

Madam Chair Peggy Clayton
20356 Wendigo Park Road
Grand Rapids, MN 55744
Phone 218-326-1551

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

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

www.harristownshipmn.org

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Jim Kelley 327-0317
Treasurer Josh Thoennes 398-0617
Clerk Amanda Schultz 244-1811

harristownshipclerk@gmail.com

REGULAR MEETING October 9, 2019 at 7:30pm AGENDA

1. **Pledge to the Flag**, followed by the reading of the township mission statement
2. **Approve the Minutes**
 - A. Regular Meeting, September 11, 2019
3. **Additions and Corrections**
4. **Business from the Floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
 - A. Land Application Notice from Carlton County Soil Improvement Program
6. **Roads**
 - A. Road Inspection Report of September 21 and 28, 2019 for Gravel Roads/P
 - B. Road Inspection Report of September 21 and 28, 2019 for Paved Roads/P
 - C. Lakeview Drive Update/J
 - D. Road Sign Policy/P
7. **Recreation**
 - A.
8. **Correspondence**
 - A. Township Association Meeting, Minutes of September 9, 2019/P
 - B. Network Opportunities, aka Local Collaborative, Minutes of September 25, 2019/P
9. **Old Business**
 - A. Use of Equipment/P
 - B. Land Appraisal Update/K
 - C. New Water Tank for Town Hall/K
10. **New Business**
 - A. 2020 Election Judge Training/P
 - B. Town Hall Rental Rates/P
 - C. Property Valuation Program/P
11. **Treasurer's Report** – dated September, 2019, September Financials 2019
 - A. Approve Treasurers Report
 - B. Approve the payment of bills (include check numbers and amount)
12. **Public Input** (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record

13. UPCOMING Events / Meetings

October 10, 2019	Work Session Re: Security & Position Reviews	7:00 pm Service Center
October 23, 2019	P and D Meeting	7:30 pm Town Hall
October 9, 2019	Regular Meeting	7:30 pm Town Hall

14. Adjourn

Prepared by: _____
Amanda Schultz, Clerk

Signed by: _____
Peggy Clayton, Chair

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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.

REGULAR MEETING September 11, 2019, 7:30 pm MINUTES

Present: Chair Peggy Clayton; Supervisors Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack; Treasurer Josh Thoennes; and Clerk Amanda Schultz.

Chair Clayton called the meeting to order at 7:30 p.m.

1. **Pledge of Allegiance** – The Pledge of Allegiance to the Flag was conducted and the Mission Statement was read.
2. **Approve the Minutes**
 - A. Regular Meeting, August 14, 2019
Motion to approve the Regular Meeting minutes of August 14, 2019 by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.
3. **Additions and Corrections**
Motion to add Items 6B (SEH Update), 7B (Robinson Road), and 10H (Cemetery Flowers) and approve the agenda as amended by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.
4. **Business from the Floor** - None
5. **Consent Agenda** - None
6. **Roads**
 - A. Lakeview Drive Update
Supervisor Clayton reported on the correspondence received from Minnesota Association of Township (MAT) Attorney, Steve Fenske. Motion to direct Supervisors Kelley and Haubrich to consult with SEH to get an official opinion on the Lakeview Drive issue by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.
 - B. SEH Update
Supervisor Kelley reported that Allie Jurvelin will no longer be handling engineering services for Harris Township. Item was discussed for informational purposes only; no action taken.
7. **Recreation**
 - A. Corner Lot
Supervisor Schack reported on a request he received from a constituent to place a picnic table and other items on the corner lot property located on Harris Town Road and Wendigo Park Road. Item was discussed for informational purposes only; no action taken.

B. Robinson Landing

Supervisor Kelley reported that the recycled bituminous project has been completed. Supervisor Schack reported that it appears that the recent weather has created some wash-out. Supervisor Kelley indicated that he has also noticed this and that he is working with the Maintenance Crew and Casper Construction to remedy the issue. The item was discussed for informational purposes only; no action taken.

8. Correspondence

A. Township Association Meeting, Minutes of August 12, 2019

Item presented for informational purposes only; no action taken.

B. 2019 Minnesota Fall Maintenance Expo

Supervisor Clayton reported that the Board has been invited to attend the 2019 Minnesota Fall Expo in St. Cloud, MN, October 2-3, 2019. No action taken.

9. Old Business

A. Schedule Work Session Re: Security

Motion to schedule a Work Session Re: Security on Thursday, October 10, 2019 at the Harris Town Hall at 7:00 p.m. by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

B. Mow Daddy Contract for 2020-2022

Supervisor Clayton reported that pursuant to previous action, a Lawn Care and Ground Maintenance Contract between Mow Daddy and Harris Township has been drafted for the term of May 1, 2020-September 30, 2022 and signed by vendor. Motion to approve the Lawn Care and Ground Maintenance Contract between Mow Daddy and Harris Township for 2020-2022 and authorize necessary signatures by Supervisor Kortekaas, seconded by Haubrich, and passed by all.

C. Land Appraisal

Supervisor Haubrich reported that several people have expressed interest in purchasing the two (2) lots located at Harris Town Road and Wendigo Park Road, although there has been no official decision made as to whether or not to sell the lots. Motion to direct Supervisor Haubrich to acquire a quotes for an appraisal of the properties and to report findings back at the September 25, 2019 P & D meeting by Supervisor Kortekaas, seconded by Supervisor Schack, and passed by all.

10. New Business

A. Schedule Work Session Re: Insurance

Motion to schedule a Work Session Re: Insurance on Monday, September 16, 2019 at the Harris Town Hall at 7:00 p.m. by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

B. Back-up of Laptops and Computer

Supervisor Clayton shared information on the latest computer issues, specifically those with the Service Center computer, and suggested that all units be backed-up on a monthly basis. Item was discussed for informational purposes only; no action taken.

C. Service Center Computer

Supervisor Clayton reported the Service Center computer was brought to Computer Enterprises for service. It is unsure at this point if the issue can be resolved or if a new system will be

necessary. Motion to authorize purchase of a replacement contingent upon response from Computer Enterprises by Supervisor Schack, seconded by Supervisor Haubrich, and passed by all.

D. Mediacom vs Paul Bunyan at Town Hall

Supervisor Clayton reported that the Mediacom telephone issue is still unresolved and discussed service options including the option of switching to Paul Bunyan Communications at the Town Hall. It was the consensus of the Board to keep service with Mediacom and to direct Supervisor Clayton to arrange for repair. The item was discussed for informational purposes; no action taken.

E. Resolution and Certification for 2020 Township Tax Levy

Motion to adopt Resolution No. 2019-15 Re: Adopting the Levy Collectible in 2020 by Supervisor Kelley, seconded by Supervisor Schack, and passed by all.

F. GovOffice

Supervisor Clayton reported that she and Clerk Schultz were able to communicate necessary changes for website administration with GovOffice. Accounts have been set up for Clerk Schultz and Sexton Vetsch and Clerk Schultz will be working with the Chair and Vice-Chair to set up accounts as back-up administrators. The item was discussed for informational purposes; no action taken.

G. Schedule Fall Road, Public Access, and Parks Tour

Motion to schedule the Fall Road, Public Access, and Park Tours on Saturday, September 21, 2019 beginning at 12 noon and on Saturday, September 28, 2019 beginning at 9:00 a.m. by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

H. Cemetery Flowers

Supervisor Clayton reported that according to the Harris Township Cemetery Policy, flowers and decorations are to be removed by October 1, 2019. Motion to direct Clerk Schultz to publish a reminder notice in a Sunday publication of the Grand Rapids Herald Review by Supervisor Kelley, seconded by Supervisor Kortekaas, and passed by all.

11. Treasurer's Report

A. Approve Treasurers Report

Motion to approve the Treasurer's Report for August, dated September 11, 2019, by Supervisor Kelley, seconded by Supervisor Haubrich, and passed by all.

B. Approve the Payment of Bills

Treasurer Thoennes reviewed the claims for approval, totaling \$43,370.81. Motion to approve claim numbers 19103-19121 and Electronic Fund Transfers (EFTs) 1-7, in the amount of \$43,370.81, and gross payroll, in the amount of \$8,900.31, by Supervisor Haubrich, seconded by Supervisor Kortekaas, and passed by all by roll call vote.

12. Public Input

Dan Gilbert addressed the Board. He indicated that he was attending the meeting for informational purposes only, but that he found interest in Item 9C (Land Appraisal). Mr. Gilbert suggested that the Board acquire a free market analysis instead of an appraisal on the properties and recommended that the Board contact Jackie Lawson with Move It Real Estate.

13. Upcoming Meetings and Events

September 16, 2019	Work Session Re: Insurance	7:00 pm Town Hall
September 21, 2019	Fall Road, Public Access, and Park Tour	12 noon Town Hall

September 25, 2019	P and D Meeting	7:30 pm Town Hall
September 28, 2019	Fall Road, Public Access, and Park Tour	9:00 am Town Hall
October 7, 2019	Township Association	7:00 pm Blandin Foundation
October 9, 2019	Regular Meeting	7:30 pm Town Hall
October 10, 2019	Work Session Re: Security	7:00 pm Town Hall

14. Adjourn

There being no further business to be discussed, a motion was made to adjourn the meeting by Supervisor Kortekaas, seconded by Supervisor Haubrich, and passed by all at 8:35 p.m.

Submitted by: _____ Signed by: _____
Amanda Schultz, Clerk Peggy Clayton, Chair



 CARLTON COUNTY SOIL IMPROVEMENT PROGRAM

317 Chestnut Ave P.O. Box 307 Carlton, MN 55718
 t. 218.384.3511 f. 218.384.3512

September 18, 2019

Harris Township
 Amanda Schultz, Township Clerk
 20876 Wendigo Park Rd
 Grand Rapids, MN 55744

Dear Township Official:

The Carlton County Soil Improvement Program, following Minnesota Pollution Control guidelines, has reviewed and accepted an application to land apply wood ash and/or lime on the following site in order to raise the soil pH:

Allan Jackson
 19711 Cardinal Drive
 Grand Rapids, MN 55744

Home Phone:
 Cell Phone: 2182590353

Field ID: AJTN	Acres: 22	Harris Township	County: Itasca
NW 1/4 of NE 1/4 of Sec. 34, T54N, R25W			
Field ID: AJSG	Acres: 10	Harris Township	County: Itasca
SW 1/4 of NW 1/4 of NW 1/4 of Sec. 13, T54N, R25W			

Based on analyses of lime from past operating reports, it is considered suitable for agricultural use if proper application rates and management practices are followed.

Complete permit applications are available for review at the Carlton County Extension office. These permits include: complete soil tests of the field, aerial photographs of the field, NRCS soil maps indicating location and extent of soils, and road maps showing location of this site. If you have any comments or questions, please contact us at (218) 384-3511.

Sincerely,

Becky Haass
 Agriculture Technician
 Carlton County Soil Improvement Program

cc: County Zoning office, County Commissioner

HARRIS TOWNSHIP ROAD INSPECTIONS
SEPTEMBER 21, and 28, 2019
GRAVEL ROADS

GENERAL INFORMATION**(1=BAD; 5=GOOD)**

ROAD	SURFACE CONDITION	COMMENTS
Bay View Road	5	Looks good!
Bear Creek Road	5	By Carlson Lake; dead tree needs to come down; potholes; grading needed
Breezy Lane	5	Looks good!
Carol Street	5	Needs dead end sign on road
Davis Road	5	Looks good!
Forest View Trail	5	Looks good!
Hauser Road	3	Brushing needed; tree branches need to be trimmed
Hughes Road	3	Will need gravel; not a lot of dirt on the road; potholes; brushing needed
Jane Lane	3	Sone branches down
Lakeview Trail	5	Fixed; turn around is soft; may need back blading
Metzenhuber Road	4	Ok
Nancy Drive	5	Looks good
Norway Road	5	Brushing needed
Pennala Road	5	"Road closed" signage needs to come down
Pine Crest Road	5	Sign low and is hidden ; no dead end sign!
River Ridge Road	5	Dead end sign needs to be turned; stop sign also needs to be turned.
River View Road	5	Looks good!
Root Road	4	Looks good
Robinson Landing	4	Finishing work needed (riprap)
Schmidt Road	4	Some trees need to come down
Sunset Drive	5	Looks good!

HARRIS TOWNSHIP ROAD INSPECTIONS

SEPTEMBER 21, and 28, 2019

GRAVEL ROADS

GENERAL INFORMATION

(1=BAD; 5=GOOD)

Service Center Rd to Cemetery	4	In need of work!
Sunset Lane	5	Looks good; stop sign is leaning
Vroman Road	3	Will need gravel
Wendigo Heights Road	5	Looks good!
Wagon Wheel Court Road	5	Minor potholing; grading needed
Wendigo Park Circle	5	Looks good!
Wendigo Picnic Area	5	Brushing needs to be done toward the lake and property line; steps need some work
Wendigo Park Parking Lot	5	BB court and tennis court in need of crack repair; pine needles, and branches down

HARRIS TOWNSHIP ROAD INSPECTIONS
SEPTEMBER 21, and 28, 2019
PAVED ROADS

GENERAL INFORMATION**(1=BAD; 5=GOOD)**

ROAD	SURFACE CONDITION	COMMENTS
Alicia Place	5	Straighten sign; "children play sign" at entrance and at FN28697
Alicia Spur	5	Looks ok!
Apache Drive	4	Branches in ditch by FN21733, and 21679
Aspen Drive	3	Stop sign needs to be moved! Alligating going on.
Birch Hills Drive	5	Looks good!
Birch Street	5	Cracks fixed; looks good.
Casper Landing	5	Recycled asphalt completed; swimming beach?
Cemetery	1	Road in need of work!
Chippewa Drive	4	Looks good!
Crystal Park	5	Cracks on BB court need repair. Lines in parking lot need to be repainted, along with handicap parking
East Harris Road	5	Wide cracks should be filled-budget \$
Field Crest Road	5	Road work completed in 2019; looks good!
Gary Drive	5	Road work completed in 2019; keep an eye on corner soft spot
Harbor Heights	5	Patching need on entryway
Isle View Road	5	Corner redone
Jess Harry Corner	5	Looks good!
Key View Road	5	Shouldering ; cracks filled
Kathryn Drive	5	Looks good!
Lakeview Drive	5	Looks good!
LaPlant Road Landing	4	Looks good!
Little Crystal Lane	5	Road work completed in 2019; looks good!

HARRIS TOWNSHIP ROAD INSPECTIONS

SEPTEMBER 21, and 28, 2019

PAVED ROADS

GENERAL INFORMATION

(1=BAD; 5=GOOD)

Melody Road	5	Wood in ditch (maintenance to pick up)
Mishawaka Landing	3	Need more room for parking; put recycle down; all landings need improvements!
Mishawaka Road	3	Soil borings done
Mishawaka Shores Trail	2	Sections need base work; alligating; cracks rough
Mohawk Drive	4	Looks good!
Nicholas Street	5	Looks great!
Norberg Drive	3	Asphalt good; settled cracks
Pine Landing Drive	4	Looks good
Pine Street	5	Cracks repaired; looks good
Robinson Road	4	Cracks
Romans Road	5	Branches down.
Ruff Shores Road	5	Looks good!
Southwood Road	5	Good shape!
Stoney Point Road	5	Ok!
SunnyBeach Addition Road	2	Cracks, potholes
SunnyBeach Road (Wendigo Park Road to Adair)	5	Looks good!
SunnyBeach Road (Adair to Harris)	3	Tree needs to be removed by FN31777
Sunny Lane	1+	Bad all the way! Potholes, etc.
Tolerick Drive	3-	Fix road; reclaim like Field Crest; subcutaneous by FN19354; trees in ditch
Town Hall Parking Lot	5	Needs lines painted

HARRIS TOWNSHIP ROAD INSPECTIONS

SEPTEMBER 21, and 28, 2019

PAVED ROADS

GENERAL INFORMATION

(1=BAD; 5=GOOD)

Underwood Road-East	5	Looks good!
Underwood Road-West	3	Looks good!
Verde Lane	3	Tree down (East Side) by FN 21993
Wendigo Park Road	4	Rougher than other roads
Wesleyan Drive	3	Bumpy
Westwood Lane	5	Cracking has been repaired.
Westwood Road	5	Cracking has been repaired.
Winnebago Drive	4	Cracking has been repaired; looks good!
Winston-Taylor Road	4	Looks good!
Woodbine Lane	5	Looks good!
Woodland Park Road	5	Looks good!
Wood Tick Landing	3	Culvert holding up well!

HARRIS TOWNSHIP ROAD INSPECTIONS

SEPTEMBER 21, and 28, 2019

PAVED ROADS

GENERAL INFORMATION

(1=BAD; 5=GOOD)

MAT SAMPLE ROAD SIGN POLICY (October 2011)

The following is intended to serve as a general guide for towns in Minnesota to use in developing and adopting a plan to comply with the new guidelines regarding road signs imposed by the Federal Highway Administration. This sample policy is not intended to serve as formal legal or engineering advice. Towns are encouraged to adopt a policy comparable to the one below, or one developed for the town by a qualified consultant, prior to January 22, 2012. This date is the current deadline for having a plan in place, although a pending amendment to the federal transportation rules proposes to delay the deadline until two years following adoption of the final rules, which is expected to occur in early 2012 but not before the January 22 deadline passes. MAT will inform towns about any need to modify policies after the final adoption of any of the pending amendments.

_____ Township Road Sign Inventory, Retro-Reflectivity Compliance Evaluation, and Replacement Policy

It is the stated objective of _____ Township, _____ County, MN to maintain its town roads in a safe but cost effective manner. As part of its maintenance efforts, _____ Township recognizes that regulatory , warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retro-reflectivity standards, maintained, and replaced from time to time.

_____ Township further recognizes that when signs are installed within town road rights-of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the Town Board of _____ Township shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices:

1. Inventory. In recognition of the importance of knowing the number, type, and location of road signs situated in township road rights-of-way, it is the intent of the Town Board to have any inventory of all town road signs completed by _____ (insert reasonable date for town conducting inventory – the pending rules amendment would

require the inventory to be completed within two years following final adoption, which is expected to occur in early 2012 so a town should plan to have its inventory completed no later than early 2014). The completed inventory shall be maintained using _____(choose either paper records or a computer program) and shall be updated each time a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign, the number of each type of sign, the location of each sign including the direction the sign faces, the date of installation (when known for pre-existing signs), type of material used on sign face (when known), a general statement on the condition of the sign, a record of any maintenance performed on the sign, and the date of sign removal if applicable.

2. Removal of Excess Signs. In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of _____ Township to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the Manual on Uniform Traffic Control Devices. Particular attention shall be paid to recommendations on signage for roads considered to be “low-volume” under the Manual on Uniform Traffic Control Devices as adopted by the State.

3. Retro-reflectivity Evaluation. In recognition of the new retro-reflectivity standards adopted into the Manual on Uniform Traffic Control Devices by the Federal Highway Administration, the town board shall arrange to have all town road signs not removed under section 2 above evaluated for compliance with the applicable retro-reflectivity standards. It shall be the intent of the township to conduct this evaluation using the following method as authorized by the Manual on Uniform Traffic Control Devices rules: (Choose one)
 - a. Visual Nighttime Inspection Method
 - i. Utilizing Calibration Sign Procedure
 - or
 - ii. Utilizing Comparison Panel Procedure

 - b. Measured Sign Retro-Reflectivity Method

It shall be the intent of the town board to have this evaluation completed by (insert reasonable completion date, recommended no later than early 2014.) The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process.

4. Sign Replacement. After completion of the inventory, removal of unnecessary signs, and proper retro-reflectivity evaluation, the town board hereby establishes the following priority order in which road signs will be replaced:
- a. First priority shall be given to replacing all signs determined not to meet applicable retro-reflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
 - b. Second priority shall be given to signs determined to be marginal in their retro-reflectivity evaluation.
 - c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

5. On-going Maintenance. The town shall include a general inspection of road signs in township rights-of-way as part of its annual road inspections. The town shall update it's sign inventory as provided in section 1. After the initial replacement of signs as provided for in Section 4, the town shall, for the purpose of complying with the requirements of the Manual on Uniform Traffic Control Devices to maintain minimum retro-reflectivity standards, shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed.

Adopted by _____ Township, _____ 20__

Chairperson

Clerk



Itasca County Township Association
Office of the Secretary
61490 County Road 29
Northome, MN 56661-1908

ITASCA COUNTY TOWNSHIP ASSOCIATION MEETING

Monday 9 September 2019

President Mike Baltus opened the meeting at 7:00 PM.

The Pledge of Allegiance was recited.

Dick Lacher motioned and Lloyd Adams seconded to accept the minutes from the last meeting with correction.

Treasurer's Report: Roberta Truempler

Savings:	\$ 11,628.82	
Checking:	\$ 526.31	
Claims:		
September payroll		\$ 295.52

Jim Kelley motioned and Peggy Clayton seconded to accept the Treasurer's report. Motion carried.

RENO'S REPORT:

Reno gave a handout about an "off road vehicle touring route" which will run through Northern Minnesota for licensed vehicles. It will stay on county and township roads.

Townships have to pay employees within 30 days. Appointed officers and employees have to be paid monthly. This is a new state law and started 31 August.

The winter roads workshop had a good turnout. This is also put on for private contractors and businesses.

The annual conference will be held 22-23 November.

Be sure to work with your County on the 2020 census.

PROGRAM: Peggy Clayton, Option B, appointing a township clerk and/or treasurer

Peggy explained the steps to take if a township wants to hire a clerk and/or treasurer which is Option B of the Optional Forms of Town Government. This eliminates elections for clerk and/or treasurer.

At least 15% of the electors voting at the last previous town elections must sign a petition to change to one of the four options. This petition is inspected by the clerk within 10 days to verify the signatures are proper and that it complies with applicable statutory requirements. The petition is then submitted to the county auditor to verify that the individuals who signed the petition are eligible to vote after which the petition is returned to the clerk. The clerk then presents the petition to the town board who submit the option question to the electors.

The motion or submission of the petition must occur more than 74 days before the election to provide the county auditor notice of the ballot questions to be asked at a town election. If a majority of the votes cast on the question are in the affirmative, the option shall be adopted in the town.

A sample of the resolution for ballot question was presented in the handout.

Qualifications, job description, budget and audit can be done between July and November election.

If option B is adopted, the incumbent clerk or treasurer shall continue to serve until the expiration of their terms or until an earlier vacancy .

The positions were published and applications were received. After interviews, background checks and references were done. The Clerk and Treasurer were hired with a 6 month probation period.

Peggy also explained the difference between exempt and nonexempt workers.

COMMISSIONER'S REPORT:

Burl Ives said the IEDC is working on a rental and building study, how and where to build a house or building in our area (Grand Rapids vs Cohasset, Coleraine etc.). The rental study is a tool as to what is ready in the area.

Terry Snyder commented on the Border to Border Route saying that the commissioners are concerned about maintenance. They are not opposed to the trail, but think there needs to be more money. The Board continues to work on the budget which has to be in at the state by 30 Sept. Studies are still being done about the new jail and Terry thinks there should be meetings held in the townships.

OLD BUSINESS:

Communications: None

Committees:

WPIC: Dick Lacher – Meeting last week. There still are issues with the Co. Commissioners and the Water Board. Some counties are going overboard on conservation easements.

ARDC: Larry Salmela – No meeting

911 User Radio Board: Pat Hill – No meeting

ATP: Gary Johnson - No meeting

L&R: Peggy Clayton – meeting in 2

weeks.

NEW BUSINESS: None

Dick Lacher motioned and Lloyd Adams seconded to adjourn the meeting. The meeting was adjourned at 8:30 PM. The next meeting will be held on Monday 7 October 2019.

Respectfully submitted,



Pat Hill, Secretary

NETWORKING OPPORTUNITIES TEAM MEETING

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

September 25, 2019

The next meeting will be October 23, 2019 at the Timberlake Lodge from 11am-1 pm; lunch included. Our plan is to continue to meet on the 4th Wednesday of each month, except for June and December.

Present: Brett Skyles and Terry Snyder (Itasca County), Mike Bantus (Spann), Lilian Crowe (Arbo), Lisa Myrnac (City of LaPrairie), Greg Tuttle (City of Cohasset), and Peggy Clayton (Harris)

Open Market:

Itasca County:

- Timbers were ordered for County Road 61 in Arbor Township: the bridge will eventually be closed during the repair. Discussion followed.
- The county is still discussing mining issues. Plant #4 is the last piece of Magnetation left. The interested buyer has submitted a proposal to the bankruptcy court. Discussion followed.
- The county continues to have discussions on Essar, and the commissioners are working on this weekly.
- The county is also working on economic development and the budget process. The county has funded \$200,000 to IDC, and continued inventory projects. Economic development has to happen in Itasca County, and so it's very important that they continue on this road.
- The county board just passed a resolution for a temporary budget of 2.32%. This is lower, but also an increase, over last year. They're hoping to end at a 1.5% budget increase.
- The jail committee is once again meeting. The board has not received any great amount of details.

Spang Township:

- The County Land Department, and the DNR are pulling together "Len Hardy Memorial Trail" on the east side of the old county pit.
- Mike stated that with the help of Karin, County Highway Engineer, they working on the Spang Road located by Mud Lake. The watershed was discussed. The Engineers Department has a few hydrologists on staff that may be of assistance in this situation. Karin will review the area and look at the watershed to come up with a plan.
- Mike gave an update on the Tai Che group who has been meeting twice a week at the Spang Town Hall. They have had 16+ people coming to the classes. There is no charge for those to attend, as the space is donated by Spang.
- Spang has their finalized levy ready to be turned into the Auditors Office.

Arbo Township:

- Arbo is working on their 5-year road plan.
- Not a lot of constituents are happy with the highway 38 road work done. General consensus is that the road is now very rough.
- The township hired a new maintenance worker. She is doing an awesome job and is an incredible worker. She also takes care of "Gunn Park".
- Highway 38 sales did really well this year!
- The township will be working on rink attendants in the near future. Currently they hire their own rink attendants, and provide payroll. It was suggested to Lilah that they utilize one of the hiring agencies in town, as that would alleviate any issues with regard to liability for the township, etc., and the rink attendants would be paid weekly.

City of LaPrairie:

- Lisa reported that they are going through growing pains with the township; a lot of issues regarding wells.
- They are developing an area south of Highway 2, by the Prairie River. They are looking at higher end development.
- They are also dealing with the empty businesses within the city.
- The state is looking at widening the bike trail on Hwy 2.
- They will also be looking at resurfacing their tennis and basketball courts, via grant dollars. Lisa will provide grant information to Peggy for Harris.

Harris Township:

- The township is now conducting road tours and is hoping to finalize them on Saturday, September 28. They have also taken time to look at both the tennis and basketball courts at Crystal Park, and Wendigo Park, as all courts are in need of repair.
- Question was asked where township get their tar/crack seal barrels. Ryan, with the County Engineer Dept can be contacted, as well as Duane with the City of Cohasset.
- Roadwork for 2019 has completed with Alicia Place, Gary Drive, and Lakeview Drive all completed.
- Final Levy has been turned into the Auditors Dept. Not a big change from last year.

City of Cohasset:

- Cohasset is working on their comprehensive plan.
- Levy finalized.
- The City is gearing for their survey (question) to be available fairly soon. The big question is "what happens when MN Power diminishes or goes away?" A link will be posted where participants can go online and complete the survey question(s).
- The bike trail is continuing, and going well.
- Trailhead-they have to deal with the DNR. Once lake is dedicated to a natural environment, there will not be a lot of room; beach parking could be an issue.
- The elementary school road will eventually open. Curb and gutters are completed and tarring is to take place next week.
- Riverfront Development was bought out. There is 400 feet of river front. Discussion followed.

Township Association:

- Salary Surveys are still coming in, with @ 1/3 collected. The township association has sent out to those townships within Itasca County, regarding trying to get ranges of salaries, per diets, etc. being paid by the townships.

Historical Society:

- Veteran Exhibit is opening over Veterans Day weekend. The fundraiser is scheduled to take place November 2nd. Rajala Timber donated rustic wood to the society in lieu of \$, and the society has used it for their Veteran exhibit.

Speaker for October:

- Terry Snyder volunteered to get the speaker for October. He will get ahold of Karin Grandia, County Highway Engineer, who will speak, and entertain our questions on road maintenance/issues.

Meeting adjourned at 1 pm.

Submitted by committee member: Peggy Clayton

Use of Equipment

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Township equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment should not be removed from Township property without notifying the officer responsible for it.

Employees are to notify their designated supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's designated supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

If, at any time, an employee is involved in an accident with township equipment, the employee is responsible for contacting their direct supervisor, and filling out an incident/accident report form within _____ days of the incident.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Pay Days

All employees are paid monthly, after the Regular monthly Town Board meeting. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Paychecks for part-time employees paid on an hourly basis will include earnings for hours as submitted for that pay period.

Drug-Free Workplace Policy

It is the policy of the Harris Township that the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol by an employee while participating in any Harris Township activity is strictly prohibited. The term "controlled substance" refers to drugs and chemical substances such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, meth, mescaline and LSD.

Any employee convicted of violating any criminal drug statute related to conduct occurring while on duty must report the same to their designated supervisor within three (3) days after the conviction. Any employee who violates this reporting requirement will be immediately terminated. Any independent contractor or consultant who violates this reporting requirement will have their contract immediately terminated.

This policy is applicable to all employees of the Township and shall be enforced by the Town Board. This policy incorporates and shall be applied in accordance with the provisions of Minnesota Statutes Sections 181.950-957 (1987), The Minnesota Drug and Alcohol Testing in the Workplace Act, as amended.

HARRIS TOWNSHIP

EQUIPMENT AND PROPERTY DAMAGE INCIDENT REPORTY

Date of incident: _____ Date of reporting: _____
Equipment or property damaged: _____
Person(s) involved with or discovering incident: _____

Area where incident occurred: _____

Description of incident (use additional paper if needed):

Incident reviewed by: _____ Date: _____

(Supervisor, etc)

Comments or recommendations:

Could the incident have been prevented? Yes _____ No _____
Please explain: _____

Was the incident caused by an identifiable hazard? Yes _____ No _____
If yes, what was the hazard? _____
If yes, what corrections are necessary to prevent this type of incident from occurring?

Was an incident caused by an unsafe procedure? Yes _____ No _____
(Identify the unsafe procedure):

Did employee(s) use an unsafe procedure contrary to Harris Township policy and/or procedures?
Yes _____ No _____
if yes, what training or disciplinary action should be taken? (If disciplinary action, follow employee
handbook _____

SAFETY COMMITTEE:

1. Identifiable hazards have been corrected: Yes, date _____
In process (completion date): _____
2. Unsafe work procedures revised or corrected? Yes, date _____
In process (completion date): _____
3. Have employee(s) using unsafe procedures contrary to Township policy and/or procedures received training? Yes, date _____ (attach documents)
In process (completion date): _____
4. Have employee(s) using unsafe procedures been disciplined?
Yes, date: _____ (attach (documents) Nature of discipline cited: _____
In process (completion date): _____

RECOMMENDATIONS TO REDUCE FUTURE OCCURRENCES: _____

DATE OF REVIEW BY SAFETY COMMITTEE: _____

Signed by: _____

Date: _____

Signed by: _____

Date: _____

Signed by: _____

Date: _____

First Report of Injury

See Instructions on Reverse Side
 PRINT or TYPE your responses
 Enter dates in MM/DD/YYYY format.



DO NOT USE THIS SPACE

1. EMPLOYEE SOCIAL SECURITY #		2. OSHA Case #			
3. DATE OF CLAIMED INJURY		4. Time of injury <input type="checkbox"/> am <input type="checkbox"/> pm		5. Time employee began work on date of injury <input type="checkbox"/> am <input type="checkbox"/> pm	
6. EMPLOYEE Name (last, first, middle)			7. Gender <input type="checkbox"/> M <input type="checkbox"/> F		8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried
9. Home Address			10. Home phone #		11. Date of birth
City		State	Zip Code	12. Occupation	
13. Regular department		14. Date hired			
15. Average weekly wage	16. Rate per hour	17. Hours per day	18. Days per week	19. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer	
20. Weekly value of:	Meals	Lodging	2 nd Income	21. Apprentice <input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Tell us how the injury occurred and what the employee was doing before the incident (give details). Examples: "Worker was driving lift truck with a pallet of boxes when the truck tipped, pinning worker's left leg under drive shaft." "Worker developed soreness in left wrist over time from daily computer key entry."					
23. What was the injury or illness (include the part(s) of body)? Examples: chemical burn left hand, broken left leg, carpal tunnel syndrome in left wrist.			24. What tools, equipment, machines, objects, or substances were involved? Examples: chlorine, hand sprayer, pallet lift truck, computer keyboard.		
25. Did injury occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate name and address of place of occurrence		26. Date of first day of any lost time		27. Employer paid for lost time on day of injury (DOI) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No lost time on DOI	
		28. Date employer notified of injury		29. Date employer notified of lost time	
		30. Return to work date		31. Date of death	
32. TREATING PHYSICIAN (name, address, and phone)		33. HOSPITAL/CLINIC (name and address) (if any)		34. Emergency Room Visit <input type="checkbox"/> Yes <input type="checkbox"/> No	
				35. Overnight in-patient <input type="checkbox"/> Yes <input type="checkbox"/> No	
36. EMPLOYER Legal name			37. EMPLOYER DBA name (if different)		
38. Mailing address			39. Employer FEIN		40. Unemployment ID#
City		State	Zip Code	41. Employer's contact name and phone #	
42. Physical address (if different)			43. Witness (name and phone)		
City		State	Zip Code	44. NAICS code	
		45. Date form completed			
46. INSURER name MINNESOTA ASSOCIATION OF TOWNSHIPS			51. CLAIMS ADMIN COMPANY (CA) name (check one) SFM RISK SOLUTIONS <input type="checkbox"/> Insurer <input checked="" type="checkbox"/> TPA		
47. Insured legal name MINNESOTA ASSOCIATION OF TOWNSHIPS			52. CA address POST OFFICE BOX 9416		
48. Policy # or self-insured certificate # 16204			City MINNEAPOLIS		State Zip Code MN 55440
49. Insurer FEIN 41-0961309		50. Date insurer received notice		53. CA FEIN 411597672	
				54. Claim #	

GENERAL INSTRUCTIONS TO THE EMPLOYER

Filing this form is not an admission of liability. You must report a claim to your insurer whenever anyone believes that a work-related injury or illness that requires medical care or lost time from work has occurred. If the claimed injury wholly or partially incapacitates the employee for more than **three** calendar days, the claim must be made on this form and reported to your insurer within **ten** days. Your insurer may require you to file it sooner. Failure to file within the **ten** days may result in penalties. Self-insured employers have 14 days to file this form with the Department of Labor and Industry (Department). It is important to file this form quickly to allow your insurer time to investigate the claim. **Your insurer will forward a copy of this form** to the Department, if necessary.

If the claim involves death or serious injury (including injuries that later result in death), you must notify the Department and your insurer within 48 hours of the occurrence. The claim can be reported initially to the Department by telephone (651-284-5041), fax (651-284-5731), or personal notice. The initial notice must be followed by the filing of this form within **seven** days of the occurrence.

Employers are required to complete this form. Each piece of information is needed to determine liability and entitlement to benefits. Failure to complete the form may result in delayed processing and possible penalties. You must file this form with your insurer, and give a copy to the employee and the employee's local union office. You are required to provide the employee with a copy of the Employee Information Sheet, which is available on the Department's web site at www.doli.state.mn.us. Employees are not responsible for completing this form.

SEND REPORT TO INSURER IMMEDIATELY – DO NOT WAIT FOR DOCTOR'S REPORT

SPECIFIC INSTRUCTIONS FOR COMPLETING THIS FORM

- Item 2: OSHA Case #. Fill in the case number from the OSHA 300 log. This form contains all items required by the OSHA form 301.
- Items 15-20: Fill in all the wage information. If the employee does not work a regularly scheduled work week, attach a 26 week wage statement so your insurer can calculate the appropriate average weekly wage.
- Items 22-24: Be as specific as possible in describing: the events causing the injury; the nature of the injury (cut, sprain, burn, etc.), and the part(s) of body injured (back, arm, etc.); and the tools, equipment, machines, objects or substances involved.
- Item 26: Fill in the first day the employee lost any time from work (including time lost for medical treatment), even if you paid the employee for the lost time.
- Item 27: Check the appropriate box to indicate if there was lost time on the date of injury and whether you paid for that lost time.
- Item 28: Fill in the date you first became aware of the injury or illness.
- Item 29: Fill in the date you became aware that the lost time indicated in Item 26 was related to the claimed injury.
- Item 30: Leave the box blank if the employee has not returned to work by the time you file this form. If the employee has returned to work, fill in the date and notify your insurer if the employee misses time due to this injury after that date.
- Item 39: Fill in your Federal Employment ID number (FEIN). For information on this number, see www.firstgov.gov and click on Employer ID Number under Business.
- Items 40 and 44: Fill in your Unemployment ID number and North American Industry Classification System (NAICS) code which are both assigned by the Minnesota Unemployment Insurance Program (651-296-6141).
- Items 46-54: Your insurer or claims administrator will complete this information.

INSTRUCTIONS TO THE INSURER/CLAIMS ADMINISTRATOR/SELF-INSURED EMPLOYER

The following data elements must be completed on this form prior to filing with the Department of Labor and Industry: employee's name and social security number; date of injury; and the names of the employer and insurer. If any of this information is missing, the First Report will be rejected and returned to you (per Minn. Stat. § 176.275). Providing the name of the third party administrator does not meet the statutory requirement to provide the name of the insurer. NOTE: If the claim does not involve lost time beyond the waiting period or potential PPD, the form does **NOT** need to be filed with the Department.

- Item 46: Fill in the name of the insurance company. If the employer is self-insured, indicate the name of the licensed or public self-insured company or group.
- Items 47-48: Fill in the legal name of the employer who purchased the policy from the insurer (named in Item 46) and the policy number. If the employer is licensed to self-insure, fill in the certificate number.
- Item 49: Fill in the insurer's Federal Employment ID number (FEIN) number.
- Item 51: Fill in the name and address of the company administering the claim (either the insurer or third party administrator). Be sure to mark either the "Insurer" or "TPA" box.
- Item 53-54: Fill in the claims administrator's FEIN and claim number.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call (651) 284-5030 or 1-800-342-5354 (DIAL-DLI)/Voice or TDD (651) 297-4198.

ANY PERSON WHO, WITH INTENT TO FRAUD, RECEIVES WORKERS' COMPENSATION BENEFITS TO WHICH THE PERSON IS NOT ENTITLED BY KNOWINGLY MISREPRESENTING, MISSTATING, OR FAILING TO DISCLOSE ANY MATERIAL FACT IS GUILTY OF THEFT AND SHALL BE SENTENCED PURSUANT TO SECTION 609.52, SUBDIVISION 3.

WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

_____ Township
_____ County, Minnesota

I. PURPOSE

The purpose of this program is to satisfy the requirements of Minn. Stat. § 182.653, subd. 8 by promoting safe and healthful working conditions.

II. GENERAL POLICY STATEMENT

It is the policy of the town board to reduce the likelihood and severity of workplace accidents and injuries of town employees while remaining cognizant of the small number of employees and limited budget of the town.

III. GOALS AND OBJECTIVES

1. To establish a workable accident and injury reduction program in the town.
2. To identify and communicate the responsibilities of town officers and employees for understanding and implementing the program.
3. To establish an environment in which town officers and employees are motivated to identify and correct potential hazards in accordance with the procedures set forth in the program.
4. To appropriately enforce the requirements of the program.
5. To annually review the program and make changes as the town board deems appropriate.

IV. RESPONSIBILITIES

1. Town Officers

All officers of the town, whether appointed or elected, are responsible to share in the implementation of this program. Responsibilities include, but are not limited to, remaining watchful for potential hazards, immediately reporting potential hazards to the town board chair, participating in reviews of the program, making suggestions as appropriate for improvements to the program, and taking prompt action on any safety related matter brought before the board for consideration.

2. Town Board Chair

The town board chair is primarily responsible for the management of the program including, but not limited to, receiving reports of potential hazards, ensuring that potential hazards are corrected in accordance with the procedures set out in this program, ensuring that the program and its requirements are communicated to town officers and employees, seeing that accident

investigations are conducted in a timely fashion and any needed corrective actions are taken, and ensuring the required annual program review is completed. The town board chair, with the consent of the town board, may delegate these duties to someone else.

3. Employees

The responsibilities of employees to this program include, but are not limited to the following: understanding all safety rules and policies; working in accordance with these rules; using necessary personal protective equipment, including appropriate protective clothing, and keeping the equipment in good repair; immediately reporting potential hazards in the workplace; maintaining the physical and mental standards necessary for the job; regularly inspecting the assigned work area and equipment and immediately reporting any unsafe conditions; performing preventive maintenance inspections on equipment used to perform the job and report any unsafe conditions or needed repairs; and immediately reporting all accidents involving property damage or injury.

V. IDENTIFICATION OF HAZARDS

The identification, analysis, and control of new or existing hazards, conditions, and operations will be achieved in two ways. First, at least annually the town board, or its designated representative, will conduct a review of the workplace to identify what reasonably could be perceived as hazards to employees. Second, while in the workplace all town employees, including town officers, will remain attentive to new potential hazards.

Once a potential hazard is identified, it should be corrected as soon as reasonably possible. All employees are expected to correct potential hazards, conditions, or operations they identify if they can do so without personal risk or significant cost. If an employee cannot easily correct the potential hazard, or if the employee is not certain if the situation constitutes a hazard, he or she must report the situation to the town board chair. The town board chair has the discretion to determine whether or not corrective action is needed and to take any necessary steps to correct the potential hazard. However, if the cost to correct the potential hazard exceeds the amount approved by the town board to be within the power of the town board chair to expend under this program, the town board chair must take remedial measures to reduce the risk of the potential hazard until approval for the needed expenditure can be discussed for approval at a regular board meeting. If the chair is not certain as to whether a situation constitutes a potential hazard, he or she must raise the issue at the next regular board meeting for a decision on whether action is needed.

VI. COMMUNICATION

This document, and any subsequent updates, will be kept on file with the clerk and shall be communicated to each existing town officer and employee and well as any new officers or employees. All employees are encouraged to immediately report possible hazardous conditions and will not be retaliated against for making such reports.

VII. ACCIDENT INVESTIGATION

If a workplace accident or injury occurs, dial 911 immediately if emergency services are needed. If it is not an emergency, the employee should be directed to receive appropriate and timely medical attention. As soon as is practicable, the employee involved in the incident must notify the town board chair. If the employee was injured, a first report of injury form shall be completed and an employee information sheet shall be given to the employee as required under the workers' compensation laws. The town's workers' compensation claims representative must be notified within 5 days of the date of injury or the town may be subject to financial penalties.

The town board chair, or designee, upon learning of an accident or injury shall cause an investigation to occur of the situation. The investigation will include a determination of whether corrective action is needed and, if so, develop recommendations for implementing the corrective action. A report of the incident and any resulting corrective actions or recommendations for corrective action shall be made to the town board at a regular board meeting.

VIII. ENFORCEMENT

Every employee and officer is responsible for using safe work practices while working for the town including, but not limited to, any specific safety or health practices prescribed by the town board or the employee's immediate supervisor. Failure to follow safe work practices could result in disciplinary actions being taken against the employee. Employees are encouraged to ask the town board chair any questions they may have about this program, safe working practices, or the potential consequences for not following this program.

IX. ANNUAL PROGRAM REVIEW

At least annually the town board will conduct and document a review of this program. Included in the review will be documentation of how the requirements of the program are being met.

Adopted this _____ day of _____, 200__.

By the Town Board:

Town Board Chair

Attest: _____
Town Clerk

ANNUAL REVIEW

Workplace Accident and Injury Reduction Program (AWAIR Program)

The following constitutes documentation of the town board's annual review of its workplace accident and injury reduction program.

-
- _____ 1. All town officers and employees are aware of the program and their responsibilities under it.
 - _____ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
 - _____ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
 - _____ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
 - _____ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
 - _____ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
 - _____ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

Additional Program Notes:

Review completed by: _____ Position: _____

Signature: _____ Date: _____

Jeffrey T. Walker
Itasca County Auditor/Treasurer
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, Minnesota 55744
Phone: 218-327-2849
Fax: 218-327-7426

TO: City/Township Clerks

FROM: Vicki Martin

DATE: September 4, 2019

SUBJECT: 2020 Elections

The 2020 election season is fast approaching with many changes coming with it with the biggest being the Presidential Nomination Primary on March 3, 2020.

I have mailed out letters to all election judges who worked the 2018 elections inviting them to an election judge workshop to be held on October 22 at the Timberlake Lodge and Event Center. I am holding two sessions. 8:30 to Noon and 1 to 4:30. For judges who worked in the 2018 election, they can get their additional hour of training at this workshop along with machine training on the new DS200 Ballot Counter and PollPads. I am hoping to have the new OmniBallot Machine which replaces the AutoMark. You as clerks are welcome to attend this training. Clerks/Head Judges are required to have 1-2 hours of additional training before the March 3, 2020 election. If you are attending any of this falls Clerk training through Region II MCFAO, I will be there talking about the Presidential Nomination Primary so you can use that as your additional training hours.

For those who did not attend the Region II training, I will be holding Clerk/Head Judge training on January 9th at 10:00 AM in the County Boardroom. Please pass this along to your head judges to be at this training. It is important they attend.

I will have the new machines set up in the County Boardroom on January 23 from 1-4:30. Anyone who is working the March 3rd election and who didn't attend the October 22nd workshop, are required to attend. Come in anytime that afternoon and get trained and work on the machines yourselves. I'm hoping by the January 23rd machine training, you will have had time to finalize your election judges for the March 3, 2020 election.

I will be sending out lists of judges who can work the March 3rd election by the middle of December to you.

Please call, email or stop by and see me if you have any questions or concerns regarding the upcoming election season.

ELECTION JUDGE WORKSHOP

Thinking about being an Election Judge and want to see how it all works.

Please join Itasca County Elections and the City of Grand Rapids as we put on 2 sessions of
Being an Election Judge

When: Tuesday, October 22, 2019

Time: 8:30-12:00 or 1:00-4:30

Where: Timberlake Lodge Event Center

Cost: Free

Small group activities including machine training on the DS200, Automark and PollPad. Also including training on the Presidential Nomination Primary on March 3, 2020.

Please **RSVP** by calling Kim Gibeau at 326-7611 or Vicki Martin at 327-2849 or elections@co.itasca.mn.us



MINNESOTA ASSOCIATION OF TOWNSHIPS AGENCY

Minnesota Association of Townships Insurance & Bond Trust (MATIT)

Executive Director:
David Hann
Claim Administrator:
Debbie Provence
Agency Financial Assistant:
Christa Sellner
Underwriting Assistant:
Dawn Zimmerman
Agency Assistant:
Angela Hendrickson

September 23, 2019

10C

Harris Township
Peggy Clayton, Chairperson
20356 Wendigo Pk Rd
Grand Rapids, MN 55744

Re: Insured Property Valuation

Dear Peggy,

Harris Township has been selected for the property valuation program being conducted by the Minnesota Association of Townships Agency/Insurance Trust. The program is designed to accurately determine the value of the township's structures to ensure proper insurance coverage and discuss risk management options. Best of all, the Minnesota Association of Townships Insurance Trust is paying for this valuation and **your town will not be billed for it.**

MATA has hired Overland Surveys (OSI) to perform these valuation surveys. You will be receiving a phone call from a representative from Overland Surveys in the near future with a proposed date and time for the survey. ***It is important that you have someone present at the time of the valuation so that the representative can get in the building and complete an accurate reading and obtain photos.*** After the survey has been completed, you will receive a copy of the report, along with any recommendations concerning your insurance coverage.

We're excited about this service and hope you find it as helpful. If you have any questions or need assistance with any of your other insurance needs, please feel free to contact me.

Sincerely,

Dawn Zimmerman
Underwriting Assistant