

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



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.

PLANNING & DEVELOPMENT MEETING

April 22, 2015

AGENDA

1. Pledge to the flag

2. Business from the Floor

3. Consent Agenda

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

4. Roads

- Glen Hodgson – SEH Road Engineer
 - Consider approval of SEH Engineering Proposal for Underwood Road-west
 - Consider Additional Ditching on Lakeview Drive
 - Feedback from MnDOT on Trunk Highway 169 Project
- Discuss which meetings the board would like Glen to attend during the spring & summer months
- Discuss damage report to buried cable belonging to CenturyLink (*see email*)
- Discuss request by resident Greg White to 'take over' Hughes Road (*refer to Vacating Town Road policy*)
- Review *draft* revised culvert policy via Resolution #2015-005, and discuss any changes needed
- Other road issues/concerns

5. Recreation

6. Town Hall Report dated 4-7-15

7. Maintenance Report

8. Old Business

- Review current compensation of township employees, and discuss any changes for May 2015-Apr 2016
As a point of reference, see "Request for Board Action" from May 14, 2014, for current rates of pay for township employees. Consider any changes for the upcoming year, May 2015 – April 2016
- Review email and article from MN Assoc of Twps outlining requirements for attending meetings via SKYPE

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

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

- Treasurer's Report – dated April 8, 2015 (March 1-30, 2015 financials)
- Correspondence
 - Board Action items: (none)
 - Noteworthy items:
 - Collaborative Opportunities meeting agenda for April 15, 2015 – 11am at Timberlake
 - Letter from Century Link, regarding required notice for road construction projects
 - Non-action items
 - Letter of support for variance from Kim Fuhrman and Christopher Laux, from law office of Patrick Moren
 - Thank you from Brian Carlson of the Itasca County Agricultural Association for financial support
- Consider approval of proposal from Northland Portables for portable bathrooms at the cemetery, parks, and three public landings (*Note there are one and two year agreement options for consideration, and a monthly cost estimate page for review.*)
- Consider setting an end date for accepting applications for the vacant Supervisor seat A position; decide next steps (*Please refer to Minnesota Township News document, titled "Procedure to Fill Vacancy Clarified"*)
- Discuss email from Kyle Hartnett – MAT attorney, regarding work session agenda if regularly scheduled
- Consider approval of Resolution #2015-004, *Resolution designating a Harris Township Director and Alternate for the Greater Area Grand Rapids Area Cable Commission, for the term March 2015 through March 2016*
- Consider options regarding the discrepancy in the number of cemetery sites sold to Don Hafar, Section 1, Block 10 where half the block is in the River Road right-of-way
- Consider approval of RBA to revise Cemetery Policy to have a single cemetery site price for all sales
- Consider action on information from Itasca County Land Department real estate office, via letter dated March 9, 2015 regarding parcels described as forfeited to the State of Minnesota

9. New Business

10. Public Input

11. Adjourn

UPCOMING Events / Meetings

Thur Apr 23	Local Board of Appeal and Equalization.....	9:00am	Harris Town Hall
Mon May 11	Itasca County Twp Association Meeting	7:00pm	911 Dispatch Ctr (Airport)
Wed May 13	Regular Meeting	7:30pm	Harris Town Hall
Wed May 27	P&D Meeting	7:30pm	Harris Town Hall



SEH MEMORANDUM

TO: Harris Township Board
FROM: Glen D. Hodgson, PE 
DATE: April 17, 2015
RE: Road Items for April 22, 2015 Meeting
SEH No. HARRT 132049 14.00

Engineering Proposal for Underwood Road (west)—SEH

The Board has identified the Underwood Road ditching and overlay project as a 2015 construction project. SEH has prepared a proposal to provide engineering services for design, bidding and construction phases of the project. The estimated project cost is \$184,000. Our proposal is to provide engineering services for the project for a lump sum fee of \$14,252. A copy of our proposal was provided to the Board in the agenda packet for the April 8 meeting.

Assuming a favorable outcome of our wetlands application, the proposed schedule anticipates a bid opening in July with construction being completed in September of this year.

I request that the Board approve the SEH proposal and authorize us to proceed with design, bidding, and construction phase work.

Possible Additional Ditching on Lakeview Drive

A couple of meetings ago a resident on Lakeview Drive provided a letter and photos regarding some erosion that occurred during this year's snow melt runoff. There was discussion about doing some additional ditching as a means to better control erosion in the future.

I discussed the ditching with Hawkinson Construction and Itasca Utilities. Itasca Utilities has submitted an estimate of \$2,550.00 for extending the ditch (from the 2014 project) about 150' to 200' up the hill towards Lakeview Trail. The estimate includes excavation, seeding and temporary erosion control. **If the Board wishes to proceed with this work, I can coordinate the work with Itasca Utilities.**

Mn/DOT Project on Trunk Highway 169

The same Lakeview Drive resident suggested changes in the TH 169 lane markings be done in conjunction with the Mn/DOT pavement rehabilitation project that is scheduled for this summer. I met with the Mn/DOT construction engineer to discuss the suggestions. He assured me that the Mn/DOT traffic division considered various lane configurations as the Mn/DOT project was being developed. Mn/DOT's conclusion was and is that the current lane striping will not be changed.

No Board action is required at this time.

P:\FJ\HARRT\132049\1-gen\14-corr\042215 Engineering Items Memo.docx



Building a Better World
for All of Us®

April 8, 2015

RE: Harris Township
2015 Underwood Road Project
Agreement for Professional Services

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

Dear Chairman and Board Supervisors:

Please accept this Letter Agreement proposal between Harris Township and Short Elliott Hendrickson Inc. (SEH®) for professional engineering services for the 2015 Underwood Road Improvement Project. The anticipated improvements have an estimated total cost of approximately \$184,000 and consist of ditch grading, culvert replacement, bituminous pavement repair, and bituminous pavement overlay on Underwood Road (west of Wendigo Park Road.)

Scope of Services

Design and Bid Phase

- Obtain necessary field information for design.
- Coordinate with Braun Intertech to obtain additional soils information (if necessary)
- Research property boundary for verification of road right-of-way.
- Prepare plans, technical specifications, and bidding documents.
- Prepare a detailed construction cost estimate.
- Coordinate bid advertisement and answer contractor questions.
- Attend bid opening with Township officials, prepare bid tabulations, and provide recommendation of award letter.

Construction Administration and Observation

Construction Administration

- Prepare notice of award letter and request required contract documents.
- Compile contract manuals and obtain contractor and Township official signatures.
- Prepare notice to proceed to contractor.
- Provide coordination during construction and onsite construction meetings.
- Process pay applications, final quantity review including contract closeout.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601
SEH is 100% employee-owned | sehinc.com | 218.322.4500 | 888.908.8166 fax

Construction Observation

- Observe the construction process by an experienced Resident Project Representative (RPR) to determine if the designed plans and specifications are being followed by the Contractor.
- Coordinate with residents along the project and Township, informing them of the construction progress and address any concerns they may have.
- Coordinate with testing agency for compliance with contract specifications.
- Attend construction meetings and review contractors pay applications.
- The construction observation services budget is estimated at 72 hours. If additional RPR services are requested by the Township, SEH will provide at our standard hourly rates.

Work and Fees Not Included in this Proposal

- Bid advertisement (publication) costs
- Geotechnical testing (if necessary)
- Construction materials testing
- Easements (if necessary)
- Final wetlands permit coordination with public agencies

Schedule

Below is a tentative schedule for the project provided we are authorized to begin work at the April 8 Town Board meeting. The schedule is also dependent on wetlands permitting.

Plans, Specifications, and Bid Documents	May, 2015
Advertisement for Bids published	Early June, 2015
Bid Opening	Early July, 2015
Project Award Consideration by Board	July 8 or 22, 2015
Construction – Final Completion	July-September, 2015

Fee

We propose to be compensated for the tasks identified in the Scope of Services on a lump sum basis in the amount of \$14,252

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

the delays, it is agreed we are entitled to additional fees upon submission of the appropriate documentation of extra costs.

Agreement

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

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

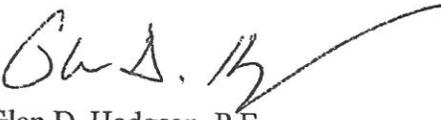
If conflicts arise during the performance of these services, we agree they shall be submitted to non-binding mediation unless we have mutually agreed otherwise.

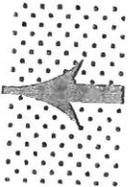
We look forward to working with the Township on this project. If you have any questions or need any additional information, feel free to contact me directly at 218.259.5024 or email me at ghodgson@sehinc.com. Thank you for your consideration.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Bob Beaver, P.E.
Principal


Glen D. Hodgson, P.E.
Project Engineer



Accepted this 8th day of April, 2015

Harris Township

By: _____

Title: Chairman

By: _____

Title: Clerk

Exhibit A-2
to Agreement for Professional Services
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 28, 2014

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

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

A. Lump Sum Basis Option

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

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

B. Expenses Not Included in the Lump Sum

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

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

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

- Roads -

From: Sierra Barger [<mailto:sierra.barger@theclaimscenter.com>]

Sent: Wednesday, April 01, 2015 2:24 PM

To: 'burlives@mchsi.com'

Subject: 571930 - Sunny Beach Rd

Good afternoon,

I'm researching **damages done to buried cable belonging to CenturyLink**, and I was wondering if Harris Township would be in charge of mowing the ditches on Sunny Beach Rd. If not, would you be able to provide me with which department would be?

Summary of damage:

What: 50 pair buried cable

How: hit during ditch mowing

Where: near Sunny Beach Rd and Forestview Trl in Grand Rapids, MN

When: around 8/15/2014

Thank you!

Sierra Barger

The Claims Center, LLC

PO Box 47604

Minneapolis, MN 55447

Phone: (866) 233-0353 x 1515

Fax: (866) 233-9627

E-mail: sierra.barger@theclaimscenter.com

The Claims Center, LLC is the third party claims administrator retained to research and recover claims for damage to property.

Caution: The information contained in this email transmission is confidential and intended only for the use of addressee. If the reader of this message is not the intended recipient you are hereby notified that any retention or copying of this facsimile is prohibited. Please, notify sender of erroneous transmission and destroy original immediately

Harris Township Policy for Vacating Town Roads

Consider for
"Hughes Road"

PURPOSE: The Harris Town Board has adopted the following policy to assist individuals and the board with the procedures that are required for vacating a road under Minn. Stat. § 164.06-164.07, and under Minn. Stat. § 368.01, subv 25 (for towns with urban powers).

POLICY: This policy is adopted solely for the purpose of providing information for those who are considering asking Harris Township to vacate any road, or part of a road. Nothing in this policy shall be deemed to create any obligation on the part of Harris Township to vacate any road, nor shall it in any other way be binding upon Harris Township or the Harris Town Board. The Harris Town Board may, in its sole discretion, repeal, waive, or modify any or all of this policy, or may impose additional requirements, in any or all situations.

ROAD VACATION PROCESS:

The road vacation process shall be as set forth in Minn. Stat. § 164.06, 164.07, and 368.01 subv 25, and any other applicable law. The following options and guidelines are intended to help clarify this process as it relates to vacating a town road. **Note that maintenance of a roadway will cease upon Board approval of a road vacation, effective as of that approval date.**

INITIATION OPTIONS FOR A TOWN ROAD VACATION:

Consideration to vacate a town road begins when one of the following three options occur:

1. Upon authorization by a majority vote of the electors at the Annual Meeting, or at a special town meeting called for that purpose, the Town Board passes a *Resolution*, initiating consideration of the vacation of a town road (Minn. Stat. 164.06)
-or -
2. Upon motion by the Town Board, a *Resolution* initiating consideration of the vacation of a town road is passed by unanimous vote (Minn. Stat. 368.01, subv 25)
-or -
3. Upon *Petition* signed by the majority of the owners of land abutting the road to be vacated (Minn Stat. § 368.01, subv 25) OR by not less than 8 voters of the town who own or occupy real estate within 3 miles of the roadway to be vacated ((Minn. Stat. 164.07)

PROCESS GUIDELINES

- The draft "Worksheet for Vacating a Road in Urban Towns" by Dan Greensweig is recommended for use by the board for any of the vacation initiation options above (by *Resolution* or by *Petition*).
- All vacation options will call a public hearing on the matter, preceded by 2 weeks posted and published notice.

Prior to ruling on a vacation, the Board will:

- Examine the road
- Examine the ditches lateral to the road and determine that said ditches are/are not essential for surface drainage of adjacent lands or highways in support of the general health and welfare of the public.
- Determine if damages will be awarded to, or waived by, the land owners adjacent to the road to be vacated

At the hearing, the Harris Town Board will:

- Hear from all interested parties
- Determine if the vacation is in the public's interest
- Decide whether to *approve* or *deny* the vacation [petition to vacation]

If the vacation is *approved*, a Road Order will be recorded with the county, and presented to the county auditor. Copies will also be sent to the affected landowners.

Adopted September 14, 2005

Chairman Rosato introduced the following resolution at the April 22nd 2015 Planning and Development Meeting of the Harris Town Board:

RESOLUTION NO. 2015-005
Updated Township Culvert Policy
(to replace former culvert policy resolution 2008-006)

BE IT RESOLVED, by the Supervisors of Harris Township, to adopt the following Culvert Policy:

Harris Township
CULVERT POLICY

- Any new access off of a township road or in a platted development in Harris Township needs approval by the Harris Town Board
- Anyone applying for a building permit in Harris Township through Itasca County will be required to contact the township regarding their culvert policy
- Any such access must have a culvert, unless deemed unnecessary by the township
- Harris Township will furnish one (1) metal culvert per parcel to township residents at no cost.
- If additional culverts are necessary for secondary accesses to said parcel, metal ones may be purchased through the township at the residents sole expense
- The culvert will be either 30' or 32' in length with aprons, and either 15" or 12" in diameter;
- The culvert supplied by or purchased through the township will be metal; plastic / polyethylene culverts are acceptable for use if purchased at the resident's sole expense.
- The township will deliver the first metal culvert free of charge
- It is the landowner's responsibility to have culverts installed properly (instructions for installation are available upon request)
- Bedding and cover material will NOT be provided by the township

Adopted this 22nd day of April, 2015

Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk

Supervisor _____ made a motion, seconded by Supervisor _____ to approve the foregoing resolution and the following voted in favor thereof: _____; and the following voted against same: _____, whereby the resolution was declared duly passed and adopted.

Harris Township Monthly Town Hall Report

Caretaker Bonnie Key

Date 4-7-15

General Cleaning - 25 hrs
Miscellaneous Duties/Work _____ hrs
Inspections, maintenance, Non-routine work,
Board meeting functions
Total 25 hrs

Rentals

Number of rentals

Residents 14

No Charge 6 - Board & Voting Days, meetings - ATK

Funeral, etc

Discounted 1 - fly away club

Only by Board approval

Non-Residents _____

Discounted _____

Only by Board approval

Total 14

Deposits Retained 1 25.00 - For garbage

Total Money collected \$ 400.00

Maintenance or Safety concerns:

Monthly Maintenance Report for March 2015

Road & Bridge:

- Pumped water out of ditch on Wendigo Park Rd that was plugged due to an iced-up culvert
- Filled in potholes on Sunny Beach Rd., Sunny Ln., Birch St., Mishawaka Shores Rd., and Little Crystal Ln.
- Marked out area for locate on Southwood Rd for new mailbox posts
- Installed a new Wendigo Park Rd street name sign at the Underwood Rd intersection
- Swept off the dirt and gravel in the cul-de-sac at the end of the Underwood Rd
- We raked out the shoulder on Lakeview Dr. after water had run up onto the road due to bad drainage. It is our understanding that the contractor that worked on the road will be the one to fix it so, we temporarily fixed it to prevent any more damage to the road.
- Cut up fallen trees on bear Creek Rd., Sunny Beach Rd. and, Birch St.
- Road Inspections were made when needed to look for trees, potholes and other road hazards that might have occurred

Equipment:

- While pumping water from a ditch on the Wendigo Park Rd., our pump lost suction so we had to purchase a new water/trash pump
- Replaced a hydraulic hose on the backhoe after it blew out while digging a grave
- Fixed the hydronic fluid hose on the grave heater after it had cracked during a grave thaw operation

- Fixed muffler on the Stihl chainsaw after the bolt had broken off while cutting a tree.
- Washed both trucks and Felling Trailer

Cemetery:

- 1 burial for Olive Gebhart in section 3. During this grave opening we called Bunes Septic Service to pump out the water and mud that had accumulated overnight in the grave. We finished digging the grave that morning before the funeral arrived
- 1 Cremation for Audrey Hafar in section 1
- Moved snow to allow water to drain easier away from a nearby grave opening and to speed up the melting process
- Put up new POW flag
- Removed corner markers
- Picked up trash and winter decorations
- Filled in any holes that occurred during spring thaw
- Weekly inspections were made

Recreation:

- Cleaned off tennis court and basketball court at Wendigo Park
- Put up tennis nets at Crystal Park and Wendigo Park
- Closed hockey rinks the weekend of the 7th and 8th
- Worked on the Wendigo Baseball sign
- Started working on sanding and replacing warped and cracked boards on the Crystal Park picnic tables
- Weekly inspections were made of both parks

Building & Grounds:

- Replaced door handle on the Wendigo park Garage door after someone had messed around with it and broke it

- Replaced light bulbs in the main room at the Town Hall
- Set up Town Hall for elections
- Removed stumps from driveway at the Service Center
- Weekly inspections were made at the Town Hall

Public Accesses:

- Cleaned up fallen tree branch at the Casper Boat landing
- Brushed out Woodtick landing area to increase visibility of oncoming traffic
- Itasca County Sheriff department was contacted because someone had dumped a big pile of garbage at the Mishawaka Boat landing. A name that was found multiple times amongst the garbage was given to the Sheriff office for citation issues. Some of the garbage was picked up but we had to grab the rest of it
- Cut up dead trees at the Mishawaka Boat landing
- Weekly inspections and garbage cleanup was made at all landings

Safety:

- No accidents or injuries

100-General #Hrs--

24

- . Schooling
- . Election Set Up
- . Miscellaneous Labor
- . Meeting Time
- . Holiday Pay
- . Vacation & Floater Pay
- . Funeral Leave
- . Garbage/Dump

200-Road & Bridge #Hrs--

87

- . Brushing
- . Mowing
- . Snowplowing
- . Grading
- . Ditching
- . Culvert Labor
- . Sign Labor
- . Crack Filling Labor
- . Pothole Labor
- . Tree Maintenance
- . Miscellaneous Labor
- . Road Inspections
- . Survey Wheel Labor

300-Equipment #Hrs--

10.5

- . Pickup Labor
- . Dump Truck Labor
- . Lawnmower Labor
- . Snow blower Labor
- . Felling Trailer Labor
- . ASV Trailer Labor
- . small Trailers Labor
- . Terex ASV Labor
- . Tar Pot Labor
- . Weed Whip Labor
- . Backhoe Labor
- . 1445 Tractor Labor
- . Chainsaw Labor
- . Snowplow Labor
- . Leaf Blower Labor
- . Chipper Labor
- . Compressor Labor
- . Brush Saw Labor
- . Packer Labor
- . Welder Labor
- . Miscellaneous Labor *ditch pump*
- . Wash Equipment
- . 1445 Tractor Mower Labor
- . 1445 Tractor Broom Labor
- . 1445 Tractor Snow blower Labor
- . J.D. 7130 Labor
- . Diamond mower labor
- . Pressure Washer Labor
- . E1100 Ground Heater Labor
- . ETO Generator Labor
- . ASV Brush Hog Labor
- . Air Compressor Labor

400-Cemetery #Hrs--

65

- . Miscellaneous Labor
- . Layout Graves
- . Mowing
- . Snow removal
- . Groundwork Labor
- . Headstone Labor
- . Grave Thawer Labor
- . Grave Opening & Closing
- . Grave Markers
- . Flags & Flagpoles
- . Fencing Labor
- . Monument Labor
- . Garage Maintenance Labor
- . Well Labor

500- Recreation #Hrs--

35

- . Miscellaneous Labor
- . Wendigo Mowing
- . Wendigo Ball field Maintenance
- . Wendigo Bleacher Labor
- . Wendigo Tennis Courts Maintenance
- . Wendigo Flooding & Snow Removal
- . Wendigo Rink Attendant
- . Mow Crystal
- . Crystal Ball field Maintenance
- . Crystal Bleacher Labor
- . Crystal Tennis Court Maintenance
- . Crystal Basketball Court Maintenance
- . Crystal Flooding & Snow Removal
- . Crystal Rink Attendant
- . Crystal Volleyball Court Maintenance
- . Crystal Pavilion Maintenance
- . Crystal Pavilion posting Labor
- . Crystal French drain Labor

600-Buildings & Grounds #Hrs----

98.5

- . Mow Townhall
- . Snow Removal at Townhall
- . Groundwork at Townhall
- . Town hall Building Maintenance
- . Garage Building Maintenance
- . Miscellaneous at Hall Property
- . Wendigo Fencing Labor
- . Snow Removal at Wendigo
- . Groundwork at Wendigo
- . Wendigo Well
- . Wendigo Warming Shack
- . Wendigo Skating Rink
- . Wendigo Signs
- . Miscellaneous at Wendigo
- . Snow Removal Crystal
- . Groundwork crystal
- . Electrical Crystal
- . Well at Crystal
- . Crystals Warming Shack
- . Crystal Skating Rink
- . Crystal Signs
- . Miscellaneous at Crystal

- . Crystal Fencing labor
- . Park Inspections

- . Snow Removal Public Access
- . Miscellaneous Public Access
- . Public Access Inspection
- . Docks at Public Access

- . Groundwork at Public Access
- . Mishawaka Access
- . La Plant Access
- . Casper Access
- . Woodtick Access
- . Public Accesses Garbage
- . Mow & Trim Public Accesses

- . Beaver Control at Accesses

- . Service Center Supplies
- . Service Center Lights
- . Building Maintenance Parts
- . Building Maintenance Labor
- . Service Center Heat
- . Service Center Phone
- . Service Center Mow
- . Service Center Snow Removal
- . Service Center Groundwork Material
- . Service Center Groundwork Labor
- . Security System Material
- . Security System Labor

Total HRS.

320

REQUEST FOR BOARD ACTION
May 14, 2014
Regular Meeting of the Harris Town Board

FYI

Consent Agenda item #1:

REQUEST:

To approve the following compensation for the two full-time Maintenance Workers and the part-time Town Hall Caretaker of Harris Township, as recommended by the Board at the Special Meeting for Employee Performance Evaluations, held April 16, 2014.

EFFECTIVE DATE:

Rates to be effective for use in calculating employee claims processed for the **May 2014 check run**, and there foreword until the next annual employee review meeting in April 2015.

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

Derrick Marttila	Full-time Maintenance Worker	\$18.70 per hour (This includes the \$0.70/hr increase, per 4/16/14 work session)
Dan Key	Full-time Maintenance Worker	\$18.70 per hour (This includes the \$0.70/hr increase, per 4/16/14 work session)
Bonnie Key	Part-time Town Hall Caretaker	\$15.00 per cleaning hour, and \$14.50 per showing appointment** and per use of the town hall (this includes each rental, and each use by the Board)

(This includes the \$0.25/hr increase to the cleaning rate and a \$0.25 increase to the showing rate, per the 4/16/14 work session.

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

RE: Attending meetings via Skype

From: MICHELE SMITH

Date: 4/28/14

To: glrosato@blandinfoundation.org Cc: Becky Adams

Kyle Hartnett from MN Association of Townships outlined the how-tos as follows, regarding attending a meeting via SKYLE:

A board can use skype to attend and vote at board meetings if the proper procedures are followed. Minn. Stat. 13D.02 sets out the requirements for conducting a meeting via interactive television as long as the following conditions are met:

1. All board members participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. Members of the public present at the regular meeting location of the township can hear and see all discussion and testimony and all votes of board members;
3. At least one supervisor is physically present at the regular meeting location; and
4. Each location at which a member of the body is present is open and accessible to the public.

If, and only if, ALL of these conditions are met, a supervisor can vote and take part in the meeting from a remote location.

The statute also requires that to the extent practical, members of the public must be allowed to monitor the meeting from a remote location.

Notice must also be given for these meetings in the same manner as any other township meeting. **The notice must state all locations at which supervisors will be taking part in the meeting.**

See also the attached MAT document titled "*Beam Me Up Chairperson*", which also lays out the requirements for meetings via Skype.

Regards,
Michele Smith, Clerk

(SKYPE)

Beam Me Up Chairperson

Technology can be an amazing thing. My kids have recently discovered a new way to communicate with their grandparents. It's called Skype. Skype is a free online service that allows my kids to chat with grandma and grandpa in front of our home computer. The service also allows grandma and grandpa to see the kids by the use of webcams. The service is so simple my six year old and his grandparents have figured out how to run it without too much help from me. For our use the service has been a fun toy, but the other day I received an interesting questions from a township supervisor; "can I use Skype to take part in a township board meetings if I am unable to attend the meeting in person?" The answer appears to be "yes" as long as certain conditions are met.

Throughout my legal career I have been asked numerous times whether a township supervisor could vote by telephone. The answer is always "no," statute does not allow for such an option. In order to hold a meeting and make decisions a quorum of the supervisors must physically be in attendance to vote on the issues. A telephone call does not meet the requirements of statute.

It should be noted that Minn. Stat. 13D.021 does provide for an exception to this general rule. The exception, however, only applies if there is a health pandemic or if a state of emergency has been declared under Minn. Stat. Chapter 12. There are very few circumstances when this exception could be exercised and it probably will never apply to most townships.

Whenever I would answer this question regarding telephone calls I would usually add that there is a statutory provision allowing townships to conduct meetings via interactive television, but to do so would usually be cost prohibitive. I had always pictured interactive television as requiring satellite link ups and high tech equipment. The age of internet and web cams have led me to change by thoughts on this.

Minn. Stat. 13D.02 sets out the requirements for conducting a meeting via interactive television as long as the following conditions are met:

1. All board members participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. members of the public present at the regular meeting location of the township can hear and see all discussion and testimony and all votes of board members;
3. at least one supervisor is physically present at the regular meeting location; and
4. each location at which a member of the body is present is open and accessible to the public.

If, and only if, ALL of these conditions are met, a supervisor can vote and take part in the meeting from a remote location.

The statute also requires that to the extent practical, members of the public must be allowed to monitor the meeting from a remote location. Notice must also be given for these meetings in the same manner as any other township meeting. The notice must state all locations at which supervisors will be taking part in the meeting.

Based on my limited knowledge of services like Skype it seems that it is now much easier for a township to conduct interactive meetings using such technology. With a couple of well placed webcams and microphones it appears a township could fairly easily comply with all the statutory requirements.

There are, however concerns I have about townships conducting such meetings. For example the statute clearly states that applies to “interactive television.” Whether an internet service is “interactive television” is not defined in the statute. Minn. Stat. 13D.02 was last amended in 1997. The thought of free internet based video conferencing was probably not even considered at that time. As long as all of statutory requirements are met a strong argument could be made that the statute would apply to internet conferencing.

Township officials should also be aware that every location where a supervisor is taking part in an interactive meeting must be open to the public. This means that if a supervisor is taking part in a meeting from home or at a resort in Fiji that supervisor must allow anyone that wishes to watch the meeting with that supervisor.

Another concern with using technology to attend a meeting is what happens if it doesn't work? Is the township going to be unable to pay bills for the month because an internet connection went down, or the server is scheduled for maintenance? While these services are nice, remember, you get what you pay for.

Town supervisors should probably make every effort to attend their township's meetings and only consider using the authority under the interactive television statute in rare circumstances. But with the new technology out there, it seems that holding such meetings is much easier than in the past and could help many township officers.

It is nice to see however that technology can be used for more entertaining my children for a few minutes. Now it can be used to beam supervisors into meetings from all over the world.

MINUTES from the
Town of Harris
Annual Board of Canvass Meeting
Tuesday, March 10, 2015

DRAFT

Time: Immediately followed the Annual Harris Town Meeting

The Harris Town Board of Canvass was called to order by Vice Chairman Larry Key at approximately 9:05 pm on Tuesday, March 10, 2015, to canvass the votes of the annual town election held earlier this day. The following members of the Canvass Board were present: Gary Rosato, Larry Key, Dennis Kortekaas and Jim Kelley. *Absent:* Burl Ives

The township election results as received from the election judges were read by Vice Chairman Larry Key as follows:

RESOLUTION NO. 2015-002

A RESOLUTION CERTIFYING MARCH 10, 2015 HARRIS TOWNSHIP ELECTION RESULTS

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

Name on ballot: <u>Gary Rosato</u>	-	<u>94</u>
Write In (name): <u>Marge Kelley</u>	-	<u>1</u>
Write In (name): <u>Bill LaPlant</u>	-	<u>1</u>
Write In (name): <u>Bonnie Key</u>	-	<u>1</u>
	
Total votes:	=	<u>97</u>
Under votes	=	<u>13</u>
Ballots cast:	=	<u>110</u>

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

Name on ballot: <u>Jim Kelley</u>	-	<u>104</u>
Write In (name): <u>Bonnie Key</u>	-	<u>1</u>
	
Total votes:	=	<u>105</u>
Under votes	=	<u>5</u>
Ballots cast:	=	<u>110</u>

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

Name on ballot: <u>Burl Ives</u>	-	<u>97</u>
Write In (name): <u>Bonnie Key</u>	-	<u>2</u>
Write In (name): <u>Dan Butterfield</u>	-	<u>1</u>
	
Total votes:	=	<u>100</u>
Under votes	=	<u>10</u>
Ballots cast:	=	<u>110</u>

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

Name on ballot: <u>Becky Adams</u>	-	<u>105</u>
Write In (name): <u>(none)</u>	-	<u>-</u>
	
Total votes:	=	<u>105</u>
Under votes	=	<u>5</u>
Ballots cast:	=	<u>110</u>

AND WHERE AS:

Gary Rosato received the majority of the votes cast for the **Town Supervisor- C**
(name)

Jim Kelley received the majority of the votes cast for the **Town Supervisor- D**
(name)

Burl Ives received the majority of the votes cast for the **Town Supervisor- E**
(name)

Becky Adams received the majority of the votes cast for the **Town Treasurer**
(name)

NOW THEREFORE, BE IT RESOLVED, that

Gary Rosato be declared the **winner** for the position of **Supervisor- C** of the Town of Harris,
(name) for a three (3) year term, said term to expire in March of 2018; and,

Jim Kelley be declared the **winner** for the position of **Supervisor- D** of the Town of Harris,
(name) for a three (3) year term, said term to expire in March of 2018; and,

Burl Ives be declared the **winner** for the position of **Supervisor- E** of the Town of Harris,
(name) for a two (2) year term, said term to expire in March of 2017; and,

Becky Adams be declared the **winner** for the position of **Treasurer** of the Town of Harris
(name) for a two (2) year term, said term to expire in March 2017.

Adopted this 10th day of March, 2015

Gary Rosato, Chairman

Attest:

Michele R. Smith, Clerk

Supervisor Kortekaas made a motion, seconded by Supervisor Kelley to adopt the foregoing resolution CERTIFYING MARCH 10, 2015 HARRIS TOWNSHIP ELECTION RESULTS and the following voted in favor thereof: Supervisors Rosato, Key, Kortekaas, and Kelley, and the following voted against the same: none, whereby the resolution was declared duly passed and adopted.

A motion to adjourn tonight's board of canvass was made at 9:07pn by Supervisor Key, and seconded by Supervisor Kortekaas. The meeting was adjourned.

Respectfully submitted,

DRAFT

Michele R. Smith, Clerk

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

DRAFT

The Regular Meeting of the Harris Town Board was held on Wednesday, March 11, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None. Also in attendance were Mike Hendricks – Creative Services, and residents Marge Kelley, Dan Butterfield, Bonnie Key, Judy Myers, and Cyndy Martin.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on February 11, the Budget Work Session on February 17, the Planning and Development Meeting on February 25, and the Work Session on March 4, 2015
A motion was made by Supervisor Ives to approve the minutes as submitted for 2/11/15, 2/17/15, 2/25/15 and 3/4/15. Supervisor Key seconded the motion, which passed by a unanimous vote.

3. **Business from the floor**

- None

4. **Treasurer's Report** dated March 11, 2015 (re: February 1-28, 2015 financials)

Treasurer Adams verbally recapped the treasurer's report of February 1-28, 2015 financials for the board:

- Starting Jan. 1 balance: \$1,170,425.45
- Receipts: \$ 60,151.79
- Disbursements \$ (66,814.36)
- Ending Dec.31 balance: \$1,163,762.88

With regards to fund balances, Adams reminded the board that the Building and Grounds fund was still in a deficit of (\$23,595.02) as the board had not yet transferred money from the capital improvement/non dedicated fund to the Building and Grounds fund to bring it back into the black.

A motion was then made by Supervisor Key, seconded by Supervisor Kelley, to approve the Treasurer's March 11, 2015 Report containing February 1-28, 2015 financials. Upon roll call, motion passed by a unanimous vote.

5. **Roads**

- Sunny Beach and Isleview-Birch Street Road proposal for preliminary engineering – Glen Hodgson, SEH

At the last meeting, the board asked Hodgson to provide a proposal for preliminary engineering on Sunny Beach Road, Isleview Road, and Birch Street. The proposal was to include review of the existing pavement conditions, review of the exiting drainage concerns, and preparation of a preliminary engineering report. Hodgson outlined the SEH scope of work and deliverables in the memo included in the agenda packet. The cost of the proposed services was a lump sum fee of \$19,500. This was work that would be a part of the final design anyway, but the money would be spent up front.

Hodgson added that he'd talked to Braun regarding some additional geotechnical work including soil borings to determine how far they'd need to go to hit good material in the wet areas, and to determine exactly what kinds of materials they are dealing with. Pavement cores should also be done to identify the thickness of pavement and class V. The estimate by Braun Intertec for this work was apx \$10,500 but Hodgson said it would likely be a little less than this.

It was clarified that pavement borings are needed on both Sunny Beach and Birch Street.

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to approve the \$19,500 proposal by SEH for preliminary engineering work on Sunny Beach Road, Isleview Road and Birch Street. Discussion: Did the board need to approve the proposed work by Braun tonight? No per Hodgson; he'd

get a proposal and bring it back to the board with their scope of work. Upon a roll call vote, motion passed by a unanimous vote.

- Road issues/concerns/updates

Lakeview Drive: Eric Maturi emailed Supervisor Ives and Rosato, with some drainage and erosion concerns on Lakeview, which was recently improved in 2014. The Clerk agreed to print the photos and email, and put on the agenda of the March 25th P&D meeting. Supervisor Key and Glen Hodgson also agreed to go look at the problem area because if there is erosion that's damaging the road surface, it needs to be taken care of as soon as possible.

Fieldcrest Road: The area of Fieldcrest that was patched in 2014 still has a drainage issue per a resident report to Supervisor Kelley. It's beginning to erode a bit.

Underwood Road-east: Supervisor Ives reported that the water on the north side of Underwood Road-east was getting very close to the paved surface (near Park Road). Hodgson was aware of this problem area, as the resident didn't allow a drainage easement as hoped.

6. Recreation

- Both ice rinks were closed on 3/7/15 due to the warm weather.

7. Correspondence

- Board Action items:

- None

- Noteworthy items:

- Minutes from Collaborative Opportunities Team Meeting on February 26, 2015. Note: Next meeting will be April 15, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.

Supervisor Ives spoke about the meeting, which he attended. He reported that the Information Technology survey that has went out to the teams, and that he felt that the Clerk and Treasurer would be the best people to respond for Harris Township's technology needs. He asked that they fill out the survey and return to Mary Jo Wimmer (facilitator) prior to the next meeting on April 15th.

- Itasca County Highway Department Five-Year Plan – written comments accepted until March 27, 2015

Clerk Smith added that she did have a copy of the 5 year county plan, if anyone wanted to review it.

- MN Association of Townships Spring Short Course – April 2, 2015 at Sawmill Inn Grand Rapids 9am – 3pm

Treasurer Adams told the board she planned to attend the short course on April 1st in Walker as she had a conflict on 4/2. The board was reminded to pay at the door, and submit a reimbursement request on their claim form.

- Non-action items

- None

8. Consent Agenda

- a.). Consider approval of Creative Services contract for 2015 (as discussed at the Feb 25, 2015 P&D meeting)

Clerk Smith explained to the board that although the board had passed a motion at the February 25th, 2015 P&D meeting to contract with Mike Hendricks via Creative Services, his contract was not actually reviewed at that meeting – and there was some uncertainty of its contents with regards to Mike Hendricks's rates. Thus, she put it on the consent agenda with a copy of the contract in the agenda packet so the board could review prior to final approval and signature.

Mike Hendricks of Creative Services was in the audience and asked to address the board regarding his contract. Hendricks explained that he felt there was a misconception regarding the board's work with him as a contractor and so clarified that he would be retained by the board and take direction from them. He, like any other consultant, would not make a move until directed to do so by the board. Other areas that the board currently contracts for are legal, road work, staffing of rinks, etc. They are used for their education, knowledge, and experience to help the board make good decisions, and provide their services on an hourly or project basis.

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Hendricks clarified that the Harris Board approached him many years ago, and asked that he provide annual agreements to confirm his availability on short term notice. And while Harris Township would be his only client in 2015 to date, he used to work with many other cities and townships.

A motion was then made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the consent agenda, and sign the Creative Services contract. Roll call vote was taken; those in favor were Supervisors Key, Kortekaas, and Rosato. Those opposed were Supervisor Ives and Kelley. Motion passed.

9. Old Business

- Review of old resolutions:
 - #2009-006: *Support of Proposed Road Name Change (from Badger Road to Casper Landing)*
 - #2009-008: *Setting Hearing Date in Response to Road Vacation Petition (end of Isleview, at Birch intersection)*
 - #2009-009: *Vacating Town Road (part of Sunset Park plat - at end of Isleview, at Birch intersection)*
 - #2010-001: *Abandonment of Town Road (western extension of Underwood Road)*The board agreed there were no changes needed to the above noted resolutions.

- #2010-003: *Designating a Township Director for the Greater Area Grand Rapids Area Cable Commission*
Clerk Smith explained that this resolution was outdated, as it listed a former treasurer and three supervisors as cable commission representatives. She agreed to research if an updated resolution had ever been done noting Treasurer Adams as the current director.

- Correction to three 2016 budget figures in the annual report dated March 10, 2014:

Supervisor Ives noted that there were some 2016 line item budget amounts in the annual report that were not correct. The following 3 proposed budget amounts were agreed to by the board to be zero.

Clerk Smith apologized for the oversight in the annual report. And for the record, these items were duly noted

- Cemetery fund: Lines 423-Road Work should be \$0.00 for the 2016 budget amount
- Cemetery fund: Line 450-New Development should be \$0.00 for the 2016 budget.
 - Total cemetery 2016 budget should be: \$28,100.
- Recreation fund: Line 550-New Development/Wendigo should be \$0.00.
 - Total recreation budget for 2016 should be \$36,300.

Chairman Rosato said that these corrections were for the board's clarification only with regard to a proposed budget; it did not affect the levy that was approved by the township residents

10. New Business

- Work session requested

Chairman Rosato suggested that the board hold a work session to discuss and prepare for the annual reorganization meeting, as well as review township employee job descriptions and the annual review process. **The board approved a work session for these purposes be held Monday, March 16th, 7:30pm at the town hall.** Clerk Smith agreed to post the meeting notice the next day.

- Aquatic Invasive Species (AIS)

Supervisor Kortekaas commented on the AIS speaker who presented at the Itasca County Township Association Meeting. In the handouts, it was unclear if the township would need to hire a trained/licensed person for our boat landings on Pokegama Lake to check for AIS. Rosato said he had a call in to clarify this, since Pokegama is one of 7 targeted lakes in Itasca County that they are most concerned about.

11. Approve payment of bills for March 2015

Treasurer Adams noted there needed to be two corrections to bill list:

- Rapids Printing bill listing should be for \$775.63

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- SEH's bill amount should be \$2,216.05.

The revised total bill list would then be \$53,232.92

One of the supervisors questioned why there were two items on the bill list for Supervisor Ives. Adams explained that Ives had not turned in a claim form in time for payment during the February Regular meeting and so that along with a current claim form for March, that from February was also being paid this month.

A motion was then made by Supervisor Kelley, seconded by Supervisor Key, to pay the bills as per the attached adjusted document titled "March 2015 Bill Listing to Board" for a revised amount of \$53,232.92. Upon roll call, motion passed by a unanimous vote.

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

None

13. Adjourn

With no other business to come before the board, a motion was made by Supervisor Key, seconded by Rosato, to adjourn tonight's meeting at 8:06 p.m. Motion carried.

Respectfully submitted,

Michele Smith, Harris Township Clerk

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March 2015 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding	940.39
Gary Rosato	Mtgs, wages, labor, less withholding	676.21
Dennis Kortekaas	Mtgs, wages, labor, less withholding	575.37
Burl Ives	Mtgs, wages, labor, less withholding (prior month's claim form)	571.39
Burl Ives	Mtgs, wages, labor, less withholding (current month)	782.89
Jim Kelley	Mtgs, wages, labor, less withholding	640.70
Michele Smith	Mtgs, wages, labor, less withholding	1,786.41
Becky Adams	Mtgs, wages, labor, less withholding	819.18
Bonnie Key	Cleaning labor, showing, less withholding	418.08
Dan Key	Labor less withholdings	2114.29
Derrick Marttila	Labor less withholdings	2559.29
PERA	ONLINE pmt:: Payroll withholding	1754.27
Anderson, Earl F.	Signs: snowmobile, stops, name plates	1159.32
Andrews, Vicki	Election Judge 3/10	45.17
Century Link	ONLINE pmt:: February phone service	278.58
Davis Oil	February invoices - fuel	248.12
Dreke, Jane	Election - Head Judge 3/10	79.20
Eichorn, Rusty	annual meeting Moderator	60.00
Express Employment	rink attendents 2/4, 2/11, 2/18, 2/25	2,566.32
Ferrellgas	Feb fuel charges	997.65
Flohaug, Etta Jane	Election Judge 3/10	101.32
Grand Rapids Public Utilities	Utilities; lights and town hall	209.83
Hawkinson Construction	2014 road work - final payment	16,940.28
Herald Review	annual meeting	360.50
Home Depot	online pmt:: ratchet, keys	21.72
Itasca County Fair Board	annual request for funding - 2015 pmt	1,000.00
Itasca County Historical Society	annual request for funding - 2015 pmt	3,253.00
Itasca County Recorder	record deed - kelledy	46.00
Janicke Bakery	Election cookies	45.00
L and M	February invoices	454.19
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	924.43
MN Benefit Association	Life Insurance Policy for Supervisors, Clerk, Treasurer, Town Hall Supervisor	2,565.00
MediaCom	February phone and internet service - town hall	95.94
Minute Man Press	copies for meetings	519.05
Northland Portables	portables for wendigo, crystal, cemetery, laplant landing, mishawaka landing Jan/Feb	492.00
Range Water	cooler rental march	10.00
Rapid Printing	March newsletter	2,216.05
S E H	Engineering Services - misc. services	367.50
Shaw and Shaw	call to attorney O'Toole - Lotti	67.50
Stokes	office supplies	217.32
Verizon	cell phones through 3/12/15	157.24
Waste Management	3 yd rel on call	130.37
Wells Fargo Credit Card	ONLINE pmt -Staples - new printer	356.08
Commissioner of Revenue	Payroll withholding :: electronic payment	415.00
EFTPS	Payroll withholding :: electronic payment	2,786.64
Total		\$ 52,824.79

Approval to pay :: March 11, 2015, Checks numbered 16685 through 167

775.6
2,216.
\$ 53,232.92

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato

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Minutes from the Work Session
Harris Town Board
Monday, March 16, 2015 at 7:30pm

DRAFT

A work session of the Harris Town Board was held on Monday, March 16, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 7:30pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

In attendance were Supervisors Rosato, Kelley, and Ives, as well as Clerk Smith. *Absent:* Supervisors Kortekaas, Supervisor Key, and Treasurer Adams.

Also in attendance were residents Marge Kelley, Cyndy Martin, and Terry Harris.

The purposes of this meeting, as posted, were:

- Discuss and plan for the upcoming annual reorganizational meeting (scheduled for March 25, 2015)
- Review and discuss township employee job descriptions, and the annual performance review process

1. Pledge to the flag, followed by the reading of the Harris Township mission statement
2. Review and discuss township employee job descriptions, and the annual performance review process.

Chairman Rosato shared the former town hall and caretaker maintenance worker job descriptions as well as an updated version of the maintenance worker position as revised by Rosato last year. He had not yet updated the town hall caretaker position.

Rosato explained that the old position descriptions, which had been used for many years, lists all of the job duties on it and also serves as a performance review form as well. A rating scale is listed next to each responsibility from 1-6. On the new position description, he included the same responsibilities but without the evaluation piece. A new evaluation form had not yet been developed.

Regarding the evaluation *process*, Rosato explained that the board will meet to consider and rate each employee on each job requirement. This is done at a closed work session in April, the date yet TBD for 2015.

The board liked the detail of the old forms, but preferred the format of the updated version. Treasurer Adams offered to add an evaluation grid to the updated Maintenance Worker version that Rosato had developed, and create a similar form for the Town Hall Caretaker position. Rosato agreed to work with her on this project.

3. Discuss and plan for the upcoming annual reorganization meeting (to be held March 25, 2015); tonight was not to determine these items, but rather to discuss any issues or changes the board may want to make at the March 25th reorganization meeting.

Re-organization agenda items:

- ◆ Review Resolution #2013-004, *Establishing an Administrative Policy* regarding board meetings, and discuss if any changes are needed/desired.
 - Item #6 – *Order of business* – was discussed at length. The board agreed that they'd like to:
 - Add a Consent Agenda to the Planning and Development agenda
 - Move the consent agenda up, to follow "Business from the Floor"
 - Move the "Treasurer's Report" down on the agenda so that it's just before the "Approval of the Bill List"

Clerk Smith will bring draft revised agendas to the March 25th Reorganization meeting for board review. If approved, she'll update the Admin policy accordingly via resolution.

- The board discussed the *names* of the two regularly scheduled meetings, i.e. the "Regular Meeting" and the "Planning and Development Meeting". The history of P&D meeting was

given by Rosato, in that there used to be only one business meeting a month and the second meeting was added for the board to plan and discuss business that would then be ratified at the Regular meeting. No board decisions were made at the P&D at this time. However, due to all the township business that occurred during the month, the P&D morphed into a meeting where decisions *were* made. Then, the public wanted to have both meetings televised – not just the Regular Meeting - as items referenced during the Regular meeting took place at the P&D meeting, which they were not able to watch on TV.

Changing the names of the two meetings were discussed, to distinguish between the two, as no checks are written at second meeting. However, after much consideration, *no change* was made to the meeting names.

- Having *check runs* twice a month was touched on, but the Treasurer commented that once a month works well with vendors and for reporting purposes, so she'd prefer to keep to just check runs to once a month.
- *Work sessions*: Now that both the Regular and P&D meetings are televised, Chairman Rosato commented that he feels the board needs to have 1-2 monthly work sessions *off* camera, to really kick back, plan, and discuss various things that can then be brought back to either of the televised meetings. It's apparent with all the work sessions the board has had in the past few months that this is essential and necessary. Or, perhaps they go back to only one televised meeting and only deal with business at that one meeting.

Supervisor Ives suggested having a work session right *before* the P&D meeting – on the same night - for 1 hour prior. This may speed up the actual meeting time. Clerk Smith spoke in favor of combining work sessions and meetings rather than adding more meetings dates per month; she found it difficult and wearing to have meetings (or multiple meetings) *every week*. Supervisor Kelley agreed.

The board discussed that perhaps they could have a work session prior to every regularly scheduled meeting, starting at 7:00pm and moving the meeting times to 8:00pm. Clerk Smith wondered if by doing this, if a posting notice to specify what would be discussed could be omitted and instead have an "open" agenda for the work session. She agreed to check into that with the MN Association of Townships.

It was noted that if the board moves to a new meeting time, changing from a 7pm start time to 8pm, a new schedule would need to be posted and published. In addition, the township's Administrative Policy via resolution 2013-004 would need to be updated.

- ◆ Designate official newspaper
This has traditionally been the Grand Rapids Herald Review; there were no concerns by the board
- ◆ Designate a township attorney
This has been Andy Shaw of Shaw & Shaw Law; there were no concerns by the board
- ◆ Designate a township road engineer
This has been SEH/Glen Hodgson and Clerk Smith commented that she did receive a letter from SEH requesting they again be considered for 2015-2016; there were no concerns by the board
- ◆ Designate a bank as the town depository
This has been Wells Fargo for many years, for the township's checking and savings account. However, Ives wondered if another bank may be better – one that is more local & community oriented such as Grand Rapids State Bank, Woodland Bank, Deerwood Bank or American Bank. Treasurer Adams noted that the township does have an additional savings account at American Bank. Adams agreed to look into other options, though no better interest rate was expected.
- ◆ 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

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- ◆ Affirm / appoint members to committees/boards/positions:
 - Clerk Smith announced that the day before tonight's meeting (3/15/15), she received an unexpected resignation letter from Supervisor Key, and it was effective immediately. And while the next steps could not be discussed tonight, as it was not posted on the agenda for the work session, she wanted the board to be advised of the situation when considering the following position appointments. She added that formal review and acceptance of the letter via resolution, along with next steps will be on the agenda for the March 25th P&D meeting.
 - a. *Weed Inspector*: This has been Supervisor Kortekaas; no interest by others was voiced
 - b. *Collaborative Opportunities Team (or similar)*: This is a non paid meeting with other cities and townships; Supervisor Ives had been attending and would like to continue.
 - c. *Trails Task Force*: This has been Ives and he would like to continue.
 - d. *Safety Representative*: This has been Rosato and entails investigating any mishaps of maintenance crew. Supervisor Kelley commented he'd be willing to do that.
 - e. *Human Resource / Personnel Representative*: This has been Treasurer Adams and Supervisor Rosato – each with different roles. These are not true “HR positions” as held in other businesses, but rather are people that employees can talk to.
 - f. *Cable Commission Representative*: This has been Adams; she was willing to serve again for the next year.
 - g. *County zoning and environmental services representative (to attend meetings)*: This has been Supervisor Key, and involved going to site meetings and public hearings for all variance and conditional use permit applications. A new representative will be discussed at the reorganization meeting.
 - h. *Northwest Gas Joint Powers Board*: This has been the town board chair, another supervisor and resident representative, John Howrey. However Smith said the number of representatives from the township changes from 2-3, based on odd/even years. She will bring the resolution that outlines this to the reorganization meeting for board review. Rosato will check with Howrey to see if he's interested in continuing.
 - i. *Firewise* – Has been Kortekaas in the past.
 - j. *IRRRB Residential Redevelopment Program*: Has been resident, Dan Butterfield.
 - k. *Maintenance Crew Leader*: This has been Supervisor Key for the past 30 years, but he has since resigned. Ives suggested that Rosato be considered for this appointment but Rosato expressed that he was not interested in taking this position. A replacement will be decided at the reorganization meeting.
 - l. *Other?* No other positions were noted.
- ◆ *Appoint Deputy Clerk* – The Clerk will advise the board of her clerk at the reorganization meeting. Her deputy from the prior year was not able to do it again for the upcoming year so Smith was still trying to find someone willing to accept the deputy position.
- ◆ *Appoint Deputy Treasurer* – Adams will check with her current deputy, in hopes she will again accept the deputy position for the ensuing year. Chairman Rosato reminded the board that they have no say on who is appointed to the deputy positions; this is solely a Clerk/Treasurer decision.
- ◆ *Elect Chairman* – In prior years, with a three person board, the chairman position rotated each year giving each supervisor the opportunity to serve as chair. However, with a 5 person board, this will be need to be discussed and decided during the reorganization meeting.
- ◆ *Elect Vice Chairman* – same as above.

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4. Adjourn

*A motion to adjourn tonight's work session was made at 9:00pm by Supervisor Kelley, with a second by Ives.
Meeting adjourned.*

Respectfully Submitted,

Clerk Michele Smith

DRAFT

Minutes from the Work Session
Harris Town Board
Wednesday, March 18, 2015 at 7:00pm

DRAFT

A work session of the Harris Town Board was held on Wednesday, March 18, 2015 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 7:00pm by Chairman Rosato. (This work session was open to the public, but was not televised nor recorded by ICTV.)

In attendance were Supervisors Rosato, Kelley, Kortekaas, and Ives, as well as Clerk Smith. *Absent:* Supervisor Key, and Treasurer Adams.

Glen Hodgson, the townships road engineer from SEH was also in attendance.

In addition, there were people in attendance who represented Harris Township (as residents), the City Motorized Trail Committees, and Wildwood Township. Approximately 17 people in all (*see attached sign in sheet.*)

The purpose of this meeting, as posted, was:

- Consider motorized trail route options in Harris Township as requested by the motorized trails task force

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

2. Welcome and introductions by Harris Township, Wildwood Township, and the City Motorized Trail Committee

After the meeting was called to order, everyone in the room introduced themselves and stated if they were affiliated with Harris Township, the City Motorized Trail Committee, or Wildwood Township – who had been invited by the Harris Town Board for collaboration purposes.

There were approximately three township residents there plus the town board, one person from Wildwood Township (Bruce Christianson), and apx thirteen people from groups who made up the City Motorized Trail Committee – including Rapid Riders ATV club, Visit Grand Rapids tourism, Itasca County Forestry, Grand Rapids Chamber of Commerce, Grand Rapids Park and Rec, etc.

3. Presentation by the City Motorized Trail Committee

Sara Thompson – Itasca County Land Dept/Forestry Recreation and Megan Christianson – Visit Grand Rapids shared the background of the motorized trail committee with the board which was formed last fall to look for more recreational opportunities in the City of Grand Rapids. They commented that the UPM Blandin trail that was finished last year, near 9 Mile, and so the group decided they would like to explore options to connect this trail south to the City of Grand Rapids for tourism and economic growth.

The committee has an idea of where a connecting trail could go, but nothing has been officially designated nor set in stone. The group instead wanted to reach out the neighboring townships and residents first to gather their perspectives and feedback before deciding on a route. They met with Wildwood Township about a month ago, are meeting with Harris Township tonight, and will also meet with the Itasca County Board and Transportation Department, the City of Grand Rapids, and any affected landowners (i.e. Blandin).

Some items of discussion were:

- Rapids Riders are the club that would maintain the trail. They apply for grant money every year for maintenance. The county and DNR monitor as well as trail ambassadors who are out there to talk and educate people.
- There would be no liability by the township or any private land owner for the trail. The club is covered and has liability coverage. This is similar to the snowmobile trails.
- This new trail would have a season. Speed limits would be set, and dust control is an option for the grant-in-aid.

- A handout of the *"Itasca County Policy and Process for the Permitting and Management of All-Terrain Vehicles and Off-Highway Motorcycles in the Public Right of Way on Designated Roads under the County's Jurisdiction"* was shared by Thompson, who noted that the township could use this as a template for their use in regulating the motorized ATV and OHM trail in their township. They would maintain road authority and could put special restrictions in place if desired. *(A copy of this document will be attached to these minutes.)*
- Currently, side by sides ATVs can ride on county roads but single ATVs cannot; they have to ride on the back side of ditches.
- A connection trail would allow Grand Rapids to connect to roughly 500 miles of trails. The Blandin trail is part of larger trail system that connects to other trails that lead to Moose Lake, Wisconsin, Cass Lake/Cass County. It connects to the Sioux Line trail, which is a part of the Northwood's trail system.

4. Several MAPS were reviewed by the board and audience members showing the area between Grand Rapids and UPM Blandin Trail (near Nine Mile) – including the area between Pokegama Lake and County Road 67. A wetlands layer was included to help to know where they are located.

5. Wrap up and feedback by the board

The committee's proposed trail area was evident in the map review, and the location seemed to make sense to those in attendance.

There was discussion of a proposed trail on both sides of the road, or just one. Headlight issues of oncoming traffic need to be considered.

In response to an erosion concern, Thompson commented that 'trail building guidelines' are followed. Storm water permits are gotten when needed, and they look at the soil type and bring in material to repair if needed.

Feedback from the Harris Town Board:

- Glen's Hodgson of SEH as road authority said he was pleased to see route where it is; it's all on county ROW not township ROW. He liked the plan but said residents may have concerns as very little of the proposed trail is down in the ditch. And it's proposed for both sides of road – one direction each side, though this has not been decided for certain. Overall, the route location looked very logical.
- Supervisor Rosato: Felt comfortable bringing the City Motorized Trail Committee's proposed route location to public.
- Supervisor Kortekaas: Had some concerns regarding driveways and how to handle the potential jumping over driveways by ATVs. Where the trail is on the shoulders, it would allow them to go up and around the driveways. A comment from the audience was that sometimes bituminous or ground up cement is put on slopes of driveways to prevent erosion.
- Supervisor Kelley: Proposed location of the trail looked good, but wondered how to responds to those residents who maintain their property right up to the road. The response was that this would depend on how the county has designated the ROW; they would look at that and may need permits.
- Supervisor Ives: He thought the county road ditch sections were doable but wondered how the snowmobile trail would mesh with this? Overall, he commented it is a great start and as an ATV trail, it looked good. However, If Wendigo changes ownership and no longer wants the snowmobile trail on that property, could this new trail be an option for redirecting it?

6. Next steps:

The City Motorized Trail Committee will have open houses with township residents to hear their comments regarding the proposed trail location. The Committee doesn't want the people to feel like they have come in to declare "This is the route". They want to ask and find out what residents think, and stress that it's not yet a designated route.

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The committee will also meet with the county board and city of Grand Rapids and their residents. Overall, the proposed trail is still in the preliminary stages right now. They will talk about next steps during their next committee meeting in April.

The Harris Town Board thanked groups and residents for coming out. Chairman Rosato commented that they recognize that tourism is important to the township residents – as is having a fun and safe trail for ATV use. He didn't want Harris Township to be the missing link in having a connection to the community.

5. Adjourn

The trails work session was adjourned at 8:24pm by Chairman Rosato.

Respectfully submitted,

Michele Smith, Harris Township Clerk

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MINUTES
Reorganization and P&D Meeting
Harris Township Board
Wednesday, March 25, 2015 at 7:30pm

DRAFT

The Reorganization and Planning & Development Meeting of the Harris Town Board were held on Wednesday, March 25, 2015. The meeting was held at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley and Burl Ives, Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Larry Key.*

Also in attendance: Glen Hodgson – Township Road Engineer from SEH, and township residents Judy Myers, Cyndy Martin, Ken Haubrich and his son.

1. Pledge to the flag followed by the pledge to the flag

2. Oath of Office

- ◆ *Oath of Office given to Supervisors Gary Rosato (seat C), Jim Kelley (seat D) and Burl Ives (seat E) and Treasurer Becky Adams*

Re-elected Supervisor Rosato, Kelley, Ives and re-elected Treasurer Becky Adams took the *Elected Official Oath of Office*, as led by Clerk Smith. The oath was signed, and will be kept on file at the Town Hall. Smith presented all the officers with a *Certificate of Election*, noting the required campaign financial report had been received as required.

3. Resignation letter as received from Supervisor Larry Key

- ◆ Consider approval of Resolution #2015-003 *A Resolution Accepting Resignation and Declaring Vacancy for Town Board Supervisor, Seat A*

Clerk Smith explained that she received a resignation letter from Supervisor Larry Key the afternoon of Sunday, March 15, 2015. His letter noted his reasons for resigning and was duly signed and dated – with his resignation effective that day, 3/15/15.

After reviewing the letter, a motion was made by Supervisor Ives, seconded by Supervisor Kelley, to accept the resignation letter from Larry Key dated 3/15/15. Chairman Rosato noted that Key had been a dedicated board member for 30 years, and he wished him well in his future. Upon roll call, those voting in favor: Ives, Kelley, and Rosato. Those opposed: Kortekaas. Motion passed.

After reviewing the related resolution as recommended by the MN Township Association, a motion was made by Supervisor Ives to approve the Resolution #2015-003, A Resolution Accepting Resignation and Declaring Vacancy for Town Board Supervisor, Seat A. The motion was seconded by Supervisor Kelley and upon roll call, motion passed by a unanimous vote.

- ◆ Review “Procedure to Fill Board Vacancy” from MN Association of Townships

After reviewing the process for filling a board vacancy, Chairman Rosato suggested that during the next few weeks, the board and public could let it be known that there is a vacancy on the town board. And, anyone interested should submit their name to the town clerk for consideration by the board.

Supervisor Ives liked the idea of opening up the vacancy to the public, so anyone who is over the age of 21 and a resident of Harris Township could apply. The board agreed that there was no immediate rush to appoint someone to the Supervisor position, so a deadline for applying was not set.

The board agreed that application could be made verbally, or written – via email or letter. The board will then interview each person who applies and make a board decision on who to appoint. The rest of the board was in agreement with this process.

4. Re-organization Items

◆ *Elect Chairman*

Motion by Supervisor Ives, second by Supervisor Kortekaas, to elect **Supervisor Rosato** as Chairman. Upon roll call, motion passed unanimously.

◆ *Elect Vice Chairman*

Motion by Supervisor Kelley, seconded by Supervisor Ives, to elect **Supervisor Kortekaas** as Vice Chairman. Upon roll call, motion passed unanimously.

◆ *Appoint Deputy Clerk*

Clerk Smith informed the board that she would be appointing **Margie Kelley** 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*

Board agreed to designate the **Grand Rapids Herald Review** be the official newspaper of Harris Township.

◆ *Designate a township attorney*

The board agreed to re-designate **Andy Shaw**, of *Shaw & Shaw Law Office* in Deer River, as township attorney.

◆ *Designate a township road engineer (see letter from SEH dated March 3, 2015 – Glen Hodgson)*

The letter requested that the board **consider SEH for reappointment as their 2015 Township Engineer**. Similar to last year, SEH proposed the following structure for authorizing Township engineering work:

- Project Work (i.e. annual gravel road project, major construction projects)
Upon authorization from the board, SEH will prepare and present to the board, a letter of proposal with a lump sum fee for each project. SEH will conduct no work until a proposal is approved by the board.
- Miscellaneous Engineering Work (i.e. continued 5-year road plan development, land use or road reviews, auditor requests, meetings)
Upon authorization from the board, SEH will complete the requested work on an hourly basis at the rate shown on the attached 2013 Harris Rate table, which was said to be the same rates as last year.
- A 'harris Township Engineer Hourly Rate Schedule' was also included for board consideration

A motion was made by Supervisor Kelley to re-appoint Short Elliot Hendricks (SEH) as Harris Township's Engineer, and that their work will be done on a proposal/project basis, as presented. The motion was seconded by Supervisor Ives, and 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.

◆ *Designate an official posting site(s)*

The board agreed 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*

Dennis Kortekaas (re-appointment)

b. *Collaborative Opportunities Team*

Supervisor Ives has been attending these meetings regularly, and expressed he would like to continue. The board agreed.

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- c. *Trails Task Force*
Supervisor Ives had been the Trails Task Force representative for Harris Township since shortly coming on the board during the May 6th Special Township Election. He'd like to continue. The board agreed.
- d. *Maintenance Crew Leader*
This position had been held for many years by Supervisor Larry Key, but upon his resignation, Chairman Rosato recommended leaving the position **unfilled** at this time. The rest of the board was fine with that decision.
- e. *Safety Representative*
Supervisor Kelley was appointed to this position
- f. *Human Resource / Personnel Representative*
Treasurer Adams and Supervisor Rosato were both re-appointed, to assist the township employees as needed.
- g. *Cable Commission Representative*
Treasurer Becky Adams was reappointed as the designated Cable Commission Director, with **Supervisor Ives as an alternate** Director, to fill in for Adams as needed.
- h. *County zoning and environmental services representative (to attend meetings)*
Supervisor Ives was appointed to attend county zoning and environmental services site visits and public hearings, with **Kortekaas as an alternate** representative. Ives will be the main contact person for these issues but that he and Kortekaas can share the responsibilities.
- i. *Northwest Gas Joint Powers Board (see Resolution #2013-007)*
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, **Chairman Rosato, and Vice Chair Kortekaas were appointed, along with resident John Howrey, if still interested.** **Supervisor Ives agreed to be an alternate member if needed.**
- j. *Firewise*
Supervisor Kortekaas was willing to be reappointed for Firewise, though he hasn't been able to attend many meetings the prior year.
- k. IRRRB Residential Redevelopment Program
Resident Dan Butterfield had been appointed for this position in the past, and he agreed to do it again. The board thanked Dan for his willingness to serve.

◆ *Review Resolution #2013-4 Establishing an Administrative Policy regarding for board meetings and discuss if any changes are needed/desired*

Clerk Smith reminded the board that this resolution was recently updated and adopted by the board in May 2013 and was reviewed in detail after the May 2014 special election for two additional supervisors. And, it was also reviewed briefly at the March 16th work session.

- Revised draft Agenda templates for Regular and P&D Meetings (per 3/16/15 work session)

A motion was made by Supervisor Kelley to approve the new agendas for both the Regular and Planning & Development meeting. Upon a second by Supervisor Ives, the motion was passed by a unanimous vote.

Clerk Smith agreed to update the Administrative Policy via resolution, thereby superseding the former policy via resolution 2013-004

- Resolution #2014-001 - Consent Agenda Policy; any changes needed?

No changes needed per board.

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5. Consider Variance Application: Request for 58' foot setback from Lakeshore (rather than 75')

Owners: Christopher Laux and Kimberly Fuhrman

Parcel #19-585-0210 | Lot 21, Plat of SunPARK (not Beach), Section 6, T54 N, R25, together with that part of vacated alley

Property address: 21741 Isleview Road, Grand Rapids MN

See detailed request information in packet from Itasca County

Site inspection date TBD; public hearing is Wednesday April 8, 2015 at 9:30am in the Itasca County Board Room

The board reviewed the very detailed descriptions and diagrams included in the packet from the property owners, as supplied by the county. Overall, the owners want to remove an old cabin that is beyond repair, and build a year round home. However, they can only meet a 58 foot setback from the lake– and the reasons were included in the packet. A minor variance was also being requested for the height of the lake home to be 26' 10" rather than 25'.

Chairman Rosato was able to go visit the property; he commented that it was a very nice building site with a good plan for the property. The cabin was in disrepair, and the new home location was staked out. Trees along the sides of the lot clearly established the boundary lines. Everything seemed to be addressed in the packet of information the board received.

Clerk Smith informed the board that she'd received a call from Kim Fuhrman, but she was unable to attend tonight's meeting given she lives in the cities. She offered to answer any questions the board had either via email or via a conference call if needed. Fuhrman also mentioned that she is working with someone from Soil & Water and they will have a recommended storm water and erosion plan by the public hearing visit on 4/8.

The township's "Facts of Finding" form was reviewed by board. All items 1-6 were all answered in the affirmative.

A motion was then made by Supervisor Kelley to recommend approval of the set back variance (and minor height variance request) as received from Christopher Laux and Kimberly Fuhrman for Parcel #19-585-0210 located at 21741 Isleview Road, Grand Rapids MN. Supervisor Ives seconded the motion, and upon roll call, motion passed by a unanimous vote

Clerk Smith will return the signed variance application along with the township's Facts of Finding form, to the Itasca County Environmental Services office.

6. Business from the floor

- None

7. Roads

- Lakeview Drive erosion – see photos and email from Eric Maturi

Ives forwarded an email and photos he and Supervisor Rosato received to Glen Hodgson for review. The email from Eric Maturi voiced concerns about some erosion and drainage issues along a portion of Lakeview Drive, which was just resurfaced last year in 2014. The erosion was occurring between Lakeview Trail and the new ditch. Hodgson did go look at the problem area and he thought it looked like the ditch had been packed full of snow and on nice day, the snow melted and runoff went to the new shoulder and did wash it out a bit.

Hodgson recommended putting recycled asphalt in this area for shouldering, allowing time for it to set up. By doing this, he didn't expect to see this same problem next spring. Hodgson continued that he wasn't sure if the additional the ditching suggested by Maturi would be cost effective, but that he would get an estimate for this work, and bring it back to the board. He will also look at the area again and will advise if additional class V is needed which could be placed by the maintenance crew. Hodgson will advise Rosato with what he decides.

- Mishawaka boat landing and parking issues

In addition to Lakeview Drive, Eric Maturi also voiced concerns about the parking at Mishawaka landing and suggested that the board could make it larger if the township purchased the house next door (to the north), which is for sale.

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The board discussed that they had talked about moving the island in the middle of the Mishawaka Landing parking lot in order to make more room, but that no commitment to any action had been made. They agreed to bring it up for discussion again in the future. Supervisor Ives offered to contact the DNR for any information or grants that might be applicable and available to help with the township's public landing improvements.

- Hwy 169 corridor – resurface project

Another item in Eric Maturi's email was about Hwy 169 being resurfaced this year and adding a center turn lane. Glen Hodgson, SEH road engineer, confirmed that he too understood that MnDOT would be doing a pavement rehabilitation project on Hwy 169, from apx McDonalds to the Pokegama Lake causeway. Hodgson agreed to check into a center turn lane option, which could be done by restriping.

- Paul Bunyan Communication

Maturi asked about the expansion of Paul Bunyan into Harris Township, as they were expanding in the city of Grand Rapids. The board responded that they are in communication with Paul Bunyan, but did not yet have their build out schedule for 2015.

- Consider proposal from Schwartz Excavating for grading township gravel roads

A proposal dated Feb 27, 2015 was received from Schwartz Excavating for the grading of township gravel roads in 2015. The board noted this was a voluntary proposal as quotes had not been requested.

The board commented that Schwartz had provided the township with great service in the past; the cost for grading was approximately \$6,000/year. Due to the dollar amount, Rosato noted that quotes are not required by law for amounts of this nature.

A motion was then made by Supervisor Kelley to approve Schwartz & Sons as the grading contractor for 2015 as proposed with a rate of \$145/hour for grading and \$150/hour for mobilization. The motion was seconded by Supervisor Kortekaas, and passed by a unanimous vote.

Supervisor Rosato agreed to contact Schwartz to let them know of the board's approval of their proposal and request a contract for grading in 2015.

8. Recreation

- None

9. Town Hall Report – dated 3/2/15

The report submitted by the Town Hall Caretaker was reviewed. There were no damages or accidents, and money collected in the amount of \$375 was given to the Treasurer.

10. Maintenance Report

The maintenance report from the Maintenance crew was reviewed by the board. There were no accidents or injuries reported. The board commented that they liked the new report form and bullet points.

One concern discussed was that people are driving on the new entrance ramp up to the town hall door. Supervisor Rosato met with the crew and discussed installing iron pipe in front of the ramp to stop this from happening, and to stop any cars that may accidentally back into the support posts of the awning. The rest of the board agreed adding some pipes similar to that in front of gas mains or electrical boxes would be a good idea.

11. Consent Agenda

- None

12. Old Business

- Memo regarding change to Board of Appeal & Equalization (LBAE) Training & Compliance Certification

The memo implied that all Board of Appeal & Equalization training will only be offered online rather than in person classes starting July 1, 2015. The town board voiced concern about what happens when supervisors or townships don't have broadband internet? Chairman Rosato commented that the MN Association of Townships is aware of this concern and is addressing it.

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Currently Supervisor Rosato is the only board member LBAE certified, which is not ideal – as at least one certified member must be present to hold the local board of appeals. Therefore, if he’s unable to attend for any reason, it could not be held.

- Letter from Shaw & Shaw law office, regarding town hall driveway on Lotti’s property

A letter from the township’s Attorney Andy Shaw was received, stating basically that Mrs. Lotti has no desire to work on the situation where the driveway to the town hall is currently on a portion of her property. The two options proposed by Shaw were to do nothing, and continue to share the driveway. Or move the town hall driveway. **Rosato responded that he was in favor of leaving the driveway where it is; the rest of the board all agreed.** Supervisor Rosato will contact Shaw to advise of the board’s decision.

- Itasca County Township Association Dinner, April 13, 2015; registration-5:00pm; dinner - 6pm

- *Who’s going?*

Supervisor Kortekaas and wife will attend, Clerk Smith will attend, Supervisor Kelley will attend, and Supervisor Ives will attend – possibly with his wife. Supervisor Rosato and Treasurer Adams will not be able to attend. Clerk Smith agreed to RSVP accordingly to the Itasca Co. Township Association secretary.

- *Door prize?*

In the past, SEH has donated several door prizes. Glen Hodgson, who was in attendance, agreed to check with the SEH office about again providing some prize for the annual township association dinner meeting.

- Southwood Road mailboxes

Supervisor Rosato was contacted by a couple residents of Southwood Road regarding their mailboxes. When this road was resurfaced, the mailboxes had to be removed and then were put back by the contractor (Schwartz). Two mailboxes were placed in a location where the snowplow rounds the corner and as a result, has hit them and broken them off. The residents are asking for help to reset new mail box posts down further so that the plow doesn’t keep hitting them. The swing away style was preferred per resident Barney Bignall.

A motion was made by Supervisor Ives, seconded by Supervisor Kortekaas, to replace the affected mailbox posts on Southwood Road that were hit by the county snowplow, and replace them with the swing away style. Discussion: Supervisor Kelley recommended that the motion be amended to state that the replacement is due to township projects resulting in mailbox relocation and subsequent hits by the plow, and so the replacement is a onetime event by township. The motion was amended accordingly by Ives and the second held by Kortekaas. Further discussion: When the frost is out, the maintenance crew will purchase some swing away posts and reinstall them. Upon a voice vote, the motion passed by a unanimous vote.

13. New Business

- Consider calling for portable bathroom quotes at landings, parks, and cemetery

Supervisor Kortekaas offered to take care of getting quotes for portable bathrooms. Northland Portable currently has bathrooms at the parks and cemeteries. Dennis will verify rates will stay the same.

The board discussed if quotes were even necessary, given the cost falls below the minimum needed for two quotes. Per an estimate from the treasurer based on a six month bill, the cost for bathrooms at the Cemetery, Wendigo and Crystal Parks, and the landings from July to Dec was \$2,892.

The board would be in favor of extending the Northland Portable contract, if the rate would remain the same. Kortekaas agreed to verify this with them.

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

The board set **Tuesday, April 14th** 2015 as the meeting date for employee evaluation preparation and review board and employee compensation. The work session will start at 7:00 p.m. but be closed during the employee evaluation portion due to Minn. Stat. § 13D.05 Subd. 3(a). The meeting will then be opened to the public at 8:00pm for the board/employee compensation review.

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14. Public Input Session

- None

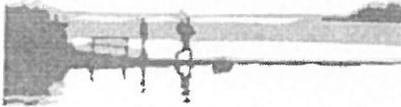
15. Adjourn

At 8:46pm, Supervisor Kortekaas 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

DRAFT



March 10, 2015
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 March 10, 2015 at the Harris Town Hall. Approximately 35 residents were in attendance, including all board members (Michele Smith, Becky Adams, Gary Rosato, Larry Key, 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, Rusty Eichorn – Itasca County Commissioner/District 4, and Glen Hodgson – 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. Rusty Eichorn was nominated by Larry Key, and seconded by Dan Butterfield. There were no other nominations for moderator.

Upon a voice vote, the electorate voted unanimously to approve Rusty Eichorn as the Moderator of the Annual Harris Town Meeting. There was no one opposed.

4. Approve minutes of the annual meeting held March 11, 2014

The minutes 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 questions or comments from the residents in attendance.

A motion was made by Pat Medure, seconded by Cyndy Martin, to approve the minutes of the March 11, 2014 Annual Town Meeting as written. Upon roll call, motion carried.

5. Receive and approve the Treasurer's Annual Financial report for 2014

The Treasurer's Annual Financial Report for 2014 was included in the annual report, on page 11. The report recapped there was a beginning balance on Jan 1, 2014 of \$1,273,869.00. There were no audit adjustments in 2014. Receipts for the year were \$1,002,877.26 and disbursements were <\$1,071,908.63>. The ending balance as of 12/31/14 was \$1,204,837.63. The breakout by fund was also shown on the report.

There were no questions or comments from the floor.

Leanne Stoll made a motion, seconded by Tom Stanley, to approve the Treasurer's Annual 2014 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, and included Road & Bridge fund levy information from 2014, road work completed in 2014 with associated expenses, and proposed road work and estimated costs for years 2015 and 2016.

The Clerk explained that this was a report, as 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.

Comments from the audience:

- Pat Medure asked if the dollar amount for 2016 proposed road work was known; Supervisor Rosato and SEH Road Engineer agreed that it was *not* yet known, and was still to be determined (TBD).

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

7. Review Levy Comparison for years 2011 through 2016

A levy comparison, by fund, from 2011 actual to 2016 proposed, was provided for everyone's review in the annual packet on page 16. Moderator Eichorn recapped that the total proposed levy for 2016 was \$930,000, which was the same overall levy amount as adopted in 2015, but with a few fund amount changes:

- General Fund decreased by (\$10,000)
 - Road & Bridge Fund increased by \$30,000
 - Equipment Fund decreased by (\$15,000)
 - Recreation decreased by (\$15,000)
 - Buildings and Grounds increased by \$10,000
- Net change: - \$0-

8. Consider Approval of the 2016 Operating Levies

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

Pat Medure made a motion to approve the 2016 proposed operating levy in total, in the amount of \$930,000 as shown by fund in the detail on pages 16-24 of the Annual Town Meeting Report dated 3-10-2015. The motion was seconded by Dan Butterfield, and upon roll call, motion carried by a unanimous vote

9. Review Resolution #2008-004 Donation or Contribution Request Policy

Chairman Eichorn referenced the Resolution #2008-004, noting it was passed by the Harris Town Board on May 14, 2008. Clerk Smith read the resolution aloud, which stated that the Harris Town Board determined it was not appropriate to donate public township funds to private or non-profit organizations, as it's difficult to ascertain the direct benefit to the township. As a result, it was resolved that all future requests for donations or contributions made at annual meetings would be denied by the Board, with the exception of donating *by levy* to the Itasca County Historical Society and Agricultural Fair Board, both of which are specifically allowed by Minnesota statutes. There were no questions or comment from the audience.

10. Consider each request for a donation/contribution or an additional levy

- *Itasca County Historical Society*

A letter was received from Lilah Crowe, Executive Director of the Historical Society, asking for special **levy** of \$1.00 per capita for 2016, 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. A letter of support was also received from Trish Kelien – Itasca County Administrator, encouraging the township to vote in favor of a contribution to the Itasca County Historical Society.

No one was in attendance from the Historical Society to do a presentation about the Historical Society.

A motion was made by Dan Butterfield, seconded by Larry Key, to approve a \$1.00 per capita special levy for the Itasca County Historical Society, collectible in 2016, 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.

- Itasca County Agricultural Society (aka Fair Board)

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 2016. Brian explained that the funds would be used for operational support of the Itasca County Fair, and not for capital improvement projects.

Regarding the fair admission fee, the City of Grand Rapids will again cover the cost so that people could walk in the gate for free again in 2015, as they did in 2014. The round-about and traffic control was completed in 2014, and the annual car show and swap meet were held in August as planned. Improving the new food booths so they are ADA approved and meet OSHA requirements will be done in 2015.

Burl Ives made a motion, seconded by Dan Butterfield, to approve a 2016 special levy for the Agricultural Association (Fair Board) in the amount of \$1,000.00. Upon a vote by the people, the motion passed unanimously.

- The following nonprofit agencies submitted letters of request for a township donation, as shown in the back pages of the annual report. However, no one was in attendance to make a presentation for any of the agencies, nor was there any action from the floor when reviewed one by one. Therefore, no action was taken on the requests for donations from the following:
 - Support Within Reach
 - Home Visitor program
 - First Call

- Other: Grand Rapids Little League

A presentation was given by representatives from Itasca Little League, Andy Klaus and Dave Kushel (a Harris township resident), and asked for a donation from the township. They commented that Little League serves approximately 40 kids from Harris Township, which represents 20% of all kids in Little League. A donation was requested to help with equipment costs. When asked what dollar amount Little League was requesting, \$250 was suggested by Klaus. The cost for the kids is \$95 for ages 9-12, and \$80 for kids 7-9. They play approximately 24 games a year.

The Little League representatives were asked if they still uses the Harris Township ball fields at Crystal and Wendigo Parks for practices, free of charge. They replied that yes they do, but it's the coach who decides where to hold practices based on the location of the kids.

The Donation Policy resolution was referenced by Moderator Eichorn, and noted that Little League baseball was not specifically called out in the statutes as was the Historical Society and Fair Board. However, Klaus and Kushel expressed that Little League does provide a benefit to the township and therefore would be authorized by statute.

When asked if other townships donate to Itasca Little League, the answer was that Arbo Township does donate every year, but they were the only one known. It was clarified that Arbo *contracts* for services – which is permissible as it's not a true donation.

Supervisor Burl Ives suggested that perhaps the Harris Town Board could consider contracting with Itasca Little League in the future.

11. Old business

There was no old business from the residents in attendance, but Eichorn reviewed Harris Township's 2014 *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 and newsletter were also commended by Eichorn.

12. New business

None

13. Set time for next Annual Meeting, in year 2016

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.

Gary Rosato made a motion, seconded by Jim Kelley, to set the time for the 2016 Annual Harris Town Meeting for 8:15pm at the Harris Town Hall, with the Board of Canvass meeting to held immediately following the Annual Meeting. Upon roll call, the motion carried.

14. Adjourn

With no other business, questions, or concerns voiced by the people of Harris Township, Moderator Rusty Eichorn adjourned the Annual Meeting of Harris Township at 8:56 pm.

In summary, the following levies were approved, collectible in 2016:

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

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

Respectfully submitted,

Michele R. Smith, Clerk of Harris Twp