARRIS TOWNSHIP, MINNESOTA	FILE NO. HARRT 13142	3 61
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.
 DATE: 12/09/13 TITLE: DESIGNER
 MATHYR WEDERPH, P.E.
 Lic. No. 24502L



MEMORANDUM

TO: Harris Township Board
FROM: Matt Wegwerth, PE
DATE: April 5, 2016
RE: Underwood Road (west)
SEH No. HARRT 132388 14.00

Certificate of Final Payment

Attached is the Pay Estimate #2 – Final, IC 134's from the contractor, and the Town Road Work Contract Completion Certificate. The pay estimate includes all retainage, change orders, and quantity updates.

I recommend and request that the Board approve this Pay Estimate #2 – Final.

P:\FJ\HARRT\132388\1-gen\14-corr\061015 Memo to Change Order 1 and Payment 1.docx

Harris Township
2015 Underwood Road Project
SEH # HARRT 132386

Hawkinson Construction
501 West County Road 63
Grand Rapids, MN 55744

Certificate of Final Payment
Pay Estimate #2 - Final
August 14, 2015 though Final

Number	Item	Unit	Estimated Quantity	Unit Price	Contract Amount	Previous Estimates		This Estimate		Total to Date		
						Quantity	Amount	Quantity	Amount	Quantity	Amount	
2011.601	CONSTRUCTION SURVEYING	LS	1	\$ 2,500.00	\$2,500.00	1	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	
2021.501	MOBILIZATION	LS	1	\$ 15,400.00	\$15,400.00	1	\$ 15,400.00	0	\$ -	1	\$ 15,400.00	
2104.501	REMOVE PIPE CULVERTS	LIN FT	82	\$ 8.50	\$697.00	118	\$ 1,003.00	0	\$ -	118	\$ 1,003.00	
2104.511	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	48	\$ 4.00	\$192.00	96	\$ 384.00	0	\$ -	96	\$ 384.00	
2104.523	SALVAGE MAIL BOX	EACH	1	\$ 150.00	\$150.00	0	\$ -	0	\$ -	0	\$ -	
2105.501	COMMON EXCAVATION	CU YD	681	\$ 18.50	\$12,598.50	663	\$ 12,265.50	0	\$ -	663	\$ 12,265.50	
2105.525	TOPSOIL BORROW (LV)	CU YD	20	\$ 50.00	\$1,000.00	0	\$ -	0	\$ -	0	\$ -	
2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU YD	5	\$ 80.00	\$400.00	12.8	\$ 1,024.00	0	\$ -	12.8	\$ 1,024.00	
2118.607	AGGREGATE SHOULDERING (CV) CLASS 1	CY	85	\$ 72.00	\$6,120.00	122	\$ 8,784.00	0	\$ -	122	\$ 8,784.00	
2231.604	BITUMINOUS PATCH SPECIAL	SG YD	72	\$ 53.00	\$3,816.00	128	\$ 6,784.00	0	\$ -	128	\$ 6,784.00	
2232.501	MILL BITUMINOUS SURFACE (1.5")	SG YD	50	\$ 19.90	\$995.00	22.3	\$ 443.77	14.4	\$ 286.56	36.7	\$ 730.33	
2360.501	TYPE SP 9.5 WEARING COURSE MIX (2.8)	TON	1210	\$ 66.80	\$80,828.00	1183.53	\$ 79,059.80	0	\$ -	1183.53	\$ 79,059.80	
2451.607	TRENCH STABILIZATION MATERIAL (CV)	CY	13	\$ 50.00	\$650.00	0	\$ -	0	\$ -	0	\$ -	
2501.511	15" CM PIPE CULVERT	LF	40	\$ 40.00	\$1,600.00	40	\$ 1,600.00	0	\$ -	40	\$ 1,600.00	
2501.511	18" CM PIPE CULVERT	LF	42	\$ 50.00	\$2,100.00	42	\$ 2,100.00	0	\$ -	42	\$ 2,100.00	
2501.515	15" GS PIPE APRON	EACH	2	\$ 375.00	\$750.00	2	\$ 750.00	0	\$ -	2	\$ 750.00	
2501.515	18" GS PIPE APRON	EACH	2	\$ 300.00	\$600.00	2	\$ 600.00	0	\$ -	2	\$ 600.00	
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,500.00	\$2,500.00	1	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	
2573.502	SILT FENCE TYPE MACHINE SLICED	LIN FT	150	\$ 4.50	\$675.00	145	\$ 652.50	0	\$ -	145	\$ 652.50	
2573.593	SEDIMENT CONTROL LOG TYPE STRAW	EACH	13	\$ 50.00	\$650.00	14	\$ 700.00	0	\$ -	14	\$ 700.00	
2575.501	SEEDING	ACRE	0.47	\$ 600.00	\$282.00	0.48	\$ 288.00	0	\$ -	0.48	\$ 288.00	
2575.562	HYDRAULIC MATRIX TYPE MULCH	LB	990	\$ 3.00	\$2,970.00	990	\$ 2,970.00	0	\$ -	990	\$ 2,970.00	
2575.601	EROSION CONTROL	LUMP SUM	1	\$ 2,500.00	\$2,500.00	1	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	
TOTALS						\$139,973.50	\$142,308.57	\$286.56		\$142,595.13		
Change Order #1					Lump Sum	\$ 6,600.25	1	\$ 6,600.25	0	\$ -	1	\$ 6,600.25

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor has incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the Owner for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota statute.

Contractor: *Mark Wegner*
 Engineer: _____
 Owner: _____

Date: 4/5/16
 Date: _____
 Date: _____

Contract Total to Date: \$ 149,195.38
 Less Retainage: \$ -
 Subtotal: \$ 149,195.38
 Less Previous Payments: \$ 148,908.62
 Due this estimate: \$ 286.56

TOWN ROAD WORK CONTRACT COMPLETION CERTIFICATE

The following certificate is being issued to comply with the requirements of Minn. Stat. § 160.17, subd. 3 and is to be filed with the town clerk once completed.

I, (name) Matt Wegwerth, (position/title) Project Engineer, having been directed by the town board of Harris Township, Itasca County to inspect the road work described below, have inspected same and I hereby certify that the work was done and performed according to the contract.

Contract: 2015 Underwood Road Project

General description of the road work to be performed under the contract: Grading, Bituminous Leveling, Bituminous Overlay, Pipe Culverts, and Road Construction.

Location of the work: Underwood Road

Contractor Name & Address: Hawkinson Construction
501 West County Road 63
Grand Rapids, MN 55744

Date inspected: September 15, 2015

Signature

Date Signed



4/1/16

MINNESOTA · REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-655-291-456
 Submitted Date and Time: 3-Mar-2016 1:24:19 PM
 Legal Name: HAWKINSON CONST CO INC
 Federal Employer ID: 41-0809871
 User Who Submitted: hotmix
 Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 460676384
 Minnesota ID: 8658339
 Project Owner: HARRIS TOWNSHIP
 Project Number: HARRT 132388
 Project Begin Date: 18-May-2015
 Project End Date: 30-Oct-2015
 Project Location: HARRIS TOWNSHIP
 Project Amount: \$148,908.82

Subcontractor Summary

Name	ID	Affidavit Number
BLOOMERS GARDEN CENTER & LANDSCAPING INC	3685524	179388416
CASPER CONSTRUCTION INC	5082193	1533329408
INTERSTATE TRAFFIC SIGNS	5503556	312918016
SHORT ELLIOTT HENDRICKSON INC	6731352	115949568

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

MINNESOTA-REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-148-698-178
Submitted Date and Time: 2-Mar-2016 3:47:47 PM
Legal Name: BLOOMERS GARDEN CENTER & LANDSC INC
Federal Employer ID: 41-1903278
User Who Submitted: debbleclark
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 178388416
Minnesota ID: 3885524
Project Owner: HARRIS TOWNSHIP
Project Number: 132388
Project Begin Date: 18-May-2015
Project End Date: 18-Sep-2015
Project Location: HARRIS TOWNSHIP MN
Project Amount: \$7,110.00
Subcontractors: No Subcontractors

Important Message

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

MINNESOTA REVENUE

Contractor Affidavit Submitted



Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-429-126-720
 Submitted Date and Time: 3-Mar-2016 12:01:36 PM
 Legal Name: CASPER CONSTRUCTION INC
 Federal Employer ID: 41-1291486
 User Who Submitted: dgodfrey
 Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1533329408
 Minnesota ID: 5062193
 Project Owner: HARRIS TOWNSHIP
 Project Number: HARRT 132388A
 Project Begin Date: 28-Jul-2016
 Project End Date: 06-Aug-2015
 Project Location: HARRIS TOWNSHIP
 Project Amount: \$32,036.00
 Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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How to View and Print this Request

You can see copies of your requests by going to the History Tab, or by clicking the link below. To Print or email a copy of this confirmation page, click one of the buttons below.

[Click here to go to the History Tab](#)

MINNESOTA - REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-384-797-248
Submitted Date and Time:	18-Feb-2016 8:27:29 AM
Legal Name:	INTERSTATE TRAFFIC SIGNS INC
Federal Employer ID:	41-2011087
User Who Submitted:	Dennis6895
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	312918018
Minnesota ID:	5503556
Project Owner:	HARRIS TOWNSHIP
Project Number:	2015 BITUMINOUS ROADWAY
Project Begin Date:	01-Jul-2015
Project End Date:	31-Aug-2015
Project Location:	HARRIS TOWNSHIP ITASCA COUNTY
Project Amount:	\$1,200.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

MINNESOTA REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-853-857-344
Submitted Date and Time: 17-Feb-2016 2:15:48 PM
Legal Name: SHORT ELLIOTT HENDRICKSON INC
Federal Employer ID: 41-1251208
User Who Submitted: AVillebro
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 115949668
Minnesota ID: 6731352
Project Owner: HARRIS TOWNSHIP
Project Number: HART 132388
Project Begin Date: 27-Jul-2015
Project End Date: 30-Oct-2015
Project Location: HARRIS TOWNSHIP
Project Amount: \$2,375.00
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

APPLICATION FOR UTILITY PERMIT
ON
TOWNSHIP ROAD RIGHT OF WAY

O: TOWN BOARD OF Harris

COUNTY OF: Itasca TOWNSHIP ROAD # Keyview Rd.

Application is hereby made for permission to place, construct and thereafter maintain a

Underground distribution line FROM The Jct. of Nordberg Rd go south 500' to an
underground cabinet then going north 120'

to a crossing (Bored 5' deep) to the west at E# 21541 Keyview Rd.

 FEET from centerline on the (east,west,north,south) side of the township
road in accordance with the sketch(s) attached thereto.

CONSTRUCTION TO CONSISTS OF:

SIZE: 1.5" O.D. DEPTH: 5' VOLTAGE 7200 NO. OF CONDUCTORS 1

SIZE OF CONDUCTORS: 1/0 ACN-J to be installed in conduit.

EXTENT & LOCATION OF TREE CLEARING: None

WORK TO START ON OR AFTER 29 DAY OF April 20 16 AND TO BE COMPLETED ON OR
BEFORE 31 DAY OF May 20 16.

The applicant, in carrying on any and all of the work herein mentioned in its application and the permit issued herefore, shall strictly conform to the terms of the permit and the regulations of the Harris TOWN BOARD as specified and made a part of said permit. The applicant shall also comply with the regulations of all other Government Agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the roadway and that will safeguard the public.

Dated this 4 day of 8, 20 16

Mike Krook
Signature

Linestaker - Grand Rapids
Title

LAKE COUNTRY POWER COOP. INC. 2810 ELIDA DRIVE GRAND RAPIDS MN 55744

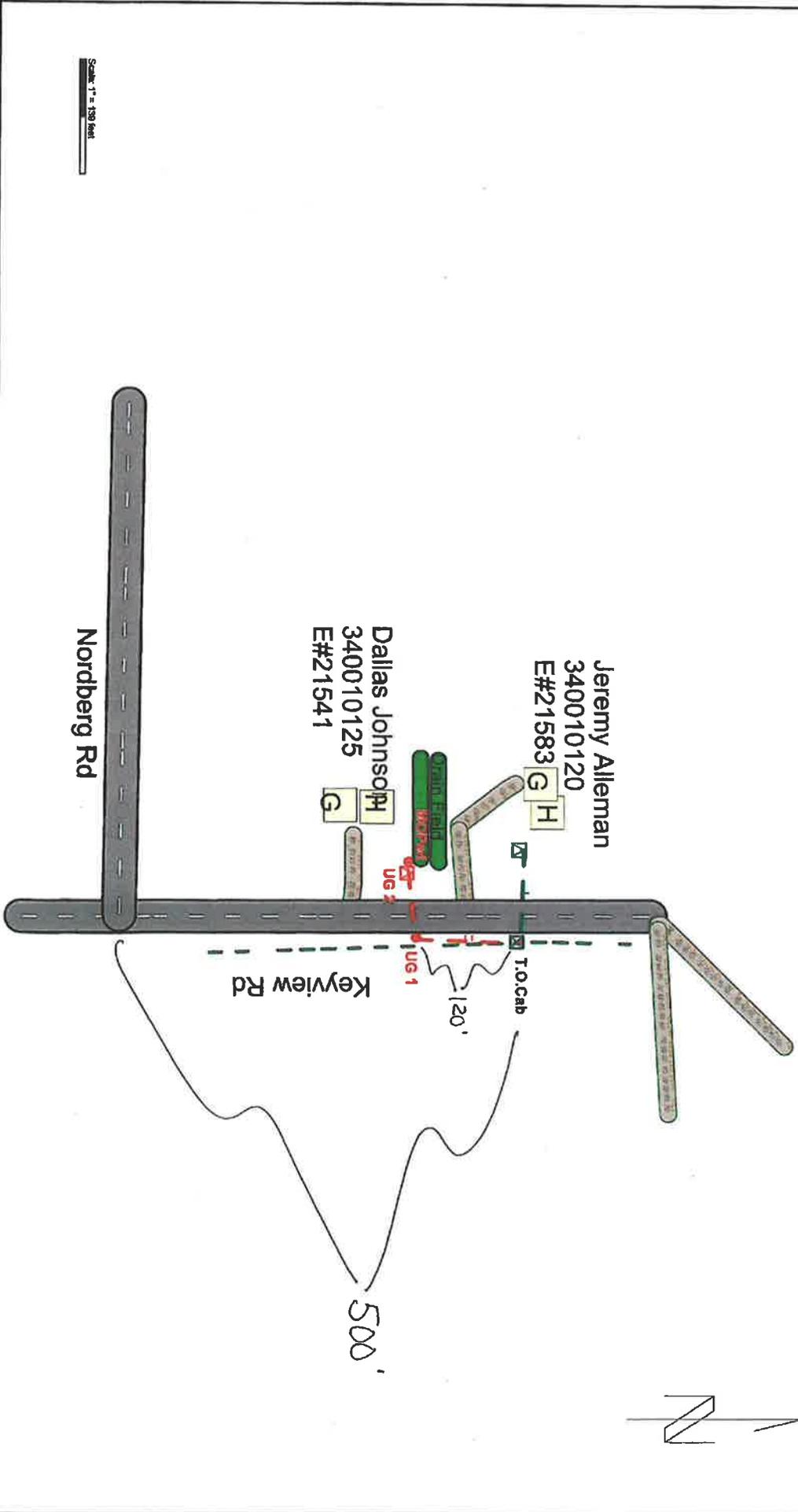
SPECIAL PROVISIONS: _____

Approved _____ TOWN BOARD OF _____ TOWNSHIP
(Date)

BY: _____
Title

STAKING SHEET
LAKE COUNTRY POWER MINNESOTA 109 SUPERIOR

W.O. Number: **21605**
SO Number: **880265150**
Sheet No.: **2 of 2**



Jeremy Alleman
340010120
E#21583

Dallas Johnson
340010125
E#21541

Nordberg Rd

Keyview Rd

Scale: 1" = 150 feet

Harris

PERMIT NO. 160046

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current

Property Owner, Address & Phone # Bradley Raymond, 203 SW 11th Ave., Grand Rapids, MN 55744

Agent, Address & Phone # _____

Contractor, Address & License # _____

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # _____ Latitude/Longitude of driveway location to residence _____

The side of the main road/highway that the driveway is located on: North South East West

Property Address (if different than current) 30506 LaPlante Rd., Grand Rapids, MN 55744

Complete Legal Description Part of lot 1 & 2; S.22, 54-25 Plat: Windage Heights

Parcel # and Lot Dimensions and/or Area 19-615-0010 (Harris Township)

Lake and/or River Name & Classification _____

Highway/Road Name and/or No. LaPlante Rd Zoning District R7 Existing Use Seasonal

PROPOSED USE:

<input type="checkbox"/> Single Family Dwelling	<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> SSTS (Septic System) <input type="checkbox"/> New <input type="checkbox"/> Upgrade
<input type="checkbox"/> Multi-family Dwelling	<input type="checkbox"/> Alt. Of Structure	<input type="checkbox"/> SSTS Certificate of Compliance
<input type="checkbox"/> Two, Three or Four Plex	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Yes: <input type="checkbox"/> No: <input type="checkbox"/> Nonconforming SSTS
<input type="checkbox"/> Seasonal Cabin	<input type="checkbox"/> Other _____	If yes, SSTS shall be upgraded by the year _____
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Special Conditions Necessary (explain) _____	
<input type="checkbox"/> Garage	<input type="checkbox"/> Steep Slopes <input type="checkbox"/> Screening <input type="checkbox"/> Erosion Control _____	
<input type="checkbox"/> Accessory Structure	OTHER: _____	
<u>10x10 Storage Shed</u>	Recreational; Commercial; Industrial _____	

STRUCTURE - MINIMUM DISTANCE FROM:

- A.* Road centerline and/or* intersecting road to bldg line 110 '
 *or 35' from r/w whichever is greater
- B. Side Yard (each) 10 '
- C. Rear Yard (each) 10 '
- D. Water Table to lowest floor 03'
- E. Flood Plain - First Floor Elevation _____
- F. High water mark to building line 75 '
- G. Top of Bluff 30 '
- H. Maximum percent of lot coverage 20 %
- I. Max. Building Height 35 ' Maximum Stories 2.5 '
- J. Dimensions: 10x10 Storage Shed

MINIMUM REQUIREMENTS FOR SSTS:

- A. Septic Tank (S.T.) to: Well 50'
- B. S.T to: Occupied Bldg and Property Line/s 10'
- C. S.T to: Buried Water Pipe under Pressure 10'
- D. Minimum Septic Tank Size (Gallons) _____
- E. SSTS to Ordinary High Water Mark _____
- F. Type of Sewage Treatment: _____
- G. Sewage Treatment to Deep Well 50'
- H. Sewage Treatment to Shallow Well 100'
- I. Sewage Treatment to Occupied Building 20'
- J. Sewage Treatment to Property Lines (each) 10'
- K. Sewage Treatment to Water Table 03'
- L. Certified Installer or **Self _____

INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE _____ 5-27-16

Fees: Permit/Emergency # \$ 65.00 (AET) Paid In Full on 5/27/16 Received by [Signature]

Zoning/Sanitation Permit: APPROVED REJECTED _____
 indicate reason below _____ Date _____ Zoning Officer _____

Comments: RECONTACT OUR OFFICE IF SETBACKS ABOVE INDICATED ARE NOT MET. Storage shed used as storage use only, no living/sleeping quarters.

Harris

PERMIT NO. 160045

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current

Property Owner, Address & Phone # Terence & Iona Beyer, 20226 River Rd, Grand Rapids, MN 55744

Agent, Address & Phone # _____

Contractor, Address & License # (no bill)

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # _____ Latitude/Longitude of driveway location to residence _____

The side of the main road/highway that the driveway is located on: North South East West

Property Address (if different than current) _____

Complete Legal Description RD#2 of SE SE; 9.12 54-25

Parcel # and Lot Dimensions and/or Area 19-012-4407

Lake and/or River Name & Classification _____

Highway/Road Name and/or No. River Rd. Zoning District FR Existing Use Residence

PROPOSED USE:

<input type="checkbox"/> Single Family Dwelling	<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> SSTS (Septic System) <input type="checkbox"/> New <input type="checkbox"/> Upgrade
<input type="checkbox"/> Multi-family Dwelling	<input type="checkbox"/> Alt. Of Structure	<input type="checkbox"/> SSTS Certificate of Compliance
<input type="checkbox"/> Two, Three or Four Plex	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Yes: <input type="checkbox"/> No: Nonconforming SSTS
<input type="checkbox"/> Seasonal Cabin	<input type="checkbox"/> Other _____	If yes, SSTS shall be upgraded by the year _____
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Special Conditions Necessary (explain) _____	
<input type="checkbox"/> Garage	<input type="checkbox"/> Steep Slopes <input type="checkbox"/> Screening <input type="checkbox"/> Erosion Control	_____
<input checked="" type="checkbox"/> Accessory Structure	OTHER: _____	
<u>STORAGE SHED</u>	<input type="checkbox"/> Recreational; Commercial; Industrial _____	

STRUCTURE - MINIMUM DISTANCE FROM:

A.* Road centerline and/or* intersecting road to bldg line 135 '
 *or 35' from r/w whichever is greater _____ '
 B. Side Yard (each) 10 ' _____ '
 C. Rear Yard (each) 10 ' _____ '
 D. Water Table to lowest floor 03' _____ '
 E. Flood Plain - First Floor Elevation na ' _____ '
 F. High water mark to building line na ' _____ '
 G. Top of Bluff na ' _____ '
 H. Maximum percent of lot coverage 35 % _____ %
 I. Max. Building Height 35 ' Maximum Stories 2.5 _____ '
 J. Dimensions: 12x16 storage shed _____

MINIMUM REQUIREMENTS FOR SSTS:

A. Septic Tank (S.T.) to: Well 50'
 B. S.T to: Occupied Bldg and Property Line/s 10'
 C. S.T to: Buried Water Pipe under Pressure 10'
 D. Minimum Septic Tank Size (Gallons) _____
 E. SSTS to Ordinary High Water Mark _____ '
 F. Type of Sewage Treatment: _____
 G. Sewage Treatment to Deep Well 50'
 H. Sewage Treatment to Shallow Well 100'
 I. Sewage Treatment to Occupied Building 20'
 J. Sewage Treatment to Property Lines (each) 10'
 K. Sewage Treatment to Water Table 03'
 L. Certified Installer or **Self _____

INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE _____

Fees: Permit/Emergency # \$ 60.00 Paid In Full on 3/31/16 Received by C.T.I.

AFTER THE FACT PERMIT

Zoning/Sanitation Permit: APPROVED REJECTED 3/31/16 Clare J. Johnson
 indicate reason below Date Zoning Officer

Comments: Storage shed used as storage use only, no living/sleeping quarters.

Harris 160055

PERMIT NO.

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current

Property Owner, Address & Phone # Jeffrey & Corrine Vanepn, 20703 Aspen Dr. Grand Rapids, MN 55744

Agent, Address & Phone #

Contractor, Address & License #

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # Latitude/Longitude of driveway location to residence

The side of the main road/highway that the driveway is located on: North South East West

Property Address (if different than current)

Complete Legal Description Part of SW NE; S.10, 54-25

Parcel # and Lot Dimensions and/or Area 19-010-1302

Lake and/or River Name & Classification

Highway/Road Name and/or No. Aspen Dr. Zoning District FR Existing Use Residence

PROPOSED USE:

Form with checkboxes for Single Family Dwelling, Multi-family Dwelling, Two, Three or Four Plex, Seasonal Cabin, Manufactured Home, Garage, Accessory Structure, New Construction, Alt. Of Structure, Change in Use, Other, Special Conditions Necessary, Steep Slopes, Screening, Erosion Control, SSTS (Septic System) New Upgrade, SSTS Certificate of Compliance, Yes: No: Nonconforming SSTS, If yes, SSTS shall be upgraded by the year, OTHER: Recreational; Commercial; Industrial

STRUCTURE - MINIMUM DISTANCE FROM:

- A.* Road centerline and/or* intersecting road to bldg line 58'
B. Side Yard (each) 10'
C. Rear Yard (each) 10'
D. Water Table to lowest floor 03'
E. Flood Plain - First Floor Elevation na
F. High water mark to building line na
G. Top of Bluff na
H. Maximum percent of lot coverage 25%
I. Max. Building Height 35' Maximum Stories 12.54
J. Dimensions: 12x16 Storage Shed with 4x16 Deck, 12x29 Casato & 10x16 Deck onto existing garage.

MINIMUM REQUIREMENTS FOR SSTS:

- A. Septic Tank (S.T.) to: Well 50'
B. S.T to: Occupied Bldg and Property Line/s 10'
C. S.T to: Buried Water Pipe under Pressure 10'
D. Minimum Septic Tank Size (Gallons)
E. SSTS to Ordinary High Water Mark
F. Type of Sewage Treatment:
G. Sewage Treatment to Deep Well 50'
H. Sewage Treatment to Shallow Well 100'
I. Sewage Treatment to Occupied Building 20'
J. Sewage Treatment to Property Lines (each) 10'
K. Sewage Treatment to Water Table 03'
L. Certified Installer or **Self

INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE [Signature] 3-30-16

Fees: Permit/Emergency # \$ 170.00 (APT) Paid In Full on 3/30/16 Received by [Signature]

Zoning/Sanitation Permit: APPROVED REJECTED indicate reason below Date 3/30/16 Zoning Officer [Signature]

Comments:

Harris

PERMIT NO. 160054

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current

Property Owner, Address & Phone # Troy & Brenda Narthan, 21306 River Rd. Grand Rapids, MN 55744

Agent, Address & Phone #

Contractor, Address & License #

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # Latitude/Longitude of driveway location to residence

The side of the main road/highway that the driveway is located on: North South East West

Property Address (if different than current)

Complete Legal Description Part of NE NW; S.12, 54-25 Harris Trp.

Parcel # and Lot Dimensions and/or Area 19-012-2132

Lake and/or River Name & Classification

Highway/Road Name and/or No. River Rd. Zoning District PR Existing Use Residence

PROPOSED USE:

- Single Family Dwelling New Construction SSTS (Septic System) New Upgrade
Multi-family Dwelling Alt. Of Structure SSTS Certificate of Compliance
Two, Three or Four Plex Change in Use Yes: No: Nonconforming SSTS
Seasonal Cabin Other If yes, SSTS shall be upgraded by the year
Manufactured Home Special Conditions Necessary (explain)
Garage Steep Slopes Screening Erosion Control
Accessory Structure OTHER:
Recreational; Commercial; Industrial

STRUCTURE - MINIMUM DISTANCE FROM:

- A.* Road centerline and/or* intersecting road to bldg line 110'
*or 35' from r/w whichever is greater
B. Side Yard (each) 10'
C. Rear Yard (each) 10'
D. Water Table to lowest floor 03'
E. Flood Plain - First Floor Elevation na
F. High water mark to building line na
G. Top of Bluff na
H. Maximum percent of lot coverage 10%
I. Max. Building Height 35' Maximum Stories 1.5
J. Dimensions: Storage Shed 8x8

MINIMUM REQUIREMENTS FOR SSTS:

- A. Septic Tank (S.T.) to: Well 50'
B. S.T to: Occupied Bldg and Property Line/s 10'
C. S.T to: Buried Water Pipe under Pressure 10'
D. Minimum Septic Tank Size (Gallons)
E. SSTS to Ordinary High Water Mark
F. Type of Sewage Treatment:
G. Sewage Treatment to Deep Well 50'
H. Sewage Treatment to Shallow Well 100'
I. Sewage Treatment to Occupied Building 20'
J. Sewage Treatment to Property Lines (each) 10'
K. Sewage Treatment to Water Table 03'
L. Certified Installer or **Self

INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE

Fees: Permit/Emergency # \$ 60.00 Paid In Full on 3/29/16 Received by

Zoning/Sanitation Permit: APPROVED REJECTED
Date Zoning Officer

Comments: Call if not used as a storage shed or if setbacks not met.
For storage use only. Setback is over 58' from E. Harris Rd.

Harris

PERMIT NO. 160053

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current

Property Owner, Address & Phone # William & Elizabeth Lindahl, 19345 Wendigo Rd, Grand Rapids, MN 55744

Agent, Address & Phone #

Contractor, Address & License #

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # Latitude/Longitude of driveway location to residence

The side of the main road/highway that the driveway is located on: North South East West

Property Address (if different than current)

Complete Legal Description E198' of 660' of NW SW; S.17, 54-25

Parcel # and Lot Dimensions and/or Area 15-013-4206 Barrie Township

Lake and/or River Name & Classification

Highway/Road Name and/or No. Wendigo Rd Zoning District PR Existing Use Residence

PROPOSED USE:

Form with checkboxes for: Single Family Dwelling, Multi-family Dwelling, Two, Three or Four Plex, Seasonal Cabin, Manufactured Home, Garage, Accessory Structure, New Construction, Alt. Of Structure, Change in Use, Other, Special Conditions Necessary, Steep Slopes, Screening, Erosion Control, SSTS (Septic System) New Upgrade, SSTS Certificate of Compliance, Yes/No, Nonconforming SSTS, If yes, SSTS shall be upgraded by the year, OTHER: Recreational; Commercial; Industrial

STRUCTURE - MINIMUM DISTANCE FROM:

- A.* Road centerline and/or* intersecting road to bldg line 110'
B. Side Yard (each) 15'
C. Rear Yard (each) 30'
D. Water Table to lowest floor 03'
E. Flood Plain - First Floor Elevation 03'
F. High water mark to building line 10'
G. Top of Bluff 04'
H. Maximum percent of lot coverage 12.5%
I. Max. Building Height 35' Maximum Stories 2.5
J. Dimensions: 10x27 Lean To

MINIMUM REQUIREMENTS FOR SSTS:

- A. Septic Tank (S.T.) to: Well 50'
B. S.T to: Occupied Bldg and Property Line/s 10'
C. S.T to: Buried Water Pipe under Pressure 10'
D. Minimum Septic Tank Size (Gallons)
E. SSTS to Ordinary High Water Mark
F. Type of Sewage Treatment:
G. Sewage Treatment to Deep Well 50'
H. Sewage Treatment to Shallow Well 100'
I. Sewage Treatment to Occupied Building 20'
J. Sewage Treatment to Property Lines (each) 10'
K. Sewage Treatment to Water Table 03'
L. Certified Installer or **Self
INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE

Fees: Permit/Emergency # \$ 60.00 Paid In Full on 3/29/16 Received by

Zoning/Sanitation Permit: APPROVED REJECTED indicate reason below Date 3/29/16 Zoning Officer

Comments:

Harris

PERMIT NO. 160058

ITASCA COUNTY APPLICATION FOR ZONING/SSTS PERMIT & CERTIFICATE OF COMPLIANCE

Current
Property Owner, Address & Phone # Perry & Beth Bloom, 18740 Birch Ave. N Plymouth, MN 55446
Agent, Address & Phone #
Contractor, Address & License # SELF

*If other than self, they are to be licensed with the MN Dept. of Commerce. Property owner may forfeit any mechanic's lien rights entitled under MS 514.01. The hiring of unlicensed contractor/s is a misdemeanor under Minnesota Law.

Em. # Latitude/Longitude of driveway location to residence
The side of the main road/highway that the driveway is located on: North South East West
Property Address (if different than current) 29622 Co rd 67, Grand Rapids, MN 55744

Complete Legal Description SW 1/4 Sec 16 N 925' S. 26. 54-25
Parcel # and Lot Dimensions and/or Area 19-026-2300

Lake and/or River Name & Classification

Highway/Road Name and/or No. Co rd 67 Zoning District Existing Use Seasonal

PROPOSED USE:

- Single Family Dwelling New Construction SSTS (Septic System) New Upgrade
Multi-family Dwelling Alt. Of Structure SSTS Certificate of Compliance
Two, Three or Four Plex Change in Use Yes: No: Nonconforming SSTS
Seasonal Cabin Other If yes, SSTS shall be upgraded by the year
Manufactured Home Special Conditions Necessary (explain)
Garage Steep Slopes Screening Erosion Control
Accessory Structure OTHER:
Recreational; Commercial; Industrial

STRUCTURE - MINIMUM DISTANCE FROM:

- A.* Road centerline and/or* intersecting road to bldg line 110'
*or 35' from r/w whichever is greater
B. Side Yard (each) 10'
C. Rear Yard (each) 10'
D. Water Table to lowest floor 03'
E. Flood Plain - First Floor Elevation
F. High water mark to building line
G. Top of Bluff
H. Maximum percent of lot coverage 25%
I. Max. Building Height 35' Maximum Stories
J. Dimensions: 30' x 20' Garage, 3' x 9' Concrete Pad

MINIMUM REQUIREMENTS FOR SSTS:

- A. Septic Tank (S.T.) to: Well 50'
B. S.T to: Occupied Bldg and Property Line/s 10'
C. S.T to: Buried Water Pipe under Pressure 10'
D. Minimum Septic Tank Size (Gallons)
E. SSTS to Ordinary High Water Mark
F. Type of Sewage Treatment:
G. Sewage Treatment to Deep Well 50'
H. Sewage Treatment to Shallow Well 100'
I. Sewage Treatment to Occupied Building 20'
J. Sewage Treatment to Property Lines (each) 10'
K. Sewage Treatment to Water Table 03'
L. Certified Installer or **Self

INSPECTION: 218/327-2857

I have read the above minimum requirements and hereby acknowledge that I understand them and will comply with them. **I hereby waive any and all claims against Itasca County, on installing my own SSTS due to my failure to conform and comply with the Sanitation Ordinance and Minnesota Rules Chapter 7080. Permit is valid for 12-months to start construction.

SIGNATURE AND DATE Perry Bloom 3-21-2016

Fees: Permit/Emergency # \$ 4,200 Paid In Full on 3/31/16 Received by

Zoning/Sanitation Permit: APPROVED REJECTED
Date 3-31-16 Zoning Officer

Comments: Garage used as garage/storage use only, no living/sleeping quarters.

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 January 2016** (to be reviewed again in May 2016)
 - Skating Rink Attendant: Wage will be \$9.00 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 — *Increase to \$11.00* —
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.
 - Head Election Judge: Wage will be included in the "Request for Board Action" to approve the Clerk's list of election judges.
The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.
- ◆ **Effective Date:**

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

- Amended May, 2006, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13, 2016

2016 Legal Short Course

Registration Form

Multiple people can register on this form...if necessary though, please make a copy

Deadline to register is April 7th

NO PHONE REGISTRATIONS ACCEPTED

Mail to: **Minnesota Association of Townships (MAT)**
P.O. Box 267, St. Michael MN 55376
Fax to: 763-497-3361

Thursday April 21, 2016 · Best Western Premier Nicollet Inn, Burnsville

Early-Bird Registration is **\$50** per person

*****Please plan to register On-site after April 7th – On-site registration will be \$60*****

Registration fee includes program expenses, printed materials, refreshments, and lunch

TOWNSHIP _____	COUNTY _____
NAME _____	POSITION _____
NAME _____	POSITION _____
NAME _____	POSITION _____
NAME _____	POSITION _____
NAME _____	POSITION _____

_____ PAYMENT ENCLOSED (*Make checks payable to MAT*)

– OR –

_____ BILL TO (*Invoice is sent to the Township Clerk unless noted different below*)

NAME _____

ADDRESS _____

TELEPHONE (_____) _____

Questions concerning registration can be directed to Jesi Petersen at 763-497-2330 or 1-800-228-0296.

CANCELLATION POLICY: Refunds will be made to those that have mailed/faxed/e-mailed a request by May 26, 2016.
Fees will be refunded, less a \$10 processing fee.

2016 LEGAL SHORT COURSE AGENDA

8:00 a.m. *Registration*

8:30 a.m. **Pledge & Legislative Update** - Gary Pedersen, MAT Executive Director

9:00 a.m. **Understanding Fire Relief Associations** – Rose Hennessy-Allen, Office of the State Auditor
Fire relief associations play a big role in many communities. Understanding the role of the fire relief association, how it is organized and how it is funded is important part of working with the fire relief association connected to your fire protection.

10:00 a.m. *Refreshment break*

10:15 a.m. **Recent cases Seeking Township Information** – Jessica Schwie
In the last year multiple townships were sued over access to township information. Find out why the townships ended up being sued, how the courts addressed the claims and what you can do to reduce the chance your township ends up in the same situation.

11:00 a.m. **Paying by the Mile...Financing Options for Public Improvements** – Bob Ruppe
Increasingly township residents expect their boards to provide things like paved roads and town hall/community centers. How can a township pay for the improvements its residents demand? Learn ways that things can be paid for with an emphasis on using the special assessment process.

12:00 p.m. *Lunch*

12:45 p.m. **The importance of Getting it in Writing** – Peter Tiede
Townships enter into contracts all the time. But too often there isn't anything in writing because someone thought it would be too complicated. This course will explain how a written contract protects a township and the reasons behind many of the common provisions your contracts should have.

1:30 p.m. **The difference Between a Responsible Contractor and a Responsible Bidder** – Kyle Hartnett
Recent legislation created a new entity called a Responsible Contractor. It's important that townships understand what that is, what the law required and how it is different than a Responsible Bidder.

2:30 p.m. **Emergency Meeting and Contracting** – Troy Gilchrist
When an emergency strikes it's important to know the proper way to respond. It's also important to remember that the Open Meeting Law and Municipal Contracting law still apply. This course will explain how townships should respond to emergencies while following the law.

3:30 p.m. *Adjourn*

Cari Ann

From: Ken Haubrich <harristownship1supervisor.a@gmail.com>
Sent: Saturday, April 09, 2016 8:39 PM
To: harristownshipclerk@gmail.com
Subject: Pole Saw
Attachments: HTA 85.docx

Pole saw - \$500.00
Battery (2)- \$340.00
Charger - \$80.00

L&M or Ace Hardware

HTA 85

A 12' telescopic pole pruner, powered by 36-volt Lithium-Ion battery technology.



Shown with optional support foot.

Recommended Battery (sold separately): AP 180 - up to 40 min.

Homeowners and tree care professionals now have a quiet, zero-exhaust emission, low vibration option for trimming overhead branches. The STIHL HTA 85 Lithium-Ion battery pole pruner offers lightweight, balanced cutting thanks to its brushless, commercial-grade, high-torque electric motor. Part of the STIHL Battery Kombi System, the HTA 85 runs on the same interchangeable battery system as other STIHL Lithium-Ion tools and offers long run times on a single charge – up to three hours depending on which battery – with no gradual drop in performance. The HTA 85 telescopes to 12 feet for those tall tree-trimming tasks and requires minimal maintenance since it has no engine or filter. Best of all, there's no gasoline cost and no restrictive power cords.

HTA 85

A 12' telescopic pole pruner, powered by 36-volt Lithium-Ion battery technology.



HTA 85 Specifications - Occasional and Professional Use

SHAFT LENGTH	8.2" to 12.1"
WEIGHT w/o BATTERY	4.9 kg (10.8 lbs.)
RUN TIME (w/ AP 180)	Up to 40 minutes
OILOMATIC® Chain/Guide Bar Size	1/4" PM3, 10" to 12" Bar
POWER SOURCE	Battery

Your advanced STIHL Battery KombiSystem deserves an equally advanced charger. The STIHL AL 300 rapid battery charger fits that bill perfectly. Designed to charge your STIHL Lithium-Ion batteries in approximately 25 minutes*, the AL 300 is exactly what you need to power through your lawn care tasks. It features an onboard cooling fan and bright LED display to indicate current charge level. This smart charger even switches off automatically once your battery is fully charged.

Battery Charge Times (Charge Times in minutes)

	AP 80	AP 160	AP 180	AP 300	AR 900
AL 100	70/100	150/165	160/210	190/250	x
AL 300	25/50	35/60	40/70	45/75	190/250
AL 500	25/50	35/60	20/25	25/35	100/130
	80%/100%	80%/100%	80%/100%	80%/100%	80%/100%

*Charge time approximated using STIHL AP 80 Lithium-Ion batteries. Charge times may vary.

For extended landscaping tasks, the STIHL AP 180 Lithium-Ion battery is designed to deliver consistently long run times with no fades or "brown outs." The unique design of this 36-volt powerhouse keeps even the most demanding tools of the STIHL Battery Kombi line running at full speed until it's depleted – no gradual drops in power. And the LED charge display lets you know just how much juice you have to work with, so you don't get caught in the middle of a job. The AP 180 weighs a mere 3.8 lbs. and can be charged hundreds of times without any noticeable loss in capacity. Even after 500 charges, the battery retains over 80% capacity. The secret is in its engineering. The battery features specialized voltage monitors and temperature sensors to help ensure optimal operation and a longer

service life.

STIHL Lithium-Ion Battery Usage Chart (Minutes)

	AP 80	AP 100	AP 160	AP 180	AP 300	AR 900
MSA 160 C-BQ	x	17	35	40	50	180
MSA 200 C-BQ	x	15	x	35	45	160
HSA 65	45	45	80	85	108	450
HSA 66	60	60	120	140	180	660
HLA 85	60	60	x	120	180	660
HTA 65	x	17	x	40	50	180
HTA 85	x	17	35	140	180	660
BGA 85*	7	7	16	17	24	90
BGA 100*	10	10	22	25	34	130
FSA 65	30	30	60	70	90	330
FSA 85	15	15	30	35	45	160
FSA 90 R	10	10	21	24	30	120
RMA 370**	x	1500	3000	3300	4000	x
RMA 410**	x	1600	3200	3500	4300	x
TSA 230	x	6	13	15	18	75

*Blowers are measured at mid-range power setting.

**Lawn mowers are measured by the area mowed in square feet.