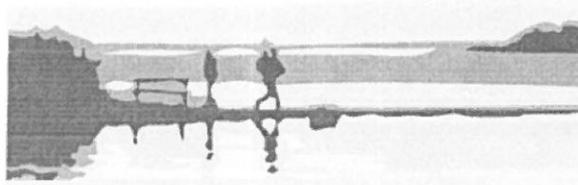


Chairman Gary Rosato  
28523 E. Harris Road  
Grand Rapids, MN 55744  
218-326-4704

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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

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

## REGULAR MEETING

### February 11, 2015 at 7:30pm

### AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on January 14, the Budget and Board of Audit Work Session on January 21, the Planning and Development Meeting on January 28, and the Budget Work Session on February 4, 2015
3. **Business from the floor**
4. **Treasurer's Report** for February 11, 2015 (of January 1-31, 2015 financials)
5. **Roads**
  - Road issues/concerns/updates
6. **Recreation**
7. **Correspondence**
  - Board Action items:
    - Letter from the MN Dept of Revenue, regarding the development of Board of Appeal and Equalization *online* training. If interested in helping *test* the new system, deadline to sign up is Feb 13, 2015.
  - Noteworthy items:
    - Letter and email from the law office of Shaw & Shaw regarding Harris Township / Lotti easement
    - Minutes from Collaborative Opportunities Team Meeting on January 21, 2015. Note: Next meeting will be Feb 26, 2015 at TimberLake Lodge, Grand Rapids, from 11am – 1pm.
    - Itasca County Historical Society donation request letter, with support letter from Itasca County Administrator
    - Itasca County Agricultural Association (aka 'Fair board') donation request letter

*Note: Both of these donation request letters will be reviewed and considered during the Annual Town Meeting on March 10, 2015*
  - Non-action items
    - None
8. **Consent Agenda**
  - a.) Consider approval of updated 2014 bill lists and Treasurer Reports as explained during the board of audit
  - b.) Consider approval of the purchase by Pam Kelledy of 1 cemetery site, Sec 2, Block 26, Lot 1, Site 2
9. **Old Business**
  - Update on the order of the additional microphones and mixer
  - Review of old resolutions:
    - #2008-006: *Revised Culvert Policy (replacing #2006-006)*
    - #2008-007: *Land Easement Dedication for Root Road Turnaround*
    - #2008-008: *Land Easement Dedication for Norway Road Turnaround*
    - #2008-009: *Vacating a Town Road (portion of Sunny Beach Road – aka Barbara Avenue)*
    - #2009-001: *Itasca County to assume limited jurisdiction over Harris Township public landings*
    - #2009-002: *Accepting Dedication of Land for a Town Road (strip along Sunny Beach Road)*
10. **New Business**
11. **Approve payment of bills for February 2015**

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

13. **Adjourn**

**UPCOMING Events / Meetings**

Tues Feb 17	Final Budget Work Session.....	7:00pm	Harris Town Hall
Wed Feb 25	Planning & Development Meeting.....	7:30pm	Harris Town Hall
Wed Mar 4	Road Work Session (5-year plan development).....	7:00pm	Harris Town Hall
Mon Mar 9	Itasca County Twp Association Meeting.....	7:00pm	Blandin Foundation
TuesMar 10	Township Election (polls open noon – 8pm) <i>and</i> Annual Town Meeting (8:15pm)...	Both	at Harris Town Hall
Wed Mar 11	Regular Meeting .....	7:30pm	Harris Town Hall
Wed Mar 18	Work Session – to discuss location options for a proposed motorized trail.....	7:00pm	Harris Town Hall

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, January 14, 2015 at 7:30pm**

**DRAFT**

The Regular Meeting of the Harris Town Board was held on Wednesday, January 14, 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 Glen Hodgson – SEH road engineer, and residents Dan Butterfield, Judy Myers, and Cyndy Martin.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on December 10, 2014 and the Road Work Session on January 6, 2015

*After Supervisor Ives recapped the work session minutes for the audience, a motion was made by Supervisor Key to approve minutes as submitted for 12/10/14 and 1/6/15. Supervisor Kortekaas seconded the motion, which passed by a unanimous vote.*

**3. Business from the floor**

-None

**4. Treasurer's Report** for December 1-31, 2014

Treasurer Adams verbally recapped the treasurer's report of December and year end balances for the board:

- Starting Dec. 1 balance: \$ 909,186.31
- Receipts: \$ 379,967.96
- Disbursements \$ (84,316.64)
- Ending Dec.31 balance: \$1,204,837.63

Adams informed the board that because she and the Clerk had balanced their 2014 books, the December and year end balances were available – which is usually not accomplished until late January. However, it was noted that there will be updated Treasurer Reports for most of the months in 2014, to reflect the small corrections found while the clerk and treasurer went through the balancing process. For example, if an adjustment was made to February receipts or disbursements, or if the fund in which an expense come out of is changed, it affects *all* the treasurer reports going forward. Adams will bring these updated reports to the January 21<sup>st</sup> Board of Audit.

With regards to fund balances, Adams noted that even after the receipt of December 2014 apportionments, the Building and Grounds fund was still in a deficit of (16,036.57) due to projects like the entrance ramp and awning project, and maintenance issues like the new well at Wendigo and new furnace at the Service Center. The board may want to consider transferring money from the capital improvement fund in 2015 to bring the fund back into the black.

Chairman Rosato asked if there were any Road and Bridge bills pending from 2014 projects. Glen Hodgson replied that there is some retainage from the 2014 paved road project, but that the total is less than \$10,000.

*A motion was then made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Treasurer's Report for January 14<sup>th</sup>, 2015, containing December 2014 financials. Upon roll call, motion passed by a unanimous vote.*

**5. Roads**

- Glen Hodgson – Township Road Engineer from SEH
  - Underwood Road west – Wetland Permit Application (see memo, and permit copy)

Hodgson reminded the board that he'd been working on Underwood Road-west since last spring, looking to improve the drainage without amajor affect on the wetlands. It was found that before ditch improvement could be done, a permit was needed. A copy of the "Joint Application Form for Activities Affecting Water Recourses in Minnesota" was shared with the board in the agenda packet for their review, with a request by

Hodgson for board approval. He also requested that the board approve payment of the \$150 application fee.

Some information Hodgson shared about the wetlands permit process included:

- the permit approval will likely take 4-6 months
- the township should *not* have to “buy” any replacement wetlands as the project should be eligible for the MN BWSR (Board of Water and Soil Resources) local road replacement program
- it’s likely the permit will be approved, but a quick field review in the spring may be required before approval
- the township’s next step in the process is to sign the application, submit it with the application fee, maintain contact with agency regarding any questions, and wait for a permit.

Once the ditches are restored and drainage is corrected, Hodgson would like to see an overlay done on Underwood Road west.

***A motion was made by Supervisor Ives to proceed with application for wetland permit on Underwood Road west as presented by Hodgson, and approve the payment of the \$150 application fee. The motion was seconded by Supervisor Kortekaas. The board discussed the timing of bidding the overlay project, if they decided to do so, and asked if that could be done before the permit is actually received. Hodgson explained that yes it could be, but that the pending permit would need to be disclosed when bidding. Upon roll call, motion was passed by a unanimous vote.***

- Other road issues/concerns/updates
  - Consider approval of interested supervisors attending the Minnesota LTAP training session on “Pavement Rehabilitation: Products, Processes, and Strategies” (see flyer), and payment of related expenses (registration fee, time and travel).

Supervisors Kelley and Ives both shared that they would both like to attend the LTAP training on pavement rehabilitation on February 10<sup>th</sup> in Detroit Lakes. It was noted that while some LTAP trainings are available locally, this one was not. Hodgson commented that he felt it would be worthwhile, and will also try to attend.

***A motion was made by Supervisor Ives, and seconded by Supervisor Kelley, to approve that interested town board supervisors may attend the out of town LTAP session on Pavement Rehabilitation and submit expenses accordingly for registration fees, and related time and travel. The motion passed by a unanimous vote.***

## 6. Recreation

- Consider request for portable bathrooms at public landings in winter (see email)

An email was received by a concerned resident, urging the board to have portable bathrooms at the public landings during the winter – particular LaPlant and Mishawaka landings - for use by snowmobilers and fisherman. Overall, the board agreed it was a good idea. They also reviewed the costs, which was approximately \$70/month for each bathroom.

***A motion was then made by Supervisor Kortekaas, seconded by Supervisor Ives, to approve that standard sized portable bathrooms be placed at LaPlant and Mishawaka landings in the winter. After some discussion, the motion was amended to state that the bathrooms would be available only through February, as ice fishing is done at that time. The second to the motion stood, and the motion passed by a unanimous vote.***

Supervisor Kortekaas agreed to contact Northland Portables right away to request the additional portable bathrooms at the two landings.

- Crystal Park rink – call about “use” by dogs

Supervisor Ives received a call and photos from resident who live in the Crystal Spring area, near Crystal Park. The resident shared that when they went to use ice rinks, they saw numerous areas where a dog or dogs had

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used the rink like a dog park, to 'do their business'. It was assumed that it was probably happening when rink attendant is not there. The board thanked Ives for bringing this to their attention.

- Rinks are open

Supervisor Key shared that both Wendigo and Crystal rinks are open, with apx 10-12 people/day using them. He added that it had been a challenge to open them again this year, due to the varying temperatures.

## 7. Correspondence

- Board Action items:

- Itasca County Annual Township & City Weed Report (given to Supervisor Kortekaas)

Supervisor Kortekaas told the board that he has already completed and submitted the weed report. They thanked him for his service as the township's local weed inspector.

- Noteworthy items:

- Minutes from Collaborative Opportunities Team Meeting on December 17. Note: Next meeting is on January 21<sup>st</sup> at ~~Grand Rapids State Bank~~ (TBD)

Supervisor Ives was at the December 17<sup>th</sup>, 2014 collaboration team meeting. He commented that the main topic was regarding the recreation association in the Greenway area, and discussions of how other cities/townships could start one or join theirs, and collaborate efforts.

- Non-action items

- None

## 8. Consent Agenda

- a.) Consider approval of revised cemetery policy and pamphlet, with amended winter notification requirements.

*After reviewing the cemetery documents noted, which were done in response to a previous motion by the board to make changes to the winter notification process, a motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the consent agenda item. Motion was passed by a unanimous vote.*

## 9. Old Business

- Consider rescheduling the November 11, 2015 Regular Meeting as it falls on Veterans Day (a legal holiday)

Clerk Smith explained she discovered the date of the November Regular Board Meeting, always scheduled for the second Wednesday of the month, falls on Veterans Day in 2015, which is a legal holiday. And, that she confirmed with the MN Association of Township that a local government may *not* hold a meeting on a legal holiday, except in the case of an emergency.

*After reviewing date options for rescheduling the November Regular meeting, a motion was made by Supervisor Key to change meeting date to Thursday November 12<sup>th</sup> if the town hall was available, and if not, to Tuesday, November 10<sup>th</sup>, 2015. The motion was seconded by Supervisor Ives and passed by a unanimous vote.*

The Clerk will check the hall's availability with the town hall caretaker for November and report back to the board which, if either, date works for rescheduling the November Regular Meeting.

- Review quote from PC Refresh for 2 additional microphones and mixer for use by the board during township meetings, and consider approval for clerk to purchase and be reimbursed.

The board reviewed the information the clerk had received via email from PC Refresh, including 2 microphone cables, desktop bases, microphones, and a 12 channel audio mixer. Total cost was apx \$480 plus shipping and any tax.

Clerk Smith commented that it was not yet known if the cable commission would reimburse the township for the costs of adding 2 more microphones, as their January meeting was rescheduled for February. However, the request is on the Cable Commission's agenda for that meeting.

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*A motion was made by Supervisor Ives to have the Clerk purchase the equipment needed for adding 2 more microphones for use during township meetings. The estimate for everything was \$479.38 plus shipping and*

*tax. The motion was seconded by Supervisor Key. Discussion: It was clarified that the equipment would be ordered online by the clerk and put on her personal credit card, and that she would be reimbursed regardless of the township being reimbursed by the Cable Commission. It was also shared that someone contacted Supervisor Key and offered to donate a podium to the township. This could be used by audience, with a microphone, once the new ones were received. The board liked this idea. Roll call was then taken, and the motion passed by a unanimous vote.*

- Review *old resolutions* as a reminder only (*all are still valid; no need to update nor rescind*):
  - #2007-006: Petition and Bond required for Cartway establishment – and - #2007-007: Cartway Established

It was noted that the township did not spend any money for the cartway establishment.

- #2008-001: Intersection Lighting

The board discussed that this resolution was a request from the county, in relation to a grant they'd received to add lighting to several unlit intersections – four of which were in Harris Township. The county asked that if they provided the lights, that the township takes on the cost of maintaining the new street lights. The board did pass the resolution, but didn't think that the new street lights were ever installed by the county. The township installed lights at the intersection of 3 and 67, which was on the list from the county, but the others did not get done. Supervisor Ives wondered if LED lighting could be used in the street lights, and if there were any grants available for the change out. Perhaps the power companies could be talked to, about using LED lights in order to save tax payer money.

## 10. New Business

- Consider holding the township's "Board of Audit" during the January 21<sup>st</sup>, 2015 budget work session, at 7:00 p.m.

*A motion was made by Supervisor Key to add the "Board of Audit" to the agenda for the January 21<sup>st</sup> budget meeting as suggested. The motion was seconded by Supervisor Kelley, and passed by a unanimous vote.*

- IRS Business Mileage rate increase notice for 2015: \$0.575/business mile (up from \$0.560/mile in 2014)

The board thanked the clerk for bringing this to their attention

- Consider approval of RBA #1 – approval of township Election Judge list for March 10, 2015

*Motion by Kortekaas, second by Ives, to approve the Request for Board Action #1 as presented by the Clerk, to approve the list of elections judges for the Township Election to be held March 10, 2015, at the rates noted for Election Day work hours and mileage for work related travel. Motion carried.*

- Consider approval of Resolution #2015-001 Appointing Absentee Ballot Board for March 2015 Twp Election

*Motion by Supervisor Ives, second by Supervisor Kelley, to approve resolution #2015-001 as presented, to appoint all election judges in RBA #1 above to the Absentee Ballot Board for the 2015 township election. Motion carried.*

- Consider accepting the \$50 gift card from Mediacom, to be used for town purposes

*Motion by Supervisor Kortekaas, second by Supervisor Key, to accept the \$50 gift card from Mediacom, and approve that it can be used to pay for any township related expense. Motion carried.*

- Wipfli LLC Engagement Letter – for 2014 Township Audit

Treasurer Adams shared the annual "Engagement Letter" from Wipfli LLP, the township's independent auditor. The letter outlined what their audit services would include, and noted that the fee would not exceed \$6,300. The contact person would again be Deborah Medlin, the auditor who had worked with the Treasurer and Clerk for the past 5-6 years. Adams requested that the board approve using Wipfli for the 2014 township audit, and sign the letter of engagement.

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*A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve using Wipfli for the township's 2014 outside audit, which is required by state statute due to the township's population and levy amount. Upon roll call, motion passed by a unanimous vote.*

The letter of engagement was signed and given to Treasurer Adams, who will return it to Wipfli LLP.

o Mediacom update

Supervisor Ives wanted to correct a previous statement he'd made regarding the franchise agreement with Mediacom, and that he had understood that the services at government entities should be free, such as the internet and phone services at the Harris Town Hall. However, he found that this was not a part of Mediacom's agreement, but that it was *Paul Bunyan* who'd offered free services at government entities.

Supervisor Kelley asked about the status of Paul Bunyan expansion in Harris Township, as he had gotten calls from residents asking if there is anything they can do to get their services. Chairman Rosato recapped that the township allowed Paul Bunyan to come into the township, but that they could expand on their schedule. However, he was not sure of their current expansion schedule.

o Future budget work session - set date and time

*A motion was made by Supervisor Ives to set Wednesday, February 4<sup>th</sup> as a budget work session, beginning at 7:00pm at the Harris town Hall. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.*

**11. Approve payment of bills for January 2015**

Treasurer Adams noted that on this month's bill list, Mike Hendricks/Creative Services yearly invoice was included for \$3,200 which covered all his 2014 services. Also included were invoices to Itasca County Auditor for costs from the township annual March 2014 Election and the Special Election on May 6<sup>th</sup>, as well as the cost for mailing tax notices to all residents - a total of \$1,826. Adams also noted that the December Century Link bill is NOT estimated, as shown on the bill list description, and that it is paid *online*.

*Motion was made by Supervisor Ives, seconded by Supervisor Kelley, to pay the bills as per the attached document titled "January 2015 Bill Listing to Board" in the amount of \$35,373.25, plus the \$150.00 check to the Soil Conservation District for the wetlands application fee, for a revised total of \$35,423.25. Upon roll call, motion passed by a unanimous vote.*

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

- Dan Butterfield commented he had been under the assumption that Mediacom covered all of Harris Township. However, he recently found that there are many areas which are *not* covered, as they do not meet Mediacom's density requirements. For example, Mediacom lines run down Harris Town Road, but residents of the road cannot connect. Supervisor Ives shared that his Mediacom contact person has agreed to bring such issues in Harris Township to the "higher powers".

**13. Adjourn**

*With no other business to come before the board, a motion was made by Supervisor Ives, seconded by Kelley, to adjourn tonight's meeting at 8:33 p.m. Motion carried.*

Respectfully submitted,

Michele Smith, Harris Township Clerk

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January 2015 Bill Listing to Board

Description

Amount

Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,057.32
Gary Rosato	Mtgs, wages, labor, less withholding	530.56
Dennis Kortekaas	Mtgs, wages, labor, less withholding	486.89
Burl Ives	Mtgs, wages, labor, less withholding - DEC	642.07
Burl Ives	Mtgs, wages, labor, less withholding - JAN	560.39
Jim Kelley	Mtgs, wages, labor, less withholding	486.89
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	968.35
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	608.17
Bonnie Key	Cleaning labor, showing, less withholding	447.29
Dan Key	Labor less withholdings	2,654.60
Derrick Marttila	Labor less withholdings	2,751.00
PERA	ONLINE pmt:: Payroll withholding	1648.98
Blue Cross Blue Shield	health care renewal Jan 1 - Feb 1	1105.62
Carrot Top Industries	us flag, mat square corner, waterhog classic mat	310.79
CarQuest	id-359714 oil filter	8.33
Century Link	December phone service - estimated	278.58
Creative Services Associates	Harris Township grounds development - Mike Hendricks	3200.00
Davis Oil	Dec invoices - fuel	290.33
Express Employment	rink attendents 12/30	426.24
Ferrellgas	propane for town hall	733.29
Grand Rapids Public Utilities	Utilities; lights and town hall	197.61
Herald Review	filing notice, meeting schedule	900.60
Itasca County Association of Townships	Itasca County and Minnesota Association Dues	1,608.96
Itasca County Auditor	Election costs - ballots, machine programming 3/11, 5/6, notices 2014	1,826.69
Itasca County Sheriffs Office	alarm service	30.00
L and M	Dec invoices	429.70
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	713.87
MediaCom	Township hall phone and internet- OCT, NOV, DEC	426.36
Minute Man Press	copies for meetings	54.54
Pokegama Electric	fix light pole, crystal and wendigo lights, LED lights, flag pole light	2,861.65
Power Plan	Nortrax Equipment	179.04
Range Water	cooler rental jan plus cooler in store 5 gal	10.00
S E H	Engineerings services: misc. services	2,755.00
Security Life Insurance	Meritain dental insurance	833.46
Shaw and Shaw	call to Lotti attorney	40.00
Stokes	office supplies	38.77
Verizon	cell phones through 1/12/15	200.62
Waste Management	3 yd rel on call	17.54
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,689.55

Total \$ 35,373.25

Approval to pay :: January 14, 2015, Checks numbered 16611 through 166

35,423.25  
+ 150.00  
-----  
35,573.25

Jim Kelley

Larry Key

Dennis Kortekaas

Burl Ives

Gary Rosato

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BUDGET WORK SESSION and BOARD OF AUDIT  
HARRIS TOWN BOARD  
Wednesday, January 21, 2015 - 7:00pm

DRAFT

The Harris Town Board met at 7:00pm on Wednesday, January 21, 2015 at the Harris Town Hall for the Board of Audit Meeting and a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas and Burl Ives, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* Supervisor Jim Kelley.

Also in attendance: Residents Cyndy Martin and Judy Myers.

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

2. **Board of Audit**

- Review MN Assoc. of Township article "Town Audits and the Annual Board of Audit"

Clerk Smith read sections of this article aloud, as a reminder of the board's duties as the Board of Audit. She also noted that even though Harris Township has an outside CPA audit done each year, as mandated by the state because of its population and levy dollar amount, they are still required to meet as the Board of Audit just like every other organized township. During the board of audit, the financial records of the Treasurer and Clerk are reviewed to verify that their yearend totals match as required by Minn. State Statue #366.20 & 366.21.

- Explanation by Clerk & Treasurer of their reports of itemized of receipts and disbursements

Clerk Smith shared printouts of her monthly and annual balancing spreadsheets for January – December 2014, of disbursements, receipts, and fund balances. She then discussed her bookkeeping process with the board (done in Excel).

Treasurer Adams distributed copies her yearend summary report as well as her detailed budget to actual report for 2014, showing income and disbursements by line item and fund. She explained how those amounts feed the monthly treasurer report amounts, including the monthly fund balances.

Adam noted that new (revised) Treasurer reports are available, based on changes found when balancing. However, extra copies weren't available to share with the board tonight due to copier issues. She will bring them to the January P&D meeting, but also have them on the consent agenda of the February Regular Meeting, for official approval for audit purposes.

The board spent time reviewing and comparing figures on the Clerk and Treasurer's spreadsheets, asked many clarifying questions, and pulling a few bills during the audit process.

- Audit Clerk's and Treasurer's 2014 Summary Statements, showing beginning account balances, audit adjustments, receipts, disbursements, and ending balances for 2014 calendar year.
  - If figures match, consider approval and sign-off on 2014 year end reports.

*After reviewing the two summary statements as prepared by the Clerk and by the Treasurer, and deeming all to be in order, a motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to declare that the Harris Township Board of Audit found the clerk's and treasurer's 2014 financial summary report totals to match for all funds, and for the 2014 year ending balances. Upon roll call, motion carried by a unanimous vote.*

*With no other questions for the Clerk or Treasurer, a motion was made by Supervisor Key to close the Board of Audit portion of tonight's meeting at 8:48pm. After a second by Supervisor Kortekaas, the motion was passed and the board of audit was closed. The meeting continued with the budget work session.*

### 3. Review Treasurer's "Budget to Actual Report" for 2014

Because the Budget to Actual report was reviewed as a part of the Treasurer's bookkeeping report during the board of audit, no additional time was spent on the report during the budget work session.

### 4. Review & discuss Clerk's proposed 2016 budget spreadsheets by fund (as time allows)

- Fire Fund – proposed 2016 levy = \$75,000 (same as 2015's adopted levy)  
The 2014 fire contract was \$71,913. The 2015 fire contract will be \$75,249. With a projected ending balance in the Fire Fund of \$6,751 at the end of 2015, the Clerk recommended again levying \$75,000 for the 2016 year.  
The board agreed, noting the balance of *this* fund should be kept to a bare minimum.
- Cemetery Fund – proposed 2016 levy = \$0 (same as 2015's adopted levy)  
The Cemetery Fund still had a healthy balance at the end of 2014 of \$84,486.06. And, while the levy for 2015 will be zero, the estimated balance at the end of 2015 is projected to apx \$50,000 – which is a little over a year's worth of operating expenses. Therefore, the clerk recommended a zero levy again for 2016 – which, assuming the \$10,000 is spent on improving the cemetery roads – the projected balance at the end of 2016 of 23,000 will still be apx 67% or 8 months worth operating expenses. The board was comfortable with this – though commented that the cemetery roads may be done in 2016, rather than 2015.
- Equipment Fund – proposed 2016 levy = \$5,000 (a decrease of \$10K from 2015's adopted budget)  
The clerk reminded the board that this is an *operating* fund for equipment, and that new purchases of larger items (over \$800) are paid for out of the Capital Improvement/Equipment dedicated fund.

#### Combining line items discussed:

The board and treasurer discussed combining many of the "parts" line items currently in the equipment fund, which have had little or no activity the past few years – and which currently have a \$50 "place holder" amount only. Adams suggested combining these line items into one account, which could be titled "Equipment Part Purchases". This would be easier for the maintenance crew to code, as well as for the treasurer/clerk to record. Starting this 1-1-2016 would work best, per Adams.

There could also be a line item for "new equipment purchases", for when smaller equipment is purchased under \$800, as those items are generally paid for out the equipment fund rather than the capital improvement fund.

The treasurer reminded the board that an equipment inventory sheet is kept for MATIT insurance purposes, which tracks all equipment owed by the township. Thus, if the part line items were combined, we would *not* lose the detail of what the township owns. And while it's important to know what equipment we own, the general ledger isn't the best place for that level of detail.

#### Clothing for maintenance crew discussed

The clerk reminded the board that there is a \$2,000 budget line item in 2015 for "clothes" for the maintenance crew. The board had agreed last summer to purchase safety coats/jackets and shirts for the crew, with the Township logo on them. This was reduced to \$1,000 for 2016, and the board agreed the first year of supplying the clothing would be the highest, but should be less in the years to follow. \$1,000 for 2016 and beyond should be plenty

The 2014 yearend balance in Equipment of \$44,254 was apx 2 years worth of operating expenses (average of \$25,000/year). A zero levy for 2015 was projected to reduce the yearend balance for 2015 to apx \$30,500, which is a little over 1 year's operating expenses. Therefore, Smith recommended only a \$5,000 levy for 2016 which will bring the yearend balance at the end of 2016 to apx 6 months worth of operating expenses. However, a zero levy could also be done – if the board wished.

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The board commented that equipment expenses in 2014 were lower than normal, as most of the equipment was new. However, as it ages, the operating costs will go back up. They were fine with \$5,000 at this time, but understand it could be reduced if needed.

Due to the lateness of the evening, the following funds were *not* discussed tonight, but will be addressed during the next budget work session on February 4, 2015.

- General Fund
- Building & Grounds
- Recreation
- Capital Improvement
- Road Fund (Glen Hodgson will be attending)

**5. Consider approval of supplemental payroll checks for maintenance crew due to miscalculation of Jan'15 checks.**

Treasurer Adams explained that when preparing the maintenance crew's payroll checks to be paid at the January 14<sup>th</sup>, 2015 Regular meeting, she copied and pasted the 2014 form into 2015. However, the crew's wages in January 2014 were only \$18/hr...which were increased to \$18.70/hour in May 2014. Thus, the crew was owed 70 cents/hour for their hours submitted on their January 2015 pay requests. This equated to an additional \$120.54 each. Adams requested the board approve the two additional paychecks (one for Dan and one for Derrick), to correct the checks issued Jan 14, 2015 which were accidentally shorted.

Adams stated that she revised the January bill list to include these two additional checks, as well as the \$150 bill for the wetland application permit approved by the board during the Regular meeting on Jan 14, 2015 – but which was not on the bill list.

*A motion was made by Supervisor Key to approve the two additional bills on the attached revised January 14, 2015 bill list – payable to the maintenance crew workers, for \$120.54 each. These checks would be signed tonight. The motion also was to approve the revised January 2015 bill list as presented by the treasurer –which the maintenance crew supplemental paychecks and the Itasca co Soil and Water \$150.00 wetland permit fee. The total of January bills per the revised list was \$35,764.33. The motion was seconded by Supervisor Kortekaas, and upon roll call, motion passed by a unanimous vote.*

**6. Adjourn**

*The work session was adjourned upon a motion by Kortekaas at 9:45pm, and a second by Supervisor Ives.*

Respectfully submitted,

Michele Smith – Harris Township Clerk

Next budget meeting:

- Wednesday, February 4<sup>th</sup>, 2015..... 7:00pm Harris Town Hall.....Roads (2015 & 2016) + other funds
- Wednesday, February 18<sup>th</sup>, 2015 (TBD) .....7:00pm Harris Town Hall.....Final review of all funds for 2016 proposed levy

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*This is the revised bill list, given to me 1-15*

January 2015 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,057.32
Gary Rosato	Mtgs, wages, labor, less withholding	530.56
Dennis Kortekaas	Mtgs, wages, labor, less withholding	486.89
Burl Ives	Mtgs, wages, labor, less withholding - DEC	642.07
Burl Ives	Mtgs, wages, labor, less withholding - JAN	560.39
Jim Kelley	Mtgs, wages, labor, less withholding	486.89
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	968.35
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	608.17
Bonnie Key	Cleaning labor, showing, less withholding	447.29
Dan Key	Labor less withholdings	2,654.60
Dan Key	Additional funds for Jan payroll - adjustment of per hour salary	120.54
Derrick Marttila	Labor less withholdings	2,751.60
Derrick Marttila	Additional funds for Jan payroll - adjustment of per hour salary	120.54
PERA	ONLINE pmt:: Payroll withholding	1648.98
Blue Cross Blue Shield	health care renewal Jan 1 - Feb 1	1105.62
Carrot Top Industries	us flag, mat square corner, waterhog classic mat	310.79
CarQuest	id-359714 oil filter	8.33
Century Link	ONLINE pmt:: December phone service	278.58
Creative Services Associates	Harris Township grounds development - Mike Hendricks	3200.00
Davis Oil	Dec invoices - fuel	290.33
Express Employment	rink attendents 12/30	426.24
Ferrellgas	propane for town hall	733.29
Grand Rapids Public Utilities	Utilities; lights and town hall	197.61
Herald Review	filing notice, meeting schedule	900.60
Itasca County Association of Townships	Itasca County and Minnesota Association Dues	1,608.96
Itasca County Auditor	Election costs - ballots, machine programming 3/11, 5/6, notices 2014	1,826.69
Itasca County Sheriffs Office	alarm service	30.00
Itasca County Soil and Water	permit for road work	150.00
L and M	Dec invoices	429.70
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	713.87
MediaCom	Township hall phone and internet- OCT, NOV, DEC	426.36
Minute Man Press	copies for meetings	54.54
Pokegama Electric	fix light pole, crystal and wendigo lights, LED lights, flag pole light	2,861.65
Power Plan	Nortrax Equipment	179.04
Range Water	cooler rental jan plus cooler in store 5 gal	10.00
S E H	Engineerings services: misc. services	2,755.00
Security Life Insurance	Meritain dental insurance	833.46
Shaw and Shaw	call to Lotti attorney	40.00
Stokes	office supplies	38.77
Verizon	cell phones through 1/12/15	200.62
Waste Management	3 yd rel on call	17.54
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,689.55
<b>Total</b>		<b>\$ 35,764.33</b>

Approval to pay :: January 14, 2015, Checks numbered 16611 through 166

Jim Kelley                      Larry Key                      Dennis Kortekaas                      Burl Ives                      Gary Rosato

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**MINUTES from the P&D Meeting  
Harris Township Board  
Wednesday, January 28<sup>th</sup>, 2015 at 7:30pm**

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The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, January 28, 2015. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: Supervisor Dennis Kortekaas*

Also in attendance: Glen Hodgson – road engineer from SEH, Mike Hendricks – Creative Services, Len Harding – Rapids Riders ATV club, Megan Christiansen – Visit Grand Rapids, and residents Dan Butterfield, Bonnie Key, Marge Kelley and Cyndy Martin.

**1. Pledge to the flag**

**2. Rapid Riders ATV Club – Discuss motorized trails and route options through Harris Township**

- Len Harding – from Rapids Riders and Megan Christianson – from Visit Grand Rapids spoke to the board about a motorized trails task force that has formed. The task force is made up of representative from a variety of clubs in the Itasca County area, including snowmobile clubs, ATV clubs, Grand Rapids Park & Recreation, Itasca County Park and Recreation, the DNR, and Visit Grand Rapids tourism.

The group is trying to develop a motorized trail route from the UPM trail near 9 mile corner to the city of Grand Rapids. They do not have a proposed route yet, but rather are first meeting with townships or cities with properties in this area, to discuss route options that would be agreeable to both entities. They meet with Wildwood Township on February 10<sup>th</sup>.

The City of Grand Rapids does have a designated route along 21<sup>st</sup> Avenue between Hwy 169 and Airport road, but they want it to connect to ‘something’.

Rapids Riders ATV club has agreed to be the sponsor, and would maintain the proposed gravel trails; they get grants for this work. They also would act as ambassadors and monitor the trails, reporting any problems to the DNR. The Rapids Riders group also has their own insurance.

There would be no cost to the township for a new motorized trail, other than posting 20 mph trail speed limit signs on trails that run along their roads or on their properties.

A work session with the Harris Town Board was then requested by Harding and Christianson, to further discuss specific motorized trail location options and review maps of the area. Before a definite route was decided, Christianson clarified that the public would be invited to an open house to give their input.

Sara Thompson from the Itasca County Land Department, who does GIS mapping of trails, would also attend the work session. She also would make sure that the trail could be accurately located via the emergency response system. Dale Anderson, from the City of Grand Rapids Park and Rec department, would attend the work session as well.

The board agreed that a work session was a good idea to explore their options in deeper detail. However, a work session wouldn’t be feasible until after the week of the Annual Town Meeting on March 10, 2015.

***A motion was then made by Supervisor Ives to conduct a town board work session on Wednesday, March 18<sup>th</sup>, 2015 at 7:00pm at the Harris Town Hall, to consider motorized trail route options in the township as requested by the motorized trails task force. After a second by Supervisor Kelley, the motion carried by a unanimous vote.***

**3. Business from the Floor**

- None

#### 4. Roads

- *Glen Hodgson – SEH Road Engineer:*

- Discuss which board meetings the road engineer should attend this winter

Because road issues are rather dormant in the winter months, Hodgson asked what meetings the board would like him to come to after tonight. He reminded the board that he did not come to every meeting last winter either.

The board requested that Hodgson be “on call” to attend future meetings only when requested by the board. This was agreeable to Hodgson.

***A motion was then made by Supervisor Key to have the SEH Engineer Glen Hodgson on call to attend meetings during the winter months, rather than attend all meetings. The motion was seconded by Supervisor Ives, and passed by a unanimous vote.***

- “Underwood Road Ditch Maintenance and Road Shoulder Improvements – Wetland Permit Application” – full bound copy given to clerk for the township’s record

The thick and detailed bound copy of the wetland permit application was shared with the board. Hodgson commented that it had been submitted along with \$150 application fee, and he will let the board know when he has heard back from the Soil & Water Conservation Department.

Supervisor Ives asked if ditching on Underwood *east* should have same treatment as Underwood *west*. Hodgson agreed it would be a good idea to look at drainage and ditches on the east side of Underwood, because if work is needed, it would make the most sense to do it at the same time as the west side. It was clarified that no wetland application would be needed for the east section of the road, and that any ditch work would not disturb the new pavement on the east side. Hodgson commented that he did recall that there may be some plugged culverts to look at on Underwood east.

- Schedule another road planning meeting – for the 5 year road plan development

Hodgson is planning to attend the budget work session on Wednesday, February 4<sup>th</sup> to discuss the road fund and project priority for 2015 and 2016, but that he’d also like to get a work session scheduled to continue the discussion and development of the 5 year road plan for paved roads (for 2016 and beyond).

***A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to hold a road work session on Wednesday, March 4<sup>th</sup> at 7:00pm at the Harris Town Hall to continue the development of a 5 year road plan. Ives commented that it would be good to have this discussion prior to the Annual Town Meeting (on March 10<sup>th</sup>). Upon calling for a vote, the motion passed by a unanimous vote.***

- *Other road issues / concerns*

- Roads conditions

Supervisor Key commented that the township roads are taking a beating with no snow and the frost, but that they are holding up. He noted that Wendigo Park Road is starting to crack.

#### 5. Recreation

- Creative Services – Mike Hendricks: Discuss 2015 contract and budget items

Mike Hendricks from Creative Services, who has been contracted by the township for many years as a recreational advisor, shared his 2015 proposal for professional service with board. He commented that it was identical to that from previous years, except that there was an increase of \$5/hour to his hourly rate. Hendricks hoped the board would approve the proposal and his 2015 rate of \$55/hour.

Supervisor Key commented that Hendricks’s services had been priceless to the township over the past 10+ years. He had learned a lot from him regarding the development and maintenance of parks, but that he still

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had more to learn from him. It was Hendricks who planned and worked with the board on the development of Crystal Park, which is a beautiful park. Supervisor Rosato echoed Key's comments and added that the township's parks would not be the high quality they are, without Hendricks services, advice, and recommendations to the board.

*Supervisor Ives then made a motion to table the vote on the 2015 Creative Services proposal for services until the board has reviewed the budget for the Recreation fund, which will be discussed at the February 4<sup>th</sup> work session. The motion was seconded by Supervisor Kelley.*

*Discussion: Chairman Rosato explained that in the past, Hendricks has supplied proposed park projects for the board to consider during the budget discussions. However, because his 2014 contract had expired, he is no longer under contract with the township. As such, he would not be able to prepare any information for the budget meeting unless his 2015 contract was approved tonight.*

*In response to a question about how much the township spends on Hendricks services in a typical year, the Treasurer reported that the total fee paid to Creative Services for 2013 was \$1,600. And for 2014, the fee was \$3,200 – almost double that of 2013. However, that was due to work on the Wendigo Picnic Park development proposals that were requested by the board. The average for the prior years was \$1,300/yr. Key commented that he would like to approve the contract tonight as the cost for Hendricks has already been included in the 2015 budget. Also, he felt that Creative Services would save the township money with him on contract. Ives replied that he would prefer to look hard at the budget for the Recreation fund first – and then decide.*

*With no other discussion a roll call vote was called. Those voting in favor of tabling a decision on the Creative Services 2015 proposal for services were Supervisors Ives and Kelley. Those voting against the motion to table a decision were Supervisors Rosato and Key. Due to the lack of a majority, the motion failed.*

*A motion was then made by Supervisor Key to approve the Creative Services 2015 proposal for service. Upon a second by Rosato, a roll call vote was called. Those voting in favor of approving the contract with Hendricks were Supervisors Rosato and Key. Those voting against the motion were Supervisors Ives and Kelley. Due to the lack of a majority vote, the motion failed.*

#### **6. Town Hall Report** dated Jan 8, 2015

The board reviewed the town hall report dated 1-8-15 as prepared by the town hall caretaker, noting there were 11 total rentals – including board use. \$325 was collected, with no maintenance or safety concerns noted.

#### **7. Maintenance Report** (new format) – for November and December 2014

Supervisor Rosato explained the new format of the maintenance report. The first page lists the various township funds (i.e. General, Road & Bridge, Equipment, etc.). The number written just to the right of the fund name is the number of hours the guys worked in this area. This number is for the 2 crew members combined. Under each township fund heading is a list of general ledger line items (duties). The crew underlines the areas where they spent their hours.

And, a summation of their work is provided in a narrative report – just as has been submitted in the past. Rosato noted that if the township utilizes interns again this summer, they too will be asked to fill out a similar maintenance report, to show where their time is being spent.

There were no questions or concerns by the board on the November and December maintenance reports.

#### **8. Old Business**

- November 11, 2015 Regular Meeting – reschedule to Tues., Nov. 10<sup>th</sup>, 2015 (due to holiday on 11/11/15)

The Clerk advised the board that the town hall was booked on their first choice date of Thursday, November 12<sup>th</sup>, to reschedule the November Regular which currently falls on Veterans Day – a federal holiday. However,

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their second choice date of Tuesday, November 10<sup>th</sup> was open at the town hall, and so it has been booked for the Regular Meeting. The board was asked to please mark their calendars accordingly.

*Supervisor Key then made a motion to have the Clerk publish notice of the rescheduled November Regular meeting, from Wednesday, November 11<sup>th</sup> to Tuesday, November 10<sup>th</sup>, 2015. The motion was seconded by Supervisor Kelley. Discussion: Clerk Smith asked for clarification as to publish a full schedule, noting the new November Regular Meeting date – or just publish the date change for the November meeting. The board confirmed that just a simple notice of the one meeting date change was needed. Upon a vote of the board, the motion passed by a unanimous vote.*

## 9. New Business

- 2015 Fire Contract memo and calculation spreadsheet. 2015 rate = \$75,249 (2014 rate = \$72,271)

Chairman Rosato expressed that the Fire contract information was for the boards review only; no action was needed. And that they can go over the calculation detail at a future budget work session or board meeting if desired.

- Consider setting a date for the final 2016 budget work session (Wed., Feb 18th?)

Ives proposed Tuesday, February 17<sup>th</sup> for the work session as he has a conflict on Wednesday the 18<sup>th</sup>. Supervisor Kelley also had a conflict on the 18<sup>th</sup>. The town hall care taker, who was in the audience, checked the town hall schedule and said that the hall is booked Tuesday, but only until 4:00pm. Thus a 7:00pm work session should be fine.

*A motion was then made Supervisor Ives to set the date for the last 2016 budget work session for Tuesday, February 18<sup>th</sup>, 2015 at 7:00pm at the Harris Town Hall. Upon a second by Supervisor Kelley, the motion passed by a unanimous vote.*

- Letter from Land Stewardship Project

Supervisor Key commented on a Land Stewardship Project (LSP) letter he and most of the board received recently, dated Jan 16, 2015. The Minnesota based Land Stewardship Project periodically sends out Action Alerts that describe how citizens can make their voices heard on critical issues related to family farming, the environment and our rural communities. Key felt this particular letter regarding keeping township rights strong, and not letting local control be weakened for any special interest, was especially important. He added that he would like to see it brought to the Itasca County Township Association meeting. The letter included names and contact information for MN state Senator and Representative, as well as the Governor. *(A copy will be attached to these minutes.)*

- Podium donated to the township

A podium was donated to the township by Mike and Mary Jo Hendricks. The board accepted the donation and thanked the Hendricks for the donation. They will have the podium set up at all broadcast town board meetings for audience members' use, along with a microphone (when received).

## 10. Public Input

- Dan Butterfield asked that a copy of the Land Stewardship Project letter please be included with the minutes that are posted on the township's website. The board and clerk agreed to do this.

## 11. Adjourn

*With no other business to come before the board, a motion was by made by Supervisor Key at 8:31pm to adjourn tonight's P&D meeting. Upon a second from Supervisor Ives, the meeting was adjourned.*

Respectfully submitted,

Michele Smith – Harris Town Clerk

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## LAND STEWARDSHIP PROJECT

MINNEAPOLIS OFFICE  
2919 East 42nd Street  
Minneapolis, MN 55406  
Phone: 612-722-6377

[landstewardshipproject.org](http://landstewardshipproject.org)

January 16, 2015

### **By acting together we can keep township rights strong!**

Dear Fellow Township Official,

As a township officer, you know that township government is the closest to the people and that townships must have strong local control in order to effectively serve the community. Simply put, we know that strong local communities need strong local control.

But corporate special interests don't see it that way. Too often they want to profit at the expense of rural communities and local control stands in their way. Year after year at the Minnesota Legislature, they have attacked township rights, attempting to weaken the power of communities to have a say in controversial and potentially harmful developments. And year after year we have worked together to beat these attacks back.

**This legislative session the attacks on local control began early.** Before the legislative session even began, corporate special interests beat a path to the Capitol and signaled their intention to attack our township rights. At a November 2014 meeting of the Minnesota Senate Rural Task Force, David Ward, a former Wisconsin state legislator, outlined how Minnesota should weaken local control like Wisconsin did. Ward went through a detailed presentation of how he led the 2004 effort in Wisconsin to gut local control of large-scale feedlots so that in Wisconsin townships and counties no longer have any effective say on these issues. Ward now works as a lobbyist at the Minnesota State Capitol for the Cooperative Network, which wants the Wisconsin model of no local control for townships and counties of large-scale feedlots for Minnesota. Their membership includes the big dairy processors Land O'Lakes and Foremost Farms.

We can't let local control be weakened for any special interest. Most townships don't need to formally use their power of local control to enact local zoning ordinances; but the fact that we have it forces outside interests and developers to take our concerns seriously. You can bet that without this power, many developers would ignore township concerns altogether. And many townships have used this power to protect the land and people, and guide development in a way that fits in well with the community.

The legislative session opened on January 6 and special interests are meeting right now with legislative leaders, making their case for why local control must be weakened. It is critical they hear from us also in the early weeks of this new legislative session. The way we have kept local control strong in Minnesota, even while it has been weakened in neighboring states, is through a strong unified voice from township officers saying, "Local control is working. Leave it alone!"

-OVER-

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Make these calls TODAY to let your elected leaders know that Minnesotans value strong local democracy and that weakening our township rights should be off the table. This letter has gone out to every township officer in Minnesota. If we all take action, our combined voices will send the clear message that any proposal to weaken local control is unacceptable.

**1. Call your state Senator and Representative.** Contact information for your state legislators is:

Rep. Tom Anzele (District 5B) at 651-296-4936  
Sen. Tom Saxhaug (District 5) at 651-296-4136

Here is a suggested message: "I am calling as a township officer and constituent. Minnesotans value strong local control and township rights. Minnesota's rural communities are better off because we have strong local democracy in our state. I know that the Cooperative Network is pushing to gut local control of large-scale livestock operations like they did in Wisconsin. Weakening local control for any special interests is wrong and should be off the table."

**2. Call Governor Mark Dayton at 651-201-3400 or 800-657-3717.**

When Governor Dayton first took office in 2011, LSP members met with him on this issue. Governor Dayton was clear in his support for local control and his commitment to veto any legislation that weakens it. Call and let him know that this is the right position to take.

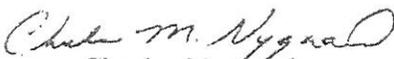
Suggested message: "I am calling you as a township officer. Minnesotans value strong local control and township rights. I am concerned because special interests are pushing to gut local control of large-scale feedlots in Minnesota. Weakening local control for any special interest is wrong. I appreciate your commitment to veto any legislation that weakens these rights."

**3. Return the enclosed card so LSP can put you on a hotlist and keep you updated as the legislative session progresses.**

Take these actions today and I know that together we will keep local democracy and township rights strong in Minnesota.

Sincerely,

As township officials and Land Stewardship Project members,



Charles Nygaard  
Hendricks Township  
Lincoln County



Alan Perish  
Hartford Township  
Todd County



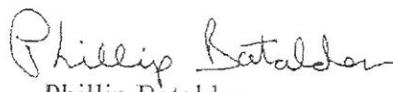
Mark Brosig  
Elba Township  
Winona County



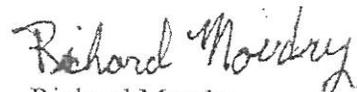
Bill Gorman  
Belle Creek Township  
Goodhue County



Nancy Barsness  
New Prairie Township  
Pope County



Phillip Batalden  
Highwater Township  
Cottonwood County



Richard Moudry  
Westline Township  
Redwood County

**DRAFT**

BUDGET WORK SESSION  
HARRIS TOWN BOARD  
Wednesday, February 4, 2015 - 7:00pm

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The Harris Town Board met at 7:00pm on Wednesday, February 4, 2015 at the Harris Town Hall for a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* none.

Also in attendance: Glen Hodgson – SEH Road Engineer, and residents Marge Kelley, Cyndy Martin, Judy Myers and Bonnie Key

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

2. **Roads - Glen Hodgson, SEH Engineer**

- Discuss Gravel Road Project considerations: 2015 & 2016 (see memo – attached to these minutes)

- **2015 gravel roads:**

The 5-year gravel rotation calls for the following six roads to receive additional gravel in 2015:  
Carol Street, Hauser Road, Pine Crest Road, Sunset drive, Root Road, and Sunset Lane

Total length: 1.39 miles

**Estimated cost: \$39,000** (based on last year's cost of \$28,000/mile)

Budget for 2015: \$35,000

Hodgson commented that the cost for 2015 may end up to be lower, as he and Supervisor Key will be looking at all gravel roads in the spring and may find that some do not need additional gravel, and thus can be pulled of the list for 2015.

Regarding the 5-year rotation, Hodgson explained that they just finished the first completion of the 5 year cycle for gravel roads. In this time, he found that adding new gravel every five years may be too often for some roads, but just fine for other roads. The main factors that affect the need for additional gravel are the speed and volume of traffic on a road. Hodgson suggested looking at creating two categories for gravel roads – one for higher traffic roads that gets gravel every 5 years, and another category for low traffic roads that only get gravel every 6-9 years.

- **2016 gravel roads:**

The 5-year gravel rotation calls for the following four roads to receive additional gravel in 2016:  
Hughes Road, Jane lane, Vroman Road, and Wagon Wheel road

Total length: 1.25 miles

**Estimated cost: \$35,000** (based on last year's cost of \$28,000/mile)

Budget for 2016 would be discussed tonight, but the 2015 figure of \$35,000 was suggested.

- Discuss Pavement Road Project considerations: 2015 – 2016

Hodgson handed out his preliminary 5-year road plan spreadsheets, which the board had reviewed and discussed at prior meetings and work sessions. Hodgson reminded the board that “Part Two” of the report contained the paved roads that he felt needed to be rehabilitated in the next 5 years:

- The roads Hodgson recommended for **reclaim** were (in priority index order):

Sunny Beach Road (Park to Adair Road), Sunny Beach Road (Wendigo to Park Road), the Cemetery roads, Sunny Beach Addition, Birch Street, Isle View Road, Romans Road, Sunny Lane, Gary Drive, Field Crest Road

- The roads Hodgson recommended an **overlay** were (in priority index order):

Sunny Beach Road (Adair to Harris Town Road), Alicia Spur, Little Crystal Lane, Underwood Road (west), Tolerick Drive, Alicia Place, Mishawaka Shores, Pine Street, Norberg Drive and Woodbine Lane.

**Total estimated cost of all roads in Part Two = \$3.4 million (apx 700,000/year)**

Underwood Road west was discussed by the board. The cost of improvements to this section of Underwood Road was estimated to be \$184,000, which includes \$40,000 for drainage improvements and an overlay.

Cemetery roads were also discussed. The board felt that these could be overlaid rather than reclaimed. Doing so would reduce Hodgson's estimated cost from \$144,000 to \$67,000.

### 3. 2016 Budget / Levy Discussions for:

- Road Fund - proposed 2016 levy= \$500,000 (compared to \$460,000 adopted for 2015)

The board reviewed the draft proposed 2016 budget spreadsheet for the Road Fund as prepared by the clerk. Funds from state aid and town road allotment are *not* included in the Road Fund income budget, as it varies and may end at some point.

Each line item was reviewed, and the following were noted:

- Line 203 - Salt & Sand: The proposed budget for the cost of salt & sand was reduced by \$5,000 based on an email the clerk received from county when she asked why the 2014 actual cost was only \$2,700 – when it's usually around \$15,000. Overall, the county explained that they modified how they deice the roadways – and they no longer *always* combine salt & sand, but rather use just salt if the weather is warm enough. As a result, there is a big savings in using less sand. The county encouraged the township to budget somewhere between the past two year actual costs (2013=\$15,124 and 2014=\$2,702)
- Line 206 – Striping: Dead end roads are not striped. When major construction is done on a road, striping is usually included. East Underwood – rehabilitated in 2014 - will *not* be striped. Only high traffic roads are generally striped now, though the township did used to stripe all roads – but it's expensive. Also, the township does try to coordinate with city when they have striping contractors in the area.
- Line 214: Pot hole repair. This is the material that the guys use for crack filling – for gravel and paved roads
- Line 221 - Street lights: The proposed budget was increased by \$1,000 based on the actual for 2014, which increased. This was because a streetlight that was formerly billed under park and recreation, is now being paid out of the Road fund. For years, a portion of the billing said it was for “the old Wendigo site” – assumed to be the park. However, when Adams found out that it is actually for a street light, she now pays it out of the Road fund.
- Line 223 – Major Repair: The Fieldcrest patch made up most of the \$8,000 paid in the 2014 for this line item.
- Line 224 - Major Construction (paved roads only): \$300,000 proposed for 2016
- Line 228 – Road inspections: If someone outside the board does an road inspection – such as Braun Intertec boring for the testing of construction material - is comes out of this line item. That is what made up the 2014 actual of \$1,200
- Line 230 – Rubberized crack fill: All newly overlaid roads will be crackfilled in 2015, and whatever is paved in 2015 will be crack filled in 2016. Supervisor Key also has list of other roads he'd like crack-filled as well. Mishawaka Shores is one of those roads, as it was felt that crackfilling it could save the road
- Line 231 – Patching: Could combine with line item 214 Pothole repair materials. There is no maintenance crew labor in this line item – only materials.
- Line 232 – Shouldering: No money spent since 2011. Do we need to budget anything? Usually spot shouldering – where mailman or 4 wheelers drive.

The 2014 yearend balance was \$235,443. The projected 2015 yearend balance was \$214,393, and the projected yearend balance for 2016 with a \$500,000 levy was \$190,843 – or 36% of the total disbursements proposed.

Treasurer Adams explained that having 35-55% of a year's expenses in each fund is recommendation by the MN Association of Townships and the township's auditor. However the need to carry over \$235,000 was questioned by Ives.

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The Capital Improvement-Road dedicated fund was also reviewed:

There will be \$342,456 for roads in this capital improvement road fund at end of 2015. That amount plus the \$460,000 road levy in 2015 plus the rollover of \$235,443 from 2014 Road Fund totals apx \$1 million dollars. Ives noted this is money the board could tap into for some of the larger road projects.

- General Fund - 2016 proposed levy = \$140,000 (compared to \$150,000 adopted for 2015)

Each line item was reviewed, and the following were noted:

- Line 100 - Meetings: This is the \$60 meeting fee, for all officers
- Line 101: This is the monthly wage amount for the board supervisors. The clerk and treasurer's monthly wages have their own line items – 102 and 103
- Line 108 - Misc Labor: This is the hourly charges by all officers
- Line 129 - Insurance: Adams explained that the swing in actual from 2012-2014 was due to Workers Compensation and Equipment Insurance billing that comes in December. In 2012, part of that fee was paid in 2013 so that's why it looks "off". The average is still \$14,000/year.
- Line 199 - Maintenance crew labor: There is a maintenance crew labor line item for each fund; in the General fund, this is only for tasks in the 100 category such as holiday pay, misc labor, dump runs, election set up, etc.

Supervisor Ives commented that he felt there could be some savings made in wages for board. Rosato commented that the board will review their compensation in April.

- Building & Grounds Fund – 2016 levy proposed = \$60,000 (compared to \$50,000 adopted for 2015)

Clerk Smith noted that this fund is currently in a deficit balance of <\$10,379> at the end of 2014, due to the costs of the new ramp and awning, the new furnace at service center, and new well at Wendigo park – all of which were paid out of this fund. She proposed that the cost of the new town hall entrance be transferred to this fund from the Capital Improvement-non dedicated fund – which would be \$16,822 – to remedy the deficit.

*The town hall caretaker was in attendance, and shared a list of town hall improvements she'd like considered:*

- Ramp from the back entry to the town hall, for battery wheel chairs as the only entrance they could get out of now was the front door. In case of a fire, a second accessible ramp was requested.
- Windows – need new windows. The current ones are a crank out style, and they leak air and rain. The varnish is cracking, and the wood is starting to rot.
- New flooring – she has been asking for last 7 years for new flooring. She'd also like new registers. Jeff Fortune stripped the floor previously and commented that there is mold spores and mildew in the tile. Dorholt Tile did an appraisal in 2007 but it was not approved by the board.
- An area to store table and chairs was requested as kids are climbing on them – which is dangerous.
- New chairs were requested as the legs of the current ones are starting to bend and welds are breaking; they are going to be a safety hazard. There are some chairs in the basement now that are bad. Have apx 115 usable chairs currently.
- Restrooms – As they are now, with 2 doors, they not very wheelchair accessible. It was requested that they take the inside door off, and put them on outside only (lockable) and change the doors to swing in.
- Dishwasher – legally may need, for sanitary reasons of dish and glassware are used by public (things they put in their mouth); would need water softener too, as the current water is pretty hard.
- Basement – currently only used for Election supplies; could are area be built for other thing as well?
- Playground equipment for renters – kids currently play in Lotti's field – which is not township property
- Propane tank - Build something around it to prevent kids from playing on
- Trophies in basement – belonged to Peggy Bishop, who's since died. Her husband Dave didn't want – and gave the township permission to get rid of them. The Itasca Rabbit breeding association would like them, if donated. There are apx 30 trophies.
- There is a breaker that blows when too many items are plugged in, in the kitchen. May need to rewire kitchen area circuits. Add additional breakers would help.

The Board thanked Bonnie for coming to the board with these concerns and requests.

**DRAFT**

Each line item of the Buildings and Grounds fund was reviewed, and the following were noted:

- Line 615 - Heat Garage at hall: Yes, we do have heat in the town hall garage in case it's used in winter for rental (ex: Humane society)
- Line 619 – Satellite toilet: Why is there an actual amount here? A: The billing says 'town hall', but it should be 'Public Access'; yet there is no line item for public access portable bathrooms currently. A new line item can be added per Adams
- Line 623 – Well: The cost of the new well at Wendigo was \$7,849. This cost could come out of capital improvement fund (transfer funds)
- Line 682 – Serv Ctr: The cost of the new furnace at Service Center was 3,545. This cost too could come out of capital improvement fund (transfer funds)

With a proposed 60,000 levy and the transfer of \$16,822 from the capital improvement fund for the cost of the town hall entrance, the projected ending balance would be apx \$6,400 for end of 2015 and apx \$8,500 at the end of 2016. This is only 14% of total disbursements however, so additional transfers from capital improvement may be needed, or a higher levy can also be considered.

- Recreation Fund - 2016 proposed levy = \$40,000 (same as that adopted for 2015)

Clerk Smith noted that the budget included \$5,000 for new park development at each Wendigo and Crystal Parks in lines 550 and 560 – but that this was TBD.

The board did not have any proposed projects or costs to consider, as Mike Hendricks/Creative Services 2015 contract had not yet been approved by the board. However, items the board discussed were:

- Herbicide application– which requires a contractor
- Basketball court at Wendigo should be repaired. The blacktop needs to be taken out – where old rink was – and replaced. There is a basketball standard there now.

- Capital Improvement Fund – 2016 proposed levy = \$140,000 total (same as 2015)

- Clerk Smith clarified that the breakout of the proposed levy was as follows:

- \$30,000 – Equipment
- \$10,000 – Service Center
- \$100,000 - Roads

- Equipment: It as noted that there is no equipment scheduled for replacement in 2015 or 2016, but that a “shouldering machine” would be nice to have.

- Overall Levy for 2016 (all funds)

**Total DRAFT levy for 2016 was proposed by the Clerk of \$960,000, compared to \$930,000 adopted for 2015.**

#### 4. Adjourn

*The work session was adjourned upon a motion by Supervisor Kelley at 9:45pm, and a second by Supervisor Ives.*

Respectfully submitted,

Michele Smith – Harris Township Clerk

#### Next budget meetings:

- Tuesday, February 17<sup>th</sup>, 2015.....7:00pm Harris Town Hall.....Final review of all funds for 2016 proposed levy

**DRAFT**

# MINNESOTA • REVENUE

## Memo

**Date:** December 24, 2014

**To:** All County Assessors and County Auditors

**From:** Jessi Glancey  
Information and Education Section, Property Tax Division

**Subject:** **Boards of Appeal and Equalization Online Training**

There must be at least one member at each meeting of a Board of Appeal and Equalization who has attended appeals and equalization training developed or approved by the Commissioner of Revenue.

Historically, this training has been offered in-person, in a classroom setting, by a Department of Revenue employee. However, we are moving forward with offering this training online, as an eLearning opportunity.

### The future of BAE training

★ We will begin computer-based training in the summer of 2015. We are very excited about the progress we have already made with this training opportunity and we are confident that this training will better serve our board members as well as the taxpayers. Catch-up courses will be offered in the classroom setting in March of 2015, but we are moving forward with online training for future offerings.

The content of BAE training has not changed, and the online training is based off the course we have been offering in-person. The material is not new, while the process for getting certified will be.

## Timeline

### 1. Registration (February – May)

We are currently working on a formal process for registering board members that need to take the training. Once the process is final, we will send out instructions on how to get registered. We are hoping to start the process in February.

### ★ 2. Testing (March 1 – March 31)

Testing this product is very important; this will be offered to thousands of people in the state of Minnesota and we want to be sure that everything works correctly before it is launched to all local and county BAE members. Therefore, we are asking for your participation in testing this system. If you or other BAE administrators within your office have interest in testing this system please email Jessi Glancey to be added to the list of testers by February 13, 2015.

## MINNESOTA • REVENUE

### 3. **Announcements, Adjustments, & Advertising (April 1 – June 30)**

During this time the DOR will review the feedback from the testing phase and make any final changes/adjustments to the program. We will communicate with our audience (county assessors, auditors, commissioners, board members, etc.) on what to expect once the training is live, where to go, how to navigate through the training, and much more.

### 4. **Launching the product (July 1, 2015)**

The training will be available to all registered board members starting on July 1, 2015. The board members that registered to take the training will be the **only** board members with access to the training.

### 5. **Training**

The training will run from July 1, 2015 – January 31, 2016. Board members can take the training during that time frame and then the training will be shut off, since the board must prove training compliance by 2/1/2016.

## **Additional Information**

During the first year of online BAE training, the DOR will be looking for ways to enhance the training and registration process. Catch up courses will become available online, and additional resources will be launched.

### **Attendance lists, Certificates, and Handbook**

With the eLearning system, the **attendance lists** will be updated quicker and will be more accurate since the system will monitor who has completed the training and when. The attendance lists will still be kept on the DOR website, but it will be more user-friendly.

When a learner completes the training, a proof of training **certificate** will generate, and the learner will have the option to save, print, or email that certificate. The learner will be instructed to keep a certificate on file, for proof of completion in the event that the system does not have them listed as complete. We recommend that the clerk for that board of appeal ask for a copy to keep on file.

The Board of Appeal and Equalization **handbook** will also be available for download on the DOR website so the board members have something to reference while taking the training and/or to use at their board of appeal meeting. This handbook will be updated with any law changes and will provide the necessary information that the board members need to know.

# MINNESOTA • REVENUE

## What is eLearning?

eLearning is education provided through the use of technology. eLearning consists of various components such as computer based training, training videos/presentations, documents or manuals available for download that a student can read through, and virtual classrooms. All of these components of eLearning are effective ways to offer education or training to a large group of learners and it allows those learners to take the training on their own time and at their own pace.

Some eLearning components are less self-paced than others due to the fact that they might be offered by a live person and the learner would have to be present at the time the training is offered.

Computer Based Training (CBT) is the most common approach and the most effective approach when self-paced learning is the goal of the training. CBTs can have multiple media elements such as text, graphics, audio, interactive activities, video, and simulations. When CBTs are used for a training purpose, the learners are allowed to take the training at their own pace and their own direction. While classroom learning requires participants to change their schedules to the training is offered, Computer Based Training eliminates this because the course can be accessed when it is convenient for the learner.

Also, learners control the amount of time they spend on any particular topic. This allows learners to spend additional time on difficult items before moving on. This “individualized” approach usually allows learners to complete the course faster than in classroom training.

CBT's are an ideal option when:

- There is a significant amount of content to be delivered to a large number of learners
- Learners come from different geographical locations
- Learners have limited mobility
- Learners are limited in time devoted to learning
- Learners have **basic** computer and Internet skills
- Content must be reused for different learner groups in the future
- Training aims to build cognitive skills rather than psychomotor skills
- There is a need to collect and track data

CBTs are clearly a good option for BAE training moving forward.

The Department of Revenue is confident that this is the next best thing for our board of appeal and equalization board members. We are looking forward to launching this eLearning opportunity and working closely with all of you

## Questions

If you have any questions or concerns regarding this training opportunity please contact Jessi Glancey by email [jessi.glancey@state.mn.us](mailto:jessi.glancey@state.mn.us) or by phone 651-556-6104. Thank you for your participation and assistance with this new product.

Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
DEER RIVER, MINNESOTA 56636

Paul M. Shaw  
(1926-2008)

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

January 8, 2015

**COPY**

Mr. Dennis O'Toole, Esq.  
Lano, O'Toole & Bengtson, Ltd.  
515 NE Second Avenue  
Grand Rapids, MN 55744

RE: Harris Township/Leneve Lotti  
Easement

Dear Mr. O'Toole.

I note my last correspondence to you in this matter was on November 20 of last year and send this note to inquire as to the current status of this matter from your end.

I will await your contact.

\* see attached email dated 1-20-2015

Sincerely,

LAW OFFICE OF SHAW & SHAW, P.A.

ANDREW M. SHAW  
AMS/cas

cc: Michele Smith, Clerk

# FW: Lotti

From: **Andrew Shaw** (Andrew@shawandshawlaw.com)  
Sent: Tue 1/20/15 12:19 PM  
To: **MICHELE SMITH** (michelesmithclerk@msn.com)

Michele - please copy to board members for their information.

Andrew M. Shaw

---

**From:** Andrew Shaw  
**Sent:** Tuesday, January 20, 2015 12:19 PM  
**To:** 'Dennis O'Toole'  
**Subject:** RE: Lotti

Thanks Dennis - will await your contact.

---

**From:** Dennis O'Toole [mailto:Dennis.O'Toole@lano.com] ]  
**Sent:** Tuesday, January 20, 2015 11:51 AM  
**To:** Andrew Shaw  
**Subject:** Lotti

Andy,

I talked to Leneve. She will meet with me on February 5 to discuss options.

She needs access to the hayfield from Airport Road, so if another access can be put in place, with accommodation for ultimate subdivision or other future use of the property, an exclusive easement may be workable. I am getting input from someone with real estate subdivision/sales experience to make sure she doesn't limit appropriate future access. Also, keep in mind that Leneve has a very full plate and is trying to get her property interests in perspective, so she is reluctant to move too fast on this.

*Dennis L. O'Toole*

*Lano, O'Toole & Bengtson, Ltd.*

*515 NE Second Avenue*

*Grand Rapids, MI 49503*

## COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

**MINUTES from Jan. 21, 2015**

**The next meeting will be Feb. 26 at the Timberlake Lodge in Grand Rapids.**

*11am-1pm*

**Present:** Mike Fall (LaPrairie), Greg Tuttle (Cohasset), Tarry Edington (Arbo), Dale Anderson (Grand Rapids), Peggy Smith (Coleraine), Burl Ives (Harris), Max Peters (Cohasset), John Tourila (Calumet), Melanie DeBay, School District 318 and IASC, Jeff Davies (Grand Rapids) and Mary Jo Wimmer, facilitator.

### **Open Market**

**Harris Township:** Will hold elections in March.

**LaPrairie:** Is doing a road and sewer project in collaboration with the county. Is sharing a zoning officer and building inspector with Calumet and Coleraine.

**Coleraine:** Is considering phasing in the GIS system used by Cohasset and Grand Rapids.

**Arbo Township:** Is sharing rink attendants with Grand Rapids and this is working very well and saving the township money.

### **Recreation Association**

One outcome of collaboration around recreational activities would be better PR and advertising so people would know what's available by looking at one source. To that end, Melanie DeBay, Community Ed. Director for IASC, was invited to the meeting.

Melanie reported that the Community Ed. Collaborative was formed in 2004 with 4 school districts opting in; Grand Rapids, Greenway, Nashwauk and Deer River. These districts formed a joint leadership agreement that allowed them to share in the hiring of one licensed community education director. Each district retains its individual community education staff that work under this director.

The group aims to reduce duplication of community education offerings and has seen a great mixing of people at classes across community and district lines.

They collaborate on:

- Marketing – catalogs are printed twice a year that each go to 22,000 residents. In addition, a summer program is printed that goes home with 6,000 students informing their families of summer youth activities. This joint marketing has saved each district thousands of dollars. These publications cost around \$25,000 annually.

In addition, the group collaborates on one web site and social media outlets. The web site has a link to each individual school district.

- On-line registration is available at one site that covers all 4 school districts
- A facility scheduler has been hired that does scheduling for all 7 school districts in IASC
- Sharing travel costs for staff
- Sharing instructors across district lines
- Shared data collection and data base

Fees are based on census. The community education staff from the 4 districts in the collaboration meet monthly to discuss ideas, issues and ways they can help each other. They also collaborate with other partners such as Grand Rapids Parks and Recreation and the MacRostie Arts Center. They have begun collaboration discussions with the Greenway Rec. Association.

The group does not collaborate on funds as fees stay with the local district they were generated in. They also do not collaborate on hiring or HR issues. Each district is responsible for their own staff.

**Issues to consider:**

- What costs will there be per member municipality?
- How do the communities who pay taxes to the Greenway Rec. Association fit in?
- Who will enter the data for each community that wishes to participate?

Melanie offered the opportunity for municipalities to enter their summer youth recreation information into the summer program that goes home in school backpacks. **DEADLINE FOR THIS OPPORTUNITY IS JANUARY 30.** Send your information to Melanie at [mdebay@isd318.org](mailto:mdebay@isd318.org)

**Next steps:**

- Coleraine, LaPrairie and Calumet will talk with Pat Guyer and the Greenway Rec. Association about how they are being served through that organization.
- We will have an update at the February meeting on the above discussion
- Get information to Melanie DeBay on your upcoming youth programming for the summer months by January 30.

### **Future Vision of this Collaboration**

Discussion indicated that members find great value in these meetings and we can name several tangible results and many less tangible ones, such as build relationships. Some of our collaboration "wins" have been the GIS system, cemetery staff, 2 community safety centers, shared staff and networking.

Money to pay for facilitation of these meetings is no longer available through the Blandin Foundation. If collaborative members are willing to call or email Wade Fauth, Vice President of the Blandin Foundation, his contact information is:

(218) 327-8706 direct line

For email, go to this web site: <http://blandinfoundation.org/who-we-are/wade-fauth>

Mary Jo will draft a letter from the group for review at our next meeting. This letter could be sent to our senators and representatives, IRRRB, Blandin Foundation and local newspapers.

### **Future Topics of Discussion**

- Library joint powers agreement
- IT services
- Cable service
- Recreation program update

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



ITASCA COUNTY  
HISTORICAL SOCIETY

KARJALA GENEALOGY & HISTORY RESEARCH CENTER  
201 North Pokegama Avenue • Grand Rapids, MN 55744

January 28, 2015

To: Harris Township Clerk and Officers

History is founded primarily on sources maintained and preserved at the local level. The Karjala Genealogy and History Research Center provides two public computers with *Ancestry.com*, which is used on a daily basis by genealogists and researchers. The Itasca County Historical Society believes in the importance of preserving sources and making them available to members of the community. We cannot do this without the support of our townships.

★ We are again asking the townships of Itasca County to put in their budgets up to \$1.00 per person for the Itasca County Historical Society. Our genealogy and history is emphatically our story, and we need your assistance in order to make preservation of the past a truly collective endeavor.

While it is important to preserve history, it is equally important that it be disseminated to the public. We have been working hard to meet our mission of connecting people to the history of Itasca County. We meet the needs of teachers, students, government workers, researchers, historians, and genealogists. The visitor to the Itasca Museum finds stories of many ordinary people living extraordinary lives in Itasca County.

Sincerely yours,

Lilah J. Crowe  
Executive Director

P.S. Find enclosed the Minnesota Statutes with the recommendations to local governments and your townships 2010 census population count.

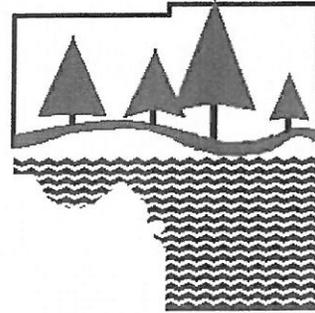
**An understanding of the past is essential to a coherent view of the world. A society that has forgotten its past is no different than a man with amnesia; history is our collective memory.**

2010 Itasca County Population Census

Township	Population
Alvwood	42
Arbo	867
Ardenhurst	164
Balsam	550
Bearville	205
Bigfork	321
Blackberry	880
Bowstring	230
Carpenter	179
Deer River	704
Feeley	306
Good Hope	99
Goodland	466
Grattan	44
Greenway	1939
Harris	3253
Iron Range	649
Kinghurst	106
Lake Jessie	303
Lawrence	438
Liberty	62
Lone Pine	410
Marcell	467
Max	142
Moose Park	68
Morse	615
Nashwauk	1681
Nore	57
Oteneagen	310
Pomroy	39
Sago	176
Sand Lake	146
Spang	264
Splithand	250
Squaw Lake	107
Stokes	230
Third River	50
Trout Lake	1087
Wabana	537
Wawina	77
Wildwood	193
Wirt	106

# ITASCA COUNTY

Trish Klein, County Administrator  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744-2600  
Office (218) 327-2847 Fax (218) 327-2848  
TDD (218) 327-2806



January 28, 2015

Dear Township Officers:

A decade ago my parents asked that I stop giving them Christmas gifts. I understood the request. They were simplifying their lives and did not want or need *anything* more. But I was rather devastated. I love giving gifts. What could I give my parents for Christmas that was not just more “stuff”? It was that year that I began a tradition I have continued each year; I made an online photobook for a gift. In the photobook I captured my annual Christmas letter and hundreds of photos of the past *year in the life* of my growing family. My parents were ecstatic.

I always ordered an extra photobook for myself and after sharing it with friends and colleagues, put it on a bookshelf in the family room. Recently I discovered my three young grandchildren sitting on the couch huddled over one of the older photobooks. They were enraptured. I joined them and before we were done we had gone through all 10 photobooks. They were tickled to see their mom and dad in their early days of dating, seeing their wedding photos, and the birth of each of them. It was in that moment I realized this annual project was more than a gift for my parents; it was our family’s story. It was our hi-story.

Over the years I have had many moments when I have wondered if all the effort I put into these photo books was worth it. It is a true labor of love. I don’t think I will ever question that again.

Historical Societies are charged with collecting, arranging, cataloging, editing, and sharing the history of our counties. Upon reflection, their work is not unlike the photobook I put together each year. It is the collective story of us. Historical society directors don’t make a lot of money. Board members volunteer countless hours assisting with everything from collecting artifacts to writing grants. It too is a labor of love.

Each year the Itasca County Historical Society comes to you and asks for money. As township officials you have a lot to do with limited resources. Each dollar spent here takes away from another dollar needed there. Each year the decisions seem to get a bit harder.

✱ With that in mind, I respectfully request that this year when you receive the annual letter from Lilah Crowe on behalf of the Itasca County Historical Society you once again consider saying yes. Because of this organization, the collective story of your township and our county is preserved. The value of the investment is not in this moment, which is why it requires vision and courage to keep saying yes.

In 2015, Itasca County will be contributing \$45,000 to the Historical Society or approximately \$1 per citizen. You may not be able to match the \$1 per township resident, but anything you give helps in the collecting, preserving and telling of our story.

Warmest regards,

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

Trish Klein  
Itasca County Administrator

**Equal Opportunity Employer**

Township Funding Request  
To be presented at your annual meeting 2015  
from the  
ITASCA COUNTY AGRICULTURAL ASSOCIATION  
www.itascacountyfair.org

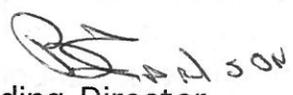
We are seeking your support for our operational costs in the amount of \$ 1000. This support goes toward our costs which include paying for ribbons, judges, superintendents to supervise the buildings, educational programming, and other operational costs.

The funds raised by the fairboard during the fair go back into the grounds upkeep, insurance costs, advertising the grounds for enhanced visitor usage, and construction...all our funds are used for matching dollars to increase the amount of work we can do over the year.

In 2014 we completed the upgrading to the outdoor horse arena thanks in part to a grant from AG STAR Foundation. Updates to the restrooms were completed. Projects for 2015 include doing a review of what trees need replacing and where the new trees will be put, removal of the Solid Rock food booth and Eagles Food booth and replacing them with modern facilities and brought to ADA and OSHA, and FDA approval; purchasing 2 speaker systems: one for the demonstration area in the home activities building and one for the judging arena so audience members and exhibitors can better hear the explanations the judges are doing on the animals. A handicapped walkway along the hillside is being considered as well.

The annual fair is an opportunity to experience agriculture, arts, historical education, and commercial exhibits in an atmosphere of family, friends and fun. We invite you to be a part of this experience.

PS: The master plan for the future of the fairgrounds will be completed this spring and available to the public upon request. These plans encompass the better use of the fairgrounds for the enhancement of amenities to the public and clearer vision of what the residents want to see happen to the grounds.

Sincerely  
  
Brian Carlson, Funding Director  
Itasca County Agricultural Association  
2001 Norway St, Grand Rapids, MN 55744

Reference: Minnesota State Statute: 38

**Chairman Rosato introduced the following resolution at the September 10<sup>th</sup>, 2008 Regular Meeting of the Harris Town Board:**

**RESOLUTION NO. 2008-006**

**A resolution adopting a revised culvert policy  
(previously Resolution 2006-006)  
replacing**

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

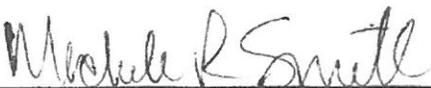
**Harris Township  
CULVERT POLICY**

- Any new access off of a township road or in a platted development in Harris Township road needs approval by the Harris Town Board
- Any such access must have a culvert, unless deemed unnecessary by the township
- One free culvert per parcel will be issued by the Township; additional accesses to said parcel needs a culvert, which is to be purchased from the township
- The culvert will be either 30" or 32" in length with aprons, and either 15" or 12" in diameter; the culvert may be either metal or plastic / polyethylene
- The township will deliver the culvert, but it is the landowner's responsibility to have it installed properly (instructions for installation will be available upon request)
- Bedding and cover material will NOT be provided by the township

Adopted this 10th day of September, 2008

  
\_\_\_\_\_  
Gary Rosato, Chairman

Attest:

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

**Supervisor Key made a motion, seconded by Supervisor Kortekaas to approve the foregoing resolution and the following voted in favor thereof: Key, Rosato and Kortekaas; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.**

cc: Andy Shaw  
(to record)  
Jill Kennedy

**Harris Township, Itasca County**  
**RESOLUTION #2008-007**  
**Land Easement Dedication for Root Road Turnaround**

**RESOLUTION**  
**ACCEPTING DEDICATION**  
**OF LAND FOR A TOWN ROAD**

**WHEREAS**, the Town Board of Harris Township, Itasca County, Minnesota was presented with an application under M.S. §164.15, subd. 1 by Richard Gunderson and Wendy Gunderson dated Sept 12, 2008, dedicating said real property to the Township for public road purposes, said land described as follows:

The North 66.00 feet of the West 51.00 feet of the Southeast Quarter of the Northwest Quarter (SE¼ NW¼), Section Thirteen (13), Township Fifty-four (54) North, Range Twenty-five (25) West.

**WHEREAS**, the town board has reviewed the application and found the dedication to be consistent with the public interest;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota, does hereby accept the dedication of the above described land for a public road and declares the same a town road.

BY THE BOARD:

Date: Sept 24, 2008

  
\_\_\_\_\_  
TOWN BOARD CHAIR

State of Minnesota                    )  
                                                  )ss.  
County of Itasca                    )

I, Michele Smith, Clerk of Harris Township, Itasca County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at a public meeting held of the \_\_\_\_\_ day of \_\_\_\_\_, 2008, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Board at said hearing.

Witness my hand and seal this 24<sup>th</sup> day of Sept., 2008

  
\_\_\_\_\_  
Signature, Harris Township Clerk

cc: Andy Shaw  
Leticia Kennedy

## APPLICATION DEDICATION OF LAND FOR A TOWNSHIP ROAD

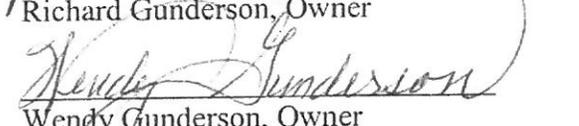
To the Town Board of Harris Township, Itasca County, Minnesota:

The undersigned are the owners of land situated in Harris Township, Itasca County, Minnesota, more particularly described as follows:

The North 66.00 feet of the West 51.00 feet of the Southeast Quarter of the Northwest Quarter (SE¼ NW¼), Section Thirteen (13), Township Fifty-four (54) North, Range Twenty-five (25) West.

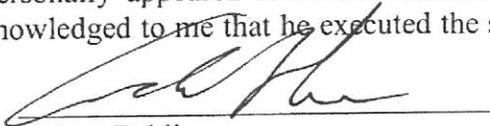
and make this application pursuant to M.S. §164.15, Subd. 1, and do hereby dedicate the above described land to the Township for public road purposes. This dedication includes all of the trees, shrubs, and brush that are currently on or may grow upon the above described real property. We understand that if the dedication is accepted we are not entitled to request or receive damages for establishment of said road.

Dated this 12<sup>TH</sup> day of SEPTEMBER, 2008.

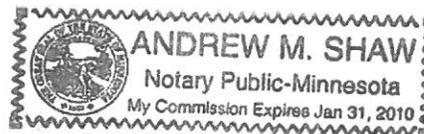
  
Richard Gunderson, Owner  
  
Wendy Gunderson, Owner

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF ITASCA    )

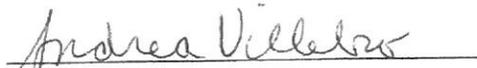
On this 27 day of AUGUST, 2008, before me a Notary Public within and for said County and State, personally appeared Richard Gunderson, who executed the foregoing instrument and acknowledged to me that he executed the same as his free act and deed.

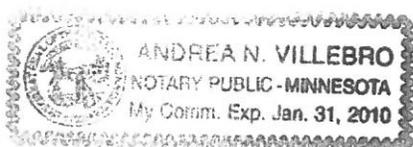
  
Notary Public

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF ITASCA    )



On this 12<sup>th</sup> day of September, 2008, before me a Notary Public within and for said County and State, personally appeared Wendy Gunderson, who executed the foregoing instrument and acknowledged to me that she executed the same as her free act and deed.

  
Notary Public



**ORIGINAL**

*Resolution  
Accepted*

Paul M. Shaw  
(1926-2008)

Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
DEER RIVER, MINNESOTA 56636

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

September 30, 2008

**COPY**

Ms. Linda Nielson  
Itasca County Recorder  
Itasca County Courthouse  
123 NE 4th Street  
Grand Rapids, MN 55744

RE: Harris Township

Dear Ms. Nielson:

You will find attached for recording Resolution Accepting Dedication of Land for a Town Road, the same which contains the original certification of the Clerk together with a copy of the Application for Dedication. You will also find a draft in the amount of \$46.00 for the filing fee.

Sincerely,

SHAW & SHAW, P.A.

ANDREW M. SHAW  
AMS:jjm  
Enclosures  
cc: Ms. Michele Smith, Clerk

File

Paul M. Shaw  
(1926-2008)

Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
**DEER RIVER, MINNESOTA 56636**

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

October 20, 2008

Ms. Michele Smith, Clerk  
Harris Township  
30037 Harris Town Road  
Grand Rapids, MN 55744

RE: Resolution Accepting Dedication of Land for a Town Road  
Root Road Turnaround

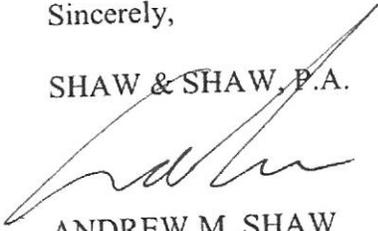
Dear Ms. Smith:

I enclosed the recorded Resolution Accepting Dedication of Land for a Town Road together with the Application of same. Please place this within the Township records for future reference.

Please call should you have any questions and I am otherwise following to close my file on this matter.

Sincerely,

SHAW & SHAW, P.A.



ANDREW M. SHAW  
AMS:cas  
Enclosure

**Harris Township, Itasca County, Minnesota**  
**RESOLUTION #2008-008**  
**Land Easement Dedication for Norway Road Turnaround**

**RESOLUTION**  
**ACCEPTING DEDICATION**  
**OF LAND FOR A TOWN ROAD**

WHEREAS, the town board of Harris Township, Itasca County, Minnesota was presented with an application under M.S. §164.15, subd. 1 by Earl Erickson, Janice Erickson, Jason Anderson and Charity Anderson dated Oct 3, 2008, dedicating said real property to the Township for public road purposes, said land described as follows:

The West 45.00 feet of the North 61.00 feet of the South 994.97 feet of Government Lot Five (5), Section Twenty-two (22), Township Fifty-four (54) North, Range Twenty-five (25) West.

AND

The East 47.00 feet of the North 61.00 feet of the South 994.97 feet of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼), Section Twenty-two (22), Township Fifty-four (54) North, Range Twenty-five (25) West.

WHEREAS, the town board has reviewed the application and found the dedication to be consistent with the public interest;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota, does hereby accept the dedication of the above described land for a public road and declares the same a town road.

BY THE BOARD:

Date: Oct 10  
~~Sept 10~~, 2008

*James Rossetti*  
TOWN BOARD CHAIR

State of Minnesota                    )  
                                                  )ss.  
County of Itasca                    )

I, Michelle Smith, Clerk of Harris Township, Itasca County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at a public meeting held on the 8<sup>th</sup> day of Oct, 2008, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Board at said hearing.

Witness my hand and seal this 10<sup>th</sup> day of Oct, 2008.

*Michelle R Smith*  
Signature, Harris Township Clerk

**APPLICATION  
DEDICATION OF LAND FOR A TOWNSHIP ROAD**

To the Town Board of Harris Township, Itasca County, Minnesota:

The undersigned are the owners of land situated in Harris Township, Itasca County, Minnesota, more particularly described as follows:

The West 45.00 feet of the North 61.00 feet of the South 994.97 feet of Government Lot Five (5), Section Twenty-two (22), Township Fifty-four (54) North, Range Twenty-five (25) West.

AND

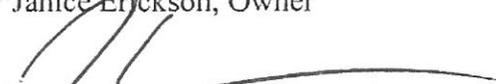
The East 47.00 feet of the North 61.00 feet of the South 994.97 feet of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼), Section Twenty-two (22), Township Fifty-four (54) North, Range Twenty-five (25) West.

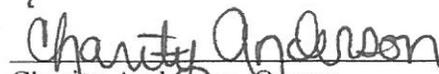
and make this application pursuant to M.S. §164.15, Subd. 1, and do hereby dedicate the above described land to the Township for public road purposes. This dedication includes all of the trees, shrubs, and brush that are currently on or may grow upon the above described real property. We understand that if the dedication is accepted we are not entitled to request or receive damages for establishment of said road.

Dated this 3 day of OCTOBER, 2008.

  
\_\_\_\_\_  
Erle Erickson, Owner

  
\_\_\_\_\_  
Janice Erickson, Owner

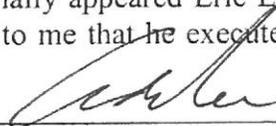
  
\_\_\_\_\_  
Jason Anderson, Owner

  
\_\_\_\_\_  
Charity Anderson, Owner

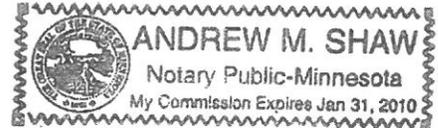
**ORIGINAL**

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ITASCA )

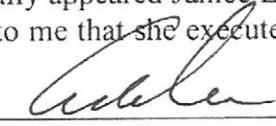
On this 27 day of August, 2008, before me a Notary Public within and for said County and State, personally appeared Erle Erickson, who executed the foregoing instrument and acknowledged to me that he executed the same as his free act and deed.

  
\_\_\_\_\_  
Notary Public

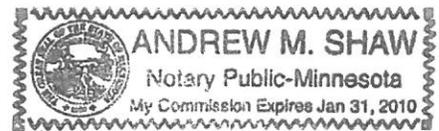
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ITASCA )



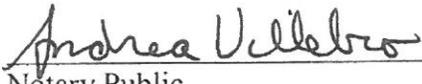
On this 27 day of August, 2008, before me a Notary Public within and for said County and State, personally appeared Janice Erickson, who executed the foregoing instrument and acknowledged to me that she executed the same as her free act and deed.

  
\_\_\_\_\_  
Notary Public

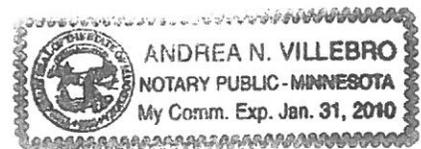
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ITASCA )



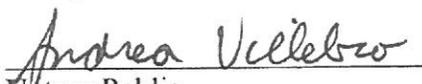
On this 3<sup>rd</sup> day of October, 2008, before me a Notary Public within and for said County and State, personally appeared Jason Anderson, who executed the foregoing instrument and acknowledged to me that he executed the same as his free act and deed.

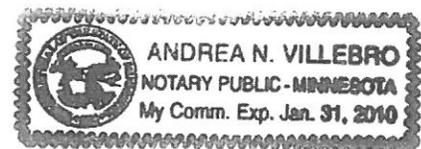
  
\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ITASCA )



On this 3<sup>rd</sup> day of October, 2008, before me a Notary Public within and for said County and State, personally appeared Charity Anderson, who executed the foregoing instrument and acknowledged to me that she executed the same as her free act and deed.

  
\_\_\_\_\_  
Notary Public



Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
**DEER RIVER, MINNESOTA 56636**

Andrew M. Shaw

Paul M. Shaw  
(1926-2008)

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

October 30, 2008

Ms. Michele Smith, Clerk  
Harris Township  
30037 Harris Town Road  
Grand Rapids, MN 55744

RE: Resolution Accepting Dedication – Norway Road

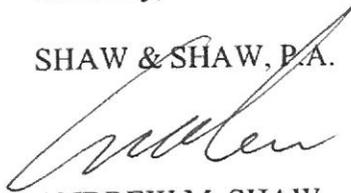
Dear Ms. Smith:

I enclose the original recorded Resolution Accepting Dedication of Land for a Town Road for Norway Road. Please place this within the Township records.

My handling of this matter is complete and I am following to close my file. Please call should you have any questions or concerns.

Sincerely,

SHAW & SHAW, P.A.



ANDREW M. SHAW

AMS:cas

Enclosure

**Harris Township, Itasca County  
RESOLUTION #2008-009**

STATE OF MINNESOTA    )  
                                          )  
                                          )  
COUNTY OF ITASCA     )

TOWN OF HARRIS

---

**RESOLUTION VACATING A TOWN ROAD**

---

The Motion of the Town Board for the vacation of the town road hereinafter referred to and described came on to be heard by the undersigned Town Board on the 9<sup>th</sup> day of December, 2008, at 7:30 o'clock p.m., at the Harris Town Hall in said Township; and said Board, having had the opportunity to hear all parties interested and considered the same, finds as follows:

1. That said motion for vacating the town road pursuant to Minn. Stat. 164.07 was properly made by the Board pursuant to Minn. Stat. §368.01, Subd. 25, and the property to be affected by said motion is described as follows, to wit:

That part of Barbara Avenue, SUNNY BEACH, according to the recorded plat thereof, Itasca County, Minnesota described as follows: BEGINNING at the southeast corner of Lot 15, said plat; thence North 89 degrees 08 minutes 50 seconds East, assigned bearing, along the south line of said plat a distance of 22.53 feet; thence North 28 degrees 02 minutes 31 seconds West 138.49 feet; thence northwesterly 160.90 feet along a tangential curve, concave to the southwest, having a radius of 377.29 feet and a central angle of 24 degrees 26 minutes 04 seconds; thence North 52 degrees 28 minutes 35 seconds West, tangent to said curve, 46.52 feet to the northeasterly extension of the line common to Lots 12 and 13, said plat; thence South 38 degrees 15 minutes 31 seconds West along said northeasterly extension 12.19 feet to the easterly corner common to said Lots 12 and 13; thence South 51 degrees 44 minutes 29 seconds East along the northeast line of said Lot 13 a distance of 99.98 feet to the corner common to Lots 13 and 14, said plat; thence South 29 degrees 01 minutes 50 seconds East along the northeast lines of Lots 14 and 15, said plat, 230.20 feet to the point of beginning.

2. That it has been made to appear to the satisfaction of this Board that proper notice has been provided to the public and interested parties pursuant to statute.

3. That the Town Board and interested persons, at the time and place of hearing, held a hearing at the Town Hall at which evidence was presented relating to the motion.

4. That based upon the evidence provided at the hearing the Town Board determined the public right of way proposed to be vacated serves no use to the general public whatsoever as it has been replaced by an alternate and duplicating right of way adjacent to said plat, and the continued existence of that portion of the platted right of way shall constitute an encumbrance upon the parcels of land within said Plat and will interfere with the use of the land and the marketability of title in the future in the absence of vacation.

**NOW, THEREFORE, THE TOWN BOARD DETERMINES** The Town Board determines that for the aforementioned reasons the vacation of this road as a public right of way is in the best interests of the public, and the motion for Vacation is therefore passed by the Town Board.

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

That part of Barbara Avenue, SUNNY BEACH, according to the recorded plat thereof, Itasca County, Minnesota described as follows: BEGINNING at the southeast corner of Lot 15, said plat; thence North 89 degrees 08 minutes 50 seconds East, assigned bearing, along the south line of said plat a distance of 22.53 feet; thence North 28 degrees 02 minutes 31 seconds West 138.49 feet; thence northwesterly 160.90 feet along a tangential curve, concave to the southwest, having a radius of 377.29 feet and a central angle of 24 degrees 26 minutes 04 seconds; thence North 52 degrees 28 minutes 35 seconds West, tangent to said curve, 46.52 feet to the northeasterly extension of the line common to Lots 12 and 13, said plat; thence South 38 degrees 15 minutes 31 seconds West along said northeasterly extension 12.19 feet to the easterly corner common to said Lots 12 and 13; thence South 51 degrees 44 minutes 29 seconds East along the northeast line of said Lot 13 a distance of 99.98 feet to the corner common to Lots 13 and 14, said plat; thence South 29 degrees 01 minutes 50 seconds East along the northeast lines of Lots 14 and 15, said plat, 230.20 feet to the point of beginning.

**BE IT FURTHER RESOLVED,** that the town board chair and town clerk are hereby authorized and directed to execute and record a town road order vacating said town road.

Adopted this 9<sup>th</sup> day of December, 2008 by the following vote:

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

Michelle R Smit  
Clerk

Harris Town Board  
Gary Rosato  
Town Board Chair

**MINUTES from the PUBLIC HEARING to  
Consider the vacation of Barbara Avenue in Plat of Sunny Beach  
by the  
HARRIS TOWN BOARD  
Tuesday, December 9, 2008, 7:30 P.M.**

The Harris Town Board met on Tuesday, December 9, 2008, at 7:30 p.m., at the Harris Town Hall, with the following members present: Supervisors Dennis Kortekaas, Gary Rosato & Larry Key, Treasurer Peggy Bishop and Clerk Michele Smith. Absent: none.

Also in attendance: Attorney Andy Shaw, Patty Mester, Kent Nyberg, and several other interested parties (see attached sign-in sheet).

Pursuant to proper posted and published notice, the Harris Town Board conducted a public hearing for the purpose of considering and acting upon the board's motion to vacate a portion of the platted public right of way known as "Barbara Avenue" where the same abuts Lots 13, 14, and 15 in the Plat of Sunny Beach.

The legal description of the proposed area the township was considering for vacation can be found in the attached proposed *Resolution for Vacating a Town Road*.

The Sunny Beach lots through which said platted public right of way passes and the owners and occupants thereof, are as follows: Lot 13: Palmquist Lot 14: Ferguson Lot 15: Mester

The Public Hearing was called to order at 7:30pm by Chairman Rosato, but immediately turned over to Township Attorney, Andy Shaw.

Shaw called for the proof posting and publication of *Notice for the Public Hearing*. The Clerk provided *proof of posted notice* from 11/19/08 at the Harris Town Hall, the official posting site of the township. Notice was also published in the Herald Review on 11/23/08. The proof of publication would be provided to Shaw after tonight's meeting. It was noted that posted and published notice were done in excess of 10 days prior to the hearing date. Affected parties were also mailed notification of the hearing date.

The hearing was opened up for public comment. Attorney Kent Nyberg, who represented the Mesters, spoke in support of the vacation request. There were no other comments made by anyone in the audience.

Attorney Shaw explained to the Board that the landowners of Lots 13, 14, and 15 have built structures in the platted public ROW without surveys being done, resulting in encroachment. However, the township built a road where it shouldn't be – outside the platted ROW of Sunny Beach. Moving the road to the platted ROW would not be considered as the paved portion of the Sunny Beach Road is already a town road 'by use', as the township has used and maintained it for over 6 years.

Shaw advised the town board that it would be in the best interest of the public to grant the variance as it would eliminate the encroachment violations of the buildings in the platted ROW, and put them in compliance. He also noted that granting the vacation would be of no harm to the township.

There were no questions or concerns voiced from the Harris Town Board.

***Supervisor Kortekaas made a motion to vacate the portions of Barbara Avenue where it abuts lots 13, 14 and 15 of Sunny Beach Plat, and adopt the resolution as drafted by Attorney Shaw (a copy will be attached to these minutes). Supervisor Key seconded the motion, and upon roll call, the motion passed unanimously. ( Note: See also Resolution #2008-009)*** 

The hearing concluded at 7: 45pm.

Respectfully submitted,

Michele Smith, Clerk



NOW, THEREFORE, the Harris Town Board of Supervisors requests the Itasca County Board of Commissioners enter into an agreement with the Township, on such terms as it may find reasonable, for the Itasca County Land and Park and Recreation Department to assume limited jurisdiction over said public landings to allow law enforcement coverage of said landings by the Itasca County Sheriff's Department under the provisions of the County ordinance.

The adoption of the above-stated Resolution was moved by Supervisor Key and seconded by Supervisor Kortekaas, and upon vote being taken was decreed adopted.

Dated this 14<sup>th</sup> day of January, 2009.

Michelle R. Smith  
Clerk - Harris Township

Paul M. Shaw  
(1926-2008)

From: →

Law Office of  
**SHAW & SHAW, P.A.**  
P.O. Box 365  
DEER RIVER, MINNESOTA 56636

Andrew M. Shaw

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

✂ October 31, 2008

**COPY!**

To: → Administrative Services  
ATTENTION: RUSTY EICHORN  
Itasca County Courthouse  
123 NE 4th Street  
Grand Rapids, MN 55744

RE: Harris Township Public Landings, Law Enforcement

Dear Mr. Eichorn:

This follows our recent meeting regarding the proposal from Harris Township for the County to assume jurisdiction over the Township public landings on Pokegama Lake under the 'Ordinance for the Management and Control of Public Accesses of Itasca County'.

As previously indicated it the desire of the Township that the County take over law enforcement jurisdiction to the sheriff's department for these public landings. The Township would remain obligated to maintain the landings and for any expenditures related to the upkeep and amenities which are provided at the same. The only obligation on the part of the County would be for law enforcement coverage, something which is probably already being done.

I need your advise on how to get this in front of the County Board and will await your contact.

Sincerely,  
SHAW & SHAW, P.A.

ANDREW M. SHAW  
AMS:cas  
cc: Harris Township Board Members

FYI

**MICHELE SMITH**

---

**From:** "MICHELE SMITH" <MicheleSmithClerk@msn.com>  
**To:** "Andrew Shaw" <Andrew@shawandshawlaw.com>  
**Cc:** "glrosato" <glrosato@blandinfoundation.org>; "Peggy Bishop" <peggyjbishop@hotmail.com>  
**Sent:** Monday, September 29, 2008 9:28 PM  
**Subject:** County Ordinance for Public Landings - Harris Twp

Hi Andy,

The following action was taken at the Planning & Development Meeting of the Harris Town Board on September 24, 2009. Thank you for your assistance with this matter.

Regards,

Michele Smith, Clerk of Harris Township

**10. Old Business**

- Letter from Andy Shaw dated Sept 10, 2008 regarding Public Landings and County Ordinance

The letter to the Board from Attorney Shaw was reviewed. The Board discussed the issues involved with having the public landings covered under the current laws of the County. No objections were raised.

***Supervisor Key made a motion, seconded by Supervisor Kortekaas, in support of having Attorney Shaw proceed with the request to have the County cover the township's public landings under their current ordinances. Upon roll call, motion carried unanimously.***

Clerk Smith will notify Shaw of the Board's decision. The Board did comment that if the County will not agree to this request, they may consider doing a Township Ordinance and hiring a Sherriff for enforcement purposes.

cc: Gary Rosato - Chairman  
Peggy Bishop - Treasurer





Law Office of  
**SHAW & SHAW, P.A.**

P.O. Box 365  
**DEER RIVER, MINNESOTA 56636**

Telephone 218/246-8535 Fax 218/246-8931  
Remer and Bigfork Offices: 218-244-5329  
Email: shawlaw@paulbunyan.net

Paul M. Shaw  
(1926-2008)

Andrew M. Shaw

March 10, 2009

Ms. Michele Smith, Clerk  
Harris Township  
30037 Harris Town Road  
Grand Rapids, MN 55744

RE: Resolution #2009-002, Dedication of Land for a Town Road  
Right of Way Easement – Palmquist, Barbara Avenue

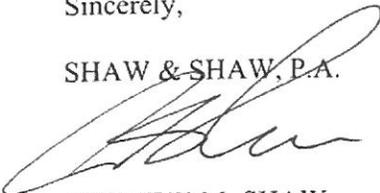
Dear Ms. Smith:

I enclose the original recorded Resolution #2009-002 and Township Right of Way Easement as they relate to Barbara Avenue and Palmquist. Please place these documents within the Town records.

I would request you call should you have any questions and I am otherwise following to close my file on this matter.

Sincerely,

SHAW & SHAW, P.A.



ANDREW M. SHAW

AMS:cas

Enclosure

cc: Ms. Julie Kennedy, SEH, w/enclosures

(copy in road file)

130630630613

OFFICE OF THE COUNTY RECORDER  
ITASCA COUNTY, MINNESOTA

CERTIFIED, FILED, AND  
RECORDED ON  
03/03/2009 09:45:00AM  
FILE #

PAGES 2  
REC FEES \$46.00

LINDA NIELSEN  
ITASCA COUNTY RECORDER

BY JLN Dep

## TOWNSHIP RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Harris Town Board, Harris Township, Itasca County, for good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant unto Keith S. Palmquist and Mary L. Palmquist, and to their successors and assigns, the right to construct and maintain a septic transmission line under Barbara Avenue where the same lies adjacent to Lot Thirteen (13), Plat of Sunny Beach, and also under the Town road known as Sunnybeach Road where the same has been actually constructed, subject to the following restrictions:

1. Any installation of the septic line under the roadway shall be performed by directional drilling, and the grantees are specifically prohibited from performing any excavation of the road surface of Sunnybeach Road.
2. The methods utilized in any installation of the septic line shall be subject to the oversight of the Township Engineer, who shall have the right to terminate any construction determined to be adverse to the safety of the public in the use of Sunnybeach Road, or to the interests of the Township in future maintenance of said roadway. Any subsequent maintenance of the line by the Grantees shall be subject to the oversight of the Township Engineer, who shall have the right to dictate the proper method of re-construction or maintenance as they may determine to be in the best interests of the Township
3. The rights granted to Grantee in this instrument are subordinate to the right of the Township to maintain, improve, construct and re-construct Sunnybeach Road, and the Township shall retain the right to interrupt the use of the utility easement granted to the Grantee, where interruption is necessary to conduct said maintenance, improvement, construction or re-construction. Where such interruption occurs, the Township will provide for pumping of the septic tank when necessary.

RECEIVED MAR 03 2009

1027

Shaw



**MINUTES from the Regular Meeting  
Harris Township Board  
Wednesday, February 11, 2009 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on February 11, 2009. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, and Larry Key, Treasurer Peggy Bishop and Clerk Michele Smith. Absent: None

Guests in attendance at tonight's meeting: Julie Kennedy - SEH Engineer

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve minutes of the Regular Meeting January 14, the P&D Meeting on January 28<sup>th</sup>, and the Budget Work Session on January 26, 2009.**

Supervisor Key noted a correction was needed to the minutes of the January 28<sup>th</sup> P&D Mtg on page 2, under Roads, the second bullet: The road in the first sentence should be the River Road – not Sunny Beach Road.

***Supervisor Key made a motion to approve the minutes as amended; the motion was seconded by Supervisor Kortekaas and upon roll call, motion passed.***

### 3. Roads

- Sunny Beach Road ROW Easement: Application Dedication of Land for a Township Road received from Palmquists
  - a.) *Consider adopting Resolution #2009-002 – Resolution Accepting Dedication of land for a Town Road*

The land described in the application is the strip along Sunny Beach Road, near Palmquist's driveway outside the township's ROW, which was requested to extend the township's ROW to 33 feet in this area. The resolution was drafted to accept this dedicated land from the Palmquists.

***Supervisor Kortekaas made a motion, seconded by Supervisor Key, to approve Resolution #2009-002. Upon roll call, motion passed.***

- b.) *Consider approval of the Township Right-of-Way Easement*

The easement allows Palmquists to go under the Sunny Beach Road to their property on the other side of the road, for their septic system drain-field. The easement specifies installation conditions and oversight by the Township Engineer.

***Supervisor Key made a motion, seconded by Supervisor Kortekaas, to approve the Township ROW Easement for Palmquist's septic system. Upon roll call, motion carried.***

- Julie Kennedy – "Housekeeping" items

- a.) Underwood Road –

Julie and Andy Shaw are working on the vacation procedure for the Underwood Road. Shaw has a legal description and is making sure there are no other easements. He will advise the Board on this issue at an upcoming meeting.

- Root Road Turnaround – plowing too far

Supervisor Key talked to the County regarding their plowing past the established end-of-maintenance sign, and the new turn around, on Root Road. The County acknowledged that they did indeed go too far. They will make note to stop at the designated area as indicated by Key.

- Tolerick Road

Supervisor Key was notified that there is a pot hole on Tolerick road that the County plow is getting hung up on it. Key will have the maintenance crew fill it, but wanted the board to be aware of it.