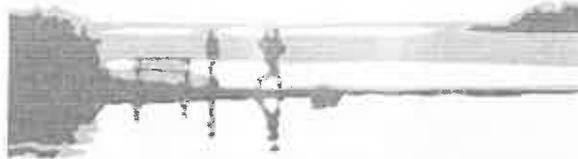


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-326-4704

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Burl Ives 259-1279
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
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Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

Mission Statement:

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

www.harristownshipmn.org

REGULAR MEETING February 10, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on January 13, the Board of Audit on January 20, the Planning & Development Meeting on January 27, and the Budget Work Session on February 1, 2016
3. **Business from the floor**
 - Introduction of Cari Alleman, write-in candidate for township clerk
4. **Consent Agenda**
 - Consider cemetery deed approval for sites sold to Russell & Charlotte Bouchie: Sec 3, Block 26, Lot 4. Sites 5-6-7-8
5. **Roads**
 - Matt Wegwerth or Sara Christenson – Township Road Engineer from S E H
 - Presentation of Lakeview Trail dedication application
 - Consider adoption of Resolution #2016-003 Accepting Dedication for Town Road (Lakeview Trail)
 - Other road issues/concerns/comments?
6. **Recreation**
7. **Correspondence**
 - Board Action items:
 - Itasca County Annual Township & City Weed Report (original to Supervisor Kortekaas – weed inspector for the township)
 - Noteworthy items:
 - Collaborative Opportunities Meeting minutes from Jan 13, 2016
 - Received *recorded* Resolution #2015-012 "Accepting Platted Roads for Maintenance by the Town" from Shaw & Shaw law office, regarding Wendigo Park Circle, Kathryn Avenue, and Nicholas Street
 - Updated Itasca County snow plowing map, to include Davis Road as requested.
 - CC: Donation decline letter sent to Support within Reach Resolution #2008-004
 - Non-action items
 - Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from 1/16
8. **Old Business**
 - Consider cost of advertising the March 8, 2016 Town Election in the *Mines & Pines Shopper* (Supervisor Kelley)
9. **New Business**
10. **Treasurer's Report** – dated February 10, 2016 (Jan 1- 30, 2016 financials)
 - Also, updated 2015 bill lists and treasurer reports
11. **Approve payment of bills** for January 2016

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

13. Upcoming events and meetings

- Wed. Feb 17 Budget Work Session..... 7:00pm Harris Town Hall
- Wed. Feb 24 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election..... Polls open Noon to 8:00 pm at Harris Town Hall
Board of Canvass..... 8:10pm Harris Town Hall
Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Mon. Mar 14 Itasca Township Association Meeting..... 7:00pm County Court House
- Wed. Mar 23 Reorganization Meeting / Planning & Development Meeting.. 7:30pm Harris Town Hall

14. Adjourn

The Regular Meeting of the Harris Town Board was held on Wednesday, January 13, 2016. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich and Burl Ives as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance: Matt Wegwerth – S E H road engineer, Amber Hartl – new town hall caretaker, Francis Haubrich, Marge Kelley, Judy Myers, Dan Butterfield, and two other residents.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on December 9, 2015 and the Work Session on January 6, 2016

Motion by Supervisor Kortekaas, second by Supervisor Kelley to approve the minutes as presented for December 9th and January 6th meetings. Motion passed by a unanimous vote.

3. Business from the floor

- Introduction of the new town hall caretaker: Amber Hartl

Chairman Rosato introduced Amber Hartl to the board, the township's new town hall caretaker. She has been hired through Personnel Dynamic and started her new position a couple weeks ago.

- Judy Myers regarding roads taken over by the board

Myers expressed concern over the board accepting a private road as a township road when it did not meet township standards as outlined in the "Establishing a Town Road" policy. Wendigo Park Circle will need gravel, and Myers asked if the owners would be paying for Class V prior to the board taking over the road maintenance. Supervisor Rosato explained that this road was built to township standards at the time it was developed, and that the board would deal with any deficiencies in the current road condition.

4. Consent Agenda

1. Consider approval of revised Town Hall policy and pamphlet, with garage/rummage sales omitted

Motion by Supervisor Kortekaas and second by Supervisor Ives to approve the consent agenda item. Discussion: Ives asked that the current town hall rental fees be discussed in the spring of 2016, to consider an increase in rates. Clerk Smith clarified that she will add the new town hall caretaker's cell phone number to the Town Hall policy before printing the brochure. The motion passed by a unanimous vote.

5. Roads

- Matt Wegwerth – Township Road Engineer from S E H

Matt explained that S E H is working to find a replacement for Glen Hodgson, the township's designated engineer. Once the new person is hired, Wegwerth said they will be groomed for Harris Township. Until then, he and Sara will be filling in.

- Consider approving the Letter of Agreement proposal for design and bidding services for the proposed 2016 Improvement Projects on Sunny Beach Road, Isleview Drive, and Birch Street.

Wegwerth reminded the board that at the last work session, they discussed the favorable timing of bidding out the 2016 bituminous road project. He proposed bidding with two options: Option (A) would include all the roads previously proposed (all of Sunny Beach Road, Birch Street, and Isleview Drive), and assumes bonding will be approved to finance the \$3,057,000 project. Option (B) would be an alternate bid for just one section of Sunny Beach Road - section #2 from Adair Road to Wendigo Park Road. This is the 'worst' section of Sunny Beach, and the board felt it needed to be repaired in 2016 even if the bonding question on the town ballot fails.

The proposal amount for the design and bidding phases of the 2016 project was \$79,500.00.

The scope of services were outlined in the letter from S E H dated Jan 8, 2016, and Wegwerth pointed out that the proposal was for the project design phase only; it did not include the construction phase. The design phase includes preparation of the plans and specifications, preparation of the bidding documents and bid advertisement. The construction phase will not begin until after March 8th when the bonding vote results are known and the project details are confirmed by the board.

The schedule showed design to be completed by the end of February 2016, and bidding starting the end of February and extending into March.

The board discussed that the proposed cost of \$79,500 is a lot of money if only a portion of Sunny Beach Road gets done. However, it would be an investment for the future as the entire road would still need to be done at some time, and the drawings and design would still be good for at least five years.

The board agreed that it would be more cost effective to bid Option A and Option B at the same time, rather than separately.

Some supervisors expressed that if they waited until after the March town question vote results to move forward with design and bidding, the contractors' pencils may not be as sharp. Wegwerth added that it takes SEH a month and a half to prepare for bidding. This meant that if they didn't start design until mid-March (after the vote results), bids would not go out until late April and by then, many contractors already have their work for the season. In addition, this would mean late summer/early fall construction. However, while not ideal, Wegwerth added that waiting to move forward until after the township election was an option.

A motion was made by Supervisor Ives to sign the Letter of Agreement with S E H for design and bidding services for the proposed 2016 improvement projects on Sunny Beach Road, Isleview Drive, and Birch Street as presented for a lump sum fee of \$79,500.00. The motion was seconded by Supervisor Kortekaas. Discussion and clarification: The design for bids would be for A – a large project of all the roads noted above, and B – a smaller project of just Sunny Beach Road from Adair Road to Wendigo Park Road (the worst section of Sunny Beach); Birch Street and Isleview would only be a part of project A. Design for improving other sections of Sunny Beach Road (only), or for just Birch or just Isleview would not be included; additional design work to do this would cost apx \$5,000 per road/section. Supervisor Haubrich expressed concern with a lump sum only proposal rather than an itemized one, especially given the amount being proposed. Clerk Smith suggested that the board could table a decision until the P&D Meeting on Jan 27th and Wegwerth agreed that would be acceptable. Chairman Rosato then called for a vote. The motion passed, with one opposed vote by Haubrich.

- A signed copy of the Notice of Termination for the Woodland Park Rd and Melody Lane project had been submitted to the state (FYI). No action was needed by the board.

● **Other road issues/concerns/comments**

- Lakeview Trail update (see emails between Glen Hodgson and Andrew Shaw)

The application dedicating land for a town road was given to a resident of Lakeview Trail (Gary Stoltz), and he is seeking signatures from all the owners of lots 1-9 so that Lakeview Trail can be taken over by Harris Township, as requested by its residents.

- Itasca county Transportation Department memo dated Dec 11, 2015 regarding the Township Sign Program. Deadline of Feb 5, 2016 to apply; a resolution by the town would be needed.

The board reviewed the memo from Itasca County regarding the Township Sign Program. The county engineer had also spoken to town officers at a recent Itasca County Township Association meeting, explaining the grant program and that there is \$800,000 for all of Minnesota; the amount that Itasca County would get was unknown. Overall, the program would allow 80/20 cost sharing through a federal grant, whereby a designated person would come in and do road sign inventory and reflectivity testing, and tell the town board what should be replaced. However, if a township has their own plan, they may not need these services. Rosato commented that Harris

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Township does have a sign policy in place which was developed by the maintenance crew including a sign inventory, reflectivity testing, when signs were/need to be replaced, and the life of signs. The process has been in place for several years (since 2012). A copy of this sign policy is kept in a binder in the town hall office.

Because the deadline to apply for the program was not until February 5, 2016, a motion was made by Supervisor Kelley, seconded by Supervisor Haubrich, to table a decision on this matter until the Jan 27, 2016 P&D meeting. Motion passed by a unanimous vote.

6. Recreation

- Update on skating rink attendants and the opening of warming houses

Supervisor Rosato gave an update on the opening of the skating rinks. Wendigo rink and warming house had been open for about a week, and the rink and warming house at Crystal Park was just opened last night. Both were closed tonight due to lack of available attendants. There are only two rink attendants hired to date, but Express Professionals and Personnel Dynamics were working to find at least one more attendant. Supervisor Ives asked if a sign-in book was being done at the houses. Rosato responded that there is not a sign-in book, but that attendants are keeping a daily headcount. Wendigo had 10 to 15 people/day on average since opening, Rosato commented.

7. Correspondence

- Board Action items:

- None

- Noteworthy items:

- 2016 Fire Contract from the City of Grand Rapids: \$79,972
- Notice from Itasca County of Zoning Ordinance Text Amendment initiated by Itasca County Gun Club; Planning Commission public hearing Wed. Jan 13 at 9am; County Board public hearing on Tues. Feb 2 at 3:00pm. (see copy of notice for more information)
- Collaborative Opportunities Meeting minutes from Nov 30, 2015 and agenda from Jan 13, 2016
- Signed contract for Personnel Dynamics dated Jan 7, 2016 for Town Hall Caretaker; rates included
- CC: Letter from Shaw & Shaw to Itasca County Recorder, of Town's acceptance of platted roads as per resolution #2015-012 (Wendigo Park Circle, Kathryn Avenue, and Nicholas Street)
- Itasca County request for Annual Report of Outstanding Indebtedness for Dec 31, 2015 (to Becky)
- Updated "Attachment A" of Itasca County Road Contract as of 12-14,15, and plowing map
 - Rosato noticed that one road was not marked on the snowplowing map: Davis Road. He added that the county knows to plow Davis Road, but that it was not on snowplowing map. Rosato agreed to contact the county.
- CC: Donation decline letter sent to Elder Circle, per Resolution #2008-004

- Non-action items

- Copies of Itasca County *approved* land use and subsurface sewage treatment system permits
- Copies of Itasca County approved shoreland alteration permit applications from 2015
- Holiday cards from S E H and Wells Fargo

8. Old Business

- Review and discuss Paul Bunyan Communications map of areas with no service

Supervisor Ives shared a map from Paul Bunyan Communications of Harris Township, and where their services are or will be. A section noted in pink on the map was where Paul Bunyan plans to come in via a Federal grant they just received. Tan sections on map are where there is internet services currently. Dead zones, where there is no internet services (via Paul Bunyan, Mediacom, or Century Link) were also shown on the map. For example, Field Crest Road is considered a dead zone as there are providers that provide internet services.

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Paul Bunyan explained to Ives that these dead areas where there is no broadband/high speed internet may be eligible for federal grant dollars. However, if even one home has service, the entire area is *not* eligible.

In order for Paul Bunyan to go after the dead zones, they suggested that township residents do a petition and a business plan – including how the lack of internet impacts them, and the number of residents willing to purchase services. Ives added that people who are passionate about getting Paul Bunyan broadband internet services into Harris Township are needed to get this process started. He suggested anyone interested should contact him.

The map from Paul Bunyan Communications will be kept in the town hall office.

- Consider approval to update the “Employee Compensation” page of the current Township Employee Manual, to increase the Skating Rink Attendant hourly wage from \$8.00 to \$9.00/hr.

Rosato explained that the current Employee Compensation page shows that Skating Rink Attendants are to be paid \$8.00/hour. However, when contracting with Express Pros employment agency, they said that the rate had to be at least \$9/hr based on minimum wage requirements. As a result, the contract which the town board approved indicated \$9/hour and not \$8/hr as had been paid in the past. Rosato and Adams as HR representatives for the township agreed to go with the \$9/hr rate, given the explanation of the requirement by the staffing agency.

Clerk Smith asked that the Employee Compensation page of the Township employee Manual be revised accordingly, to \$9.00/hr for rink attendants.

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to increase the Skating Rink Attendant rate to \$9.00/hr on the Employee Compensation page of the Township Employee Manual. Motion passed by a unanimous vote.

- Consider township email account options as presented by JDI Net and PC Refresh (tabled from Dec 9th P&D meeting)

The board was still unsure of the costs and what would be involved in moving to township specific emails for the board and employees.

Motion by Supervisor Kelley, second by Supervisor Haubrich, to table this matter until the March 23rd, 2016 P&D meeting. Motion passed by a unanimous vote.

- Consider setting dates for budget work sessions in February 2016

The board set the following dates and times for budget work sessions:

- Monday, Feb 1, 2016 at 7:00pm at Harris Town Hall
- Wednesday, Feb 17, 2016 at 7:00pm at Harris Town Hall

Clerk Smith agreed to post these accordingly.

9. New Business

- Consider Resolution #2016-001 to accept petition requesting a vote on the issuance of bonds

Chairman Rosato explained that the board needs to either accept or reject the petition that was submitted by township residents, asking the board to place the question of issuing bonds for road improvement on the town ballot in March 2016. If the board rejects the petition, the option to bond is dead for a year. If they accept the petition and approve the resolution, a question will go on the ballot and the voters will decide if the board will proceed with bonding for 2016 road improvements.

Motion by Supervisor Ives, second by Supervisor Kelley, to accept the petition and approve Resolution #2016-001 to put the question of bonding on the next Township Ballot for March 8, 2016. Discussion: Clerk Smith noted that the wording for ballot as shown was per the bonding attorney, and that the line “BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROEPTY TAX INCREASE” is required by state statue; it cannot be modified to say “may” cause an increase. The motion passed by unanimous vote.

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- IRS Business Mileage rate decrease notice for 2016: \$0.540/business mile (down from \$0.575/mile in 2015)
No board action required; this was just for the board's information.
- Consider approval of RBA #1 – approval of township Election Judge list for March 8, 2016
Motion by Supervisor Kelly, second by Supervisor Haubrich, to accept the Clerk's list of Township Election Judges at wages as presented in the RBA. Motion passed by a unanimous vote.
- Consider approval of Resolution #2016-002 Appointing Absentee Ballot Board for March 2016 Twp Election
Motion by Supervisor Kelly, second by Supervisor Haubrich, to approve Resolution #2016-002 to appoint all election judges to the Absentee Ballot Board for the March 2016 township election. Motion passed by a unanimous vote.

10. Treasurer's Report – dated January 13, 2016, if ready (of December 1-31, 2015 financials)

Treasurer Adams recapped the treasurer report, cautioning the board that the fund balances as of Dec 31, 2015 are preliminary until after 2015 audit is completed. She also reminded the board that 12/31 balances reflect the December 2015 apportionments which are used for cash flow for bills during the first half of 2016.

- Balance Dec 1, 2015: \$1,100,284.48
- Receipts: \$ 405,567.71
- Disbursements: \$ (64,001.06)
- Balance Dec. 31, 2015: \$1,441,851.13

Motion by Supervisor Kortekaas, second by Supervisor Ives, to approve the January 13th Treasurer's report of December 2015 financials as presented. Motion passed by a unanimous vote.

Treasurer Adams then requested permission from the board to get new laptop computer, as she has been using her own personal computer since she became Treasurer. Adams would like the same model and software that was purchased for the clerk in 2015 from Computer Enterprises for apx \$1,000. Clerk Smith noted that the budget for computers in the General Fund was \$1,500 for 2016.

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the purchase of a new laptop computer form Computer Enterprises for the Treasurer – not to exceed the budgeted amount of \$1,500. Motion passed by a unanimous vote.

11. Approve payment of bills for January 2016

In response to a question, Adams confirmed that the maintenance crew's paychecks were for five weeks or 200 hours; this is why they were higher than the normal 160 hour paychecks.

Motion by Supervisor Kelly, second by Supervisor Haubrich to pay the bills as per the attached document titled "January 2016 Bill Listing to Board" in the amount of \$28,372.05. Motion passed by a unanimous vote.

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

- **Dan Butterfield:** Sound from the live TV broadcasts was not good per a friend of his who watches online from Texas. Butterfield also asked the clerk to please explain the absentee ballot process for those who would like to vote AB for the Township Election. Clerk Smith explained the process and added she would also put the information on the home page of the township website.
- **Judy Myers:** The board should consider contacting Itasca Community College to have them tell students to contact the two local employment agencies regarding the available rink attendant positions.

13. Upcoming events and meetings

- Wed. Jan 20 Board of Audit and Budget Work Session..... 7:00pm Harris Town Hall
- Wed. Jan 27 Planning & Development Meeting..... 7:30pm Harris Town Hall

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- Mon. Feb 1 Budget Work Session..... 7:00pm Harris Town Hall
- Wed. Feb 8 Itasca County Township Association Meeting..... 7:00pm Itasca Co. Court House
- Wed. Feb 10 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Feb 17 Budget Work Session..... 7:00pm Harris Town Hall

14. Adjourn

With no other business to become before the board, a motion was made at 8:59pm by Supervisor Kortekaas to adjourn tonight's meeting. Upon a second by Supervisor Kelley, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

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January 2016 Bill Listing to Board

Payee	Description	Amount
Gary Rosato	Mtgs, wages, labor, less withholding	795.32
Dennis Kortekaas	Mtgs, wages, labor, less withholding	539.30
Burl Ives	Mtgs, wages, labor, less withholding	401.81
Jim Kelley	Mtgs, wages, labor, less withholding	426.31
Ken Haubrich	Mtgs, wages, labor, less withholding	502.52
Michele Smith	Mtgs, wages, labor, less withholding	1,326.72
Becky Adams	Mtgs, wages, labor, less withholding	907.86
Dan Key	Labor less withholdings	2,765.79
Derrick Marttila	Labor less withholdings	2,947.08
PERA	ONLINE pmt:: Payroll withholding	1,551.11
Blue Cross Blue Shield	Insurance premiums 1/1/16-4/1/16	3,086.49
Burggrafs Ace Hardware	bulbs, gloves, ice melt	110.61
Century Link	ONLINE pmt:: Dec phone service	286.18
Davis Oil	fuel for equipment	210.67
Grand Rapids Public Utilities	Utilities; lights and town hall	211.42
Herald Review	notice-public office, filing notice	465.60
Home Depot	ONLINE pmt:: service center supplies	186.60
Itasca County Auditor	Proposed tax notices	512.42
Itasca County Sheriff's Dpt	annual alarm permit fee: Garage, Cemetery, Service Center	30.00
L & M	service center supplies	203.76
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	562.58
MediaCom	PHONE PAY:: sept phone and internet service - town hall	101.40
Minuteman press	agenda packets	76.06
ODC	vehicle and trailer registrations	64.00
Range Water	water cooler Dec	10.00
S E H	Engineering Services - misc. services	4,420.00
Schwartz and Sons	grader work done on Bear Creek Road and Wagon Wheel - 11/11 as requested	390.00
Shaw and Shaw	title examiner, lakeview trail, road bonds, application and resolution	1,235.75
Verizon	cell phone bills - Jan 12	105.53
Waste Management	Dec and Jan invoices - 3 yd rel on call	337.81
Wells Fargo Credit Card	auto payment - and balance pmt	885.73
Commissioner of Revenue	Payroll withholding :: electronic payment	243.00
EFTPS	Payroll withholding :: electronic payment	2,472.62
Total		\$ 28,372.05

Approval to pay :: January 13, 2016, Checks numbered 16988 through 170

Ken Haubrich

Burl Ives

Jim Kelley

Dennis Kortekaas

Gary Rosato

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The Harris Town Board met at 7:00pm on Wednesday, January 20, 2016 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, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, Treasurer Becky Adams and Clerk Michele Smith. *Absent:* None.

There were no other attendees at tonight's meeting.

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

2. **Board of Audit**

- Review 2015 MAT Manual on Town Government, Ch 13, section 13.7, "Annual Board of Audit"

Clerk Smith read portions of this document 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, and their summary reports.

Clerk Smith shared printouts of her monthly and annual balancing spreadsheets for January – December 2015, including disbursements, receipts, and fund balances. She then discussed her bookkeeping process with the board as done in Excel.

Treasurer Adams distributed copies her yearend summary report as well as her detailed budget to actual report for 2015, 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, also done using Microsoft Excel.

Adams noted that revised 2015 Treasurer Reports were available for anyone who'd like them, as a few changes were needed while going through the balancing process. She will 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 pulled some bills to make sure everything was in order.

The randomly selected claims/receipts that the board audited were as follows:

- Disbursements

1. March – Hawkinson Construction bill: 16705 for \$16,940.28
2. April - Home Depot electronic payment: \$646.98
3. January – Creative Services #16626: \$3,200.00 (from Mike Hendricks's 2014 contract, paid in 2015)
4. August – L&M #16854: \$1,481.83 (2 month bills paid during one month, due to timing of check runs)
5. August – Maki Body & Glass #16855: \$313.60 (for damage to pickup truck from accident of intern)
6. February – Advantage Systems #16659: \$240.00 (alarm system monitoring for a year, 2/15-2/16)
7. June - L&M – June 59.98 grass seed

- Receipts

1. October MATIT receipt # #4364 / Equipment fund: \$63.60 (insurance claim payment received for damage to trailer – after deductible)

2. July electronic deposit \$702, for "TBD"? Becky found out it was for Township Aid & PERA aid. Smith will update her spreadsheet accordingly.
- o Review Clerk's and Treasurer's 2015 Summary Statements, showing beginning account balances, adjustments, receipts, disbursements, and ending balances for 2015 calendar year.

Consider approval and sign-off of both 2015 year end reports, if all is in order.

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 Kortekaas, seconded by Supervisor Kelley, to declare that the Harris Township Board of Audit found the clerk's and treasurer's 2015 financial summary report totals to match for all funds, and for the 2015 year ending balances. Upon roll call, motion carried by a unanimous vote.

3. Review Treasurer's "Budget to Actual Report" for 2015

The 2015 budget to actual reports for disbursements were reviewed in detail. Some notable discussions were as follows:

- Equipment Fund

Treasurer Adams noted that in looking through the Equipment fund line items, there are some that are unnecessary. She reminded the board that all maintenance crew labor for equipment related hours is all lumped together in #399; the remaining line items are for costs of parts or the equipment. Adams suggested combining some of the remaining smaller dollar amount funds, such as "small equipment - attachments", leaving large pieces equipment in their own line.

It was clarified that Dan and Derrick do an inventory of all equipment once a year for insurance reasons; however, documenting when something was removed/tossed/sold was uncertain. Also, it was uncertain if anyone signed off on the inventory list, making it an official document. Ives and Haubrich requested a copy of the inventory list, to help them learn what the township owned; Adams agreed to provide them with the list. Ives also suggested a photo inventory, in case of a fire or theft, for insurance purposes.

Ives suggested looking into the option of bringing used equipment to the annual Minnesota Department of Natural Resources public auction of surplus equipment. The sale is conducted by the state of Minnesota, Department of Administration, Fleet and Surplus Services Division and includes additional items from local municipalities. The township would then receive the proceeds of equipment sold.

A supervisor asked if there was a reason the township crew only got fuel from Davis Oil and not from Peterson's Pokegama Store, which is in our local community. The need for diesel and off-road fuel may be part of the reason, offered Rosato, but he would need to ask the crew to confirm. The board also discussed that perhaps a discount could be requested if the township agrees to get fuel of a certain type from just one vendor.

Line item #356 "Clothing" was discussed; the board suggested the name should probably be changed to clarify that this line is for *safety* clothing such as steel toed boots, reflective winter jackets, etc. rather than clothing items such as jeans and socks. Adams said the line item could certainly be renamed to whatever the board decides.

- Building & Grounds Fund (B&G)

Treasurer Adams noted that within the B&G fund, there are sub accounts/sub totals. Two of those sub accounts are for Wendigo Park buildings and grounds, and Crystal Park buildings and grounds. She suggested that these line items/sub accounts may make more sense within the *Recreation Fund*. She's often heard the board consider "What does the township spend to keep Wendigo Park open?" If park related building and grounds expenses were included in the Recreation Fund, determining the answer to this question would be much easier. It would also be easier for the maintenance crew to track their work; for example, if they're working at Crystal Park, their time working on the warming shack is currently allocated to the B&G Fund, but their time working on the tennis courts is allocated to Recreation Fund. However, if the park related subaccounts items in B&G were moved to the Recreation

Fund, all their labor from working at the park would be allocated to Recreation. The board agreed to give this option some thought.

- General Fund:

The paid time off lines of the full time maintenance crew (holiday pay, vacation pay, sick pay, funeral pay, and unemployment) are currently all lumped together in "199 Maintenance Labor" of the General Fund. However, some board members expressed they'd like to see this detail broken out as it would help them see if employees are using or losing their vacation time, etc.

- Road and Bridge Fund:

Some board members expressed that they'd like to see the labor broke out for some road and bridge-related tasks such as brushing, snowplowing, salt & sand, grading, etc. Rosato reminded the board that the maintenance crew does note their hours for these tasks on the monthly Maintenance Report for the board. Adams also reminded the board that maintenance labor was combined into one line per fund several years ago as no one ever used the detailed data, and it was labor intensive for the maintenance crew to split out their time to that level of detail.

- Cemetery Fund:

The board briefly discussed line item #423 "Roadwork", as some wondered if this line should actually be a part of the Road and Bridge Fund, rather than a part of the Cemetery Fund. Clerk Smith offered that this discussion had come up before, and that the board determines it could be in either fund; however, because the cemetery roads are actually driveways, and maintaining them is a part of cemetery operating costs, it's usually determined to keep them a part of the Cemetery Fund.

- Other:

The board asked if a total paid by vendor report was available; the clerk and treasurer said that this was not something they tracked. However, it could be determined by any board member, using the monthly bill lists. Smith agreed to send Kelley and Haubrich her Excel "disbursements" spreadsheets, so they could sort by vendor name.

4. Review & discuss Clerk's proposed 2017 budget spreadsheets by fund (TABLED until Feb 1, 2016; see below)

- General Fund
- Road Fund
- Equipment Fund
- Cemetery Fund
- Recreation
- Building & Grounds
- Fire Fund
- Capital Improvement

5. Adjourn

With no other questions for the Clerk of Treasurer, and due to the lateness of the evening, a motion was made at approximately 10:00pm by Supervisor Kelley to close the Board of Audit meeting and table the budget portion of tonight's agenda to the next budget meeting on February 1, 2016. Upon a second by Supervisor Kortekaas, the motion was passed and the board of audit meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Township Clerk

Next budget work sessions:

- Monday February 1st, 2016.....7:00pm Harris Town Hall
- Wednesday February 17th, 2016.....7:00pm Harris Town Hall

DRAFT

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, January 27, 2016. 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, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None

Also in attendance were residents Dan Butterfield, Marge Kelley, Cyndy Martin, and Judy Myer.

1. Pledge to the flag

2. Business from the Floor

- o None

3. Consent Agenda

1. Updated Employee Compensation Policy (Skating Rink Attendants wage was increased to \$9.00/hr)

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

4. Roads

• **Discuss 2016 Road Improvement Project memo from Matt Wegwerth-SEH Road Engineer, regarding the inclusion of the following roads:**

- o Romans Road (near the end of Sunny Beach Road, where it meets Wendigo Road)
- o Pine Street (between Islevew Rd and Birch Street)

Supervisor Rosato had talked to Wegwerth regarding the memo, and his recommendation to include Romans Road and Pine Street in the full 2016 road project, as they both were included in the original S E H 'Preliminary Engineer Report' for the project. Estimates to repair the roads were \$110,900 for Romans Road and \$71,400 for Pine Street. These additional costs would be covered by bonding if it passes.

The board liked the idea of including these roads if the bond goes through (only) as it was uncertain when they would be in close proximity to these roads again, for mobility savings. However, if bonding doesn't pass, and the 2016 road project needs to be trimmed down, Romans Rd and Pine Street would have to wait.

Motion by Supervisor Haubrich, second by Supervisor Kelley, to approve that Romans Road and Pine Street be a part of the 2016 full road improvement project (option A) as recommended by the SEH Road Engineer; the motion to include the additional two roads was contingent upon the passage of the bond question on the ballot of the March 8, 2016 election. Motion passed by a unanimous vote.

• **Other road issues/concerns/comments**

- o **Consider Itasca county Transportation Department memo dated Dec 11, 2015 regarding the Township Sign Program. (Tabled from Jan 13, 2016 Regular meeting)**

Chairman Rosato recapped that Itasca County was asking which townships wanted to work with them regarding a federal grant for a "sign assessment and management program", whereby the government would provide assistance to inventory and evaluate signs, and cost share up to 80% of the costs for the removal or replacement of road signs.

Haubrich commented that he'd reviewed the Harris Township sign policy that was developed by the Harris Township maintenance crew, and recommended continuing to use that plan rather than going

with the county plan. Supervisor Rosato had also reviewed the township's current sign policy, and was impressed with it; it includes an inventory of signs, how to test for retro-reflectivity, the last date of inspection, the life of sign, etc.

Motion by Supervisor Haubrich, second by Supervisor Kortekaas, to not participate with Itasca County on a road sign program for townships. Motion passed by a unanimous vote.

o Salt and Sanding of Town Roads

Supervisor Ives inquired as to who determines when salt and sand is put on township roads – the county or the town board? Supervisor Rosato clarified that the County makes this determination, but that any of the town supervisors could call the county if there's a concern with a township road. This was also true with requests for plowing.

5. Recreation

• Usage of Wendigo and Crystal park skating rinks/warming houses

Supervisor Rosato shared a tally sheet of skating rink and warming house use at both of the township parks, Wendigo and Crystal. He noted that despite having a difficult time making ice this year due to warmer temperatures, Wendigo had more activity than Crystal, especially this past weekend where there were over 50 people who used Wendigo's rink.

Supervisor Ives commented that he would still like to see a guest book at each warming house, where skaters would sign in. Rosato asked what that information would be used for; Ives clarified that he'd like to know how many residents vs. nonresidents use our rinks, and the amount of repeat guests vs. new people.

6. Town Hall Report dated 12-31-2015

- The board reviewed the town hall report, which was prepared by Supervisor Haubrich as he'd filled in for the retired town hall caretaker position for about a month. There were 4 cleaning hours, 5 resident rentals, and 1 board meeting. \$250.00 was collected.

The new caretaker will be preparing future town hall reports, beginning in February at the P&D meeting.

7. Maintenance Reports

- Nov 9 – Dec 4, 2015
- Dec 7 – Jan 8, 2016

Upon review of the two maintenance reports, Supervisor Ives asked what is done with the trees that our crew cuts down. Supervisor Rosato responded that the crew chips them up on site. And, if a tree service is needed, Plackner Tree Care is used based on the good relationship that the township has with them, and great service they've received the past few years.

The board also discussed the list of equipment as shown on the list that the crew reports their hours. This list is in need of updating as certain pieces of equipment are not on the current list – like the Gravely lawn mower and John Deere z920m – yet they are mentioned in the narrative report as having been worked on. Treasurer Adams agreed that the form needs to be updated as there's also equipment on there that the township no longer owns. Rosato agreed to work with the maintenance crew to determine this information.

It was questioned why the township purchased a fire hose. Rosato clarified that fire hoses are used to flood the skating rinks, and one they had was cracked.

Ives inquired why the crew had put in overtime. Haubrich responded that it was to plow the town hall parking lot on a weekend, as requested by him, due to snow and impending town hall rentals coming up.

8. Old Business

- Consider changing the Board of Canvass start time to 8:10pm on Tues. March 8th, 2016 so that the electors know the results of the town question vote prior to the annual meeting at 8:15pm.

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(The Board of Canvass is currently scheduled to begin “immediately following the annual meeting”.)

At a previous meeting, Supervisor Rosato asked if it would be possible for residents to know the results of the town question on bonding before they voted on the levy. In response, Clerk Smith contacted an attorney at the Minnesota Association of Township, and confirmed that the town board could change the time of the Board of Canvass meeting to be right *before* the annual meeting, rather after the meeting as was included in the resident motion during the March 2015 annual meeting. Smith recommended setting the Board of Canvass for 8:10pm on March 8th, 2016, to announce the town question on bonding results, then voting to continue the board of canvass until right after the annual meeting to announce the officer winners.

Supervisor Ives commented that he did not see an advantage for residents to know the bonding question results before voting on the annual levy for 2017, as during the budgeting processing, the board would have two different options - for if bond passes, and for if it does not pass. Smith questioned if it would be appropriate to have a vote for a levy amount contingent on the bonding question results. Other board members commented that if the vote is known, then only one budget option would need to be discussed and reduce many of the “what if” questions.

A motion was then made by Supervisor Kelley to set the Board of Canvass time for 8:10pm on March 8, 2016 so the bonding question vote could be announced to residents before the annual meeting starts. Supervisor Kortekaas seconded the motion. Discussion: Treasurer Adams shared that if bonding passes, the first payment would not be due until spring of 2017 as per Paul Donna, even if the bonding money was spent in 2016. Ives indicated he would prefer to have both plan A and plan B discussed at the annual meeting with the residents. Upon calling the vote, supervisors Rosato, Kortekaas, Kelley, and Haubrich voted in favor of the 8:10pm board of canvass time change, and Ives voted opposed. Motion passed.

- Discuss expectations of the write-in (only) election results for Town Clerk

Clerk Smith, who is *not* running for reelection in March 2016, reviewed with the board the following items as no one filed for the clerk position:

- *How the winner of a write-in only office is determined*
The name of the township resident with the most write-in votes is declared the winner, regardless of their willingness to serve.
- *If the winner declines to serve, and a vacancy is declared*
The board will then need to appoint a clerk; they can advertise in the newspaper or go through a staffing agency if needed.
- *An appointed clerk eligibility requirements, and length of term*
An appointed clerk must meet the same eligibility requirements as the elected clerk position being filled, and therefore must be a resident of township for at least 30 days. (This was per Eric Hedtke, attorney from the Minnesota Association of Townships.)
The appointed clerk would serve only until the next town election in March 2017; the clerk position would then go back on the ballot to fill the remainder of the clerk’s two year term.
- *Current responsibilities of the Harris Town Clerk*
Clerk Smith shared with the board a list she prepared of her current job responsibilities. This list would be good information for the board to share with anyone who may be interested in the position – or if they need to advertise to fill a vacant position.

Smith stressed to the board that having a Clerk is necessary for any township checks to be legal, as it is one of 3 required signatures as outlined in the Minnesota state statues; she was not aware of any ‘work arounds’. She encouraged the board to get the word out that a clerk will be needed, either as a write in candidate, or by appointment.

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9. New Business

- Discuss "City Employees Working as Paid On-Call Firefighters" policy for employees that perform two different types of work at different rates of pay as shared by the City of Grand Rapids during the Collaborative Opportunities Team Meeting on January 13, 2016.
Supervisor Haubrich spoke to the board about the policy that the City of Grand Rapids put in place, and noted it was FYI only; he was not requesting any board action.
- Invitation to ICTV's annual meeting: Tuesday, Feb 9th, 2016 11:30am – 1pm at Sawmill (RSVP by 2/3/16)
Treasurer Adams, who is on the Cable Commission for the township, shared that is *not* able to attend. Supervisor Ives indicated he would be interested in attending if his schedule allows.
- Check request for renewal of life insurance for maintenance crew
Treasurer Adams requested approval to pay the life insurance renewal premiums for the two township maintenance workers, which are due in January. The township did not get the paperwork in time for the January 13th 2016 check run. To avoid lapsing, Adams requested approval of checks for \$208 and \$465 to pay the insurance bills tonight; she will include on the February bill list.
Motion by Supervisor Kortekaas, second by Supervisor Haubrich, to approve payment of the life insurance renewal bills for the two maintenance workers in the amounts of \$208 and \$465, so as to avoid a lapse in coverage. Motion passed by a unanimous vote.

10. Public Input

- o Dan Butterfield commented on two topics:
A sign-in sheet at the skating rinks would not be appropriate, due to children's names being on it. It could become public and so he cautioned the board *not to* move forward with such a list.
Because this year's town ballot is quite different from prior years, in that there's a bonding question on it, as well as no name for the clerk position, Butterfield suggested the board consider a mailing encouraging residents to vote. The newspaper, website, and ICTV aren't enough. The board discussed the costs of such a mailing, and that perhaps something in the Mines and Pines paper that goes to all residents may be an option for an ad. Supervisor Kelley will check into the cost for an ad and report back to the board at the February 10th Regular Meeting.

11. Upcoming meetings/events

- Mon. Feb 1 Budget work session..... 7:00pm Harris Town Hall
- Mon. Feb 8 Itasca County Township Association Meeting..... 7:00pm Itasca Co. Court House
- Wed. Feb 10 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Feb 17 Budget work session..... 7:00pm Harris Town Hall
- Wed. Feb 24 Planning and Development Meeting..... 7:30pm Harris Town Hall
- Tues. Mar 8 Town Election for Supervisor A and Clerk; polls open from noon to 8:00pm, Harris Town Hall
- Tues. Mar 8 Board of Canvass 8:10pm & Annual Town Meeting..... 8:15pm Harris Town Hall
- Wed. Mar 9 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Mar 23 Reorganizational Meeting and P&D Meeting..... 7:30pm Harris Town Hall

12. Adjourn

**Motion by Supervisor Kelley, second by Supervisor Haubrich, to adjourn tonight's meeting at 8:33 pm.
Motion passed.**

Respectfully submitted,
DRAFT
Michele Smith, Clerk

The Harris Town Board met at 7:00pm on Monday, February 1, 2016 at the Harris Town Hall for a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Treasurer Becky Adams and Clerk Michele Smith. *Absent:* none.

Also in attendance, residents Cyndy Martin and Judy Myers

The purpose of this work session, as posted:

Discuss and review the proposed 2017 budget including past, current, and projected expenses and balances for all funds. Board will consider a recommended 2017 levy for each fund, and for the year overall.

1. **Pledge to the flag, followed by the reading of the Harris Township mission statement**
2. **Review and discuss recommendations for the 2017 budgets and proposed levies by fund**

Clerk Smith shared her proposed 2017 budget and levy spreadsheets by fund with the board, as well as a comparison page that showed adopted levies by fund from 2008 through 2016, plus that proposed for 2017. The levy was last raised in 2015 when it was increased by \$65,000 to \$930,000. The 2016 adopted levy was this same amount, \$930,000. Smith proposed no increase for 2017, adding that a \$930,000 levy could support a bond payback, if passed.

Smith clarified that her draft proposed budget was just that – proposed, and that its purpose was to serve as a starting point for the board to discuss and adjust as they saw fit.

Each fund was reviewed in detail, including the proposed 2017 levy and any other projected income, actual disbursements by line item for years 2012-2013-2014-2015, and the projected 12/31/2017 balance by fund. Smith reminded the board that having 35-55% of a year's annual expenses in each fund at the end of the year is recommendation by the MN Association of Townships and the township's auditor.

As the board reviewed and discussed each budget, the following points were noted:

- **General Fund**
 - **2017 proposed levy: \$140,000** (same as 2016)
 - Smith projected the 12/31/17 ending balance in the General Fund would be apx 42%, or apx 5 months of expenses.
- **Road & Bridge Fund**
 - **2017 proposed levy: \$490,000** (same as 2016)
 - Smith projected the 12/31/17 ending balance in the General Fund would be apx 47%, or apx 5.5 months of expenses.
 - Treasurer Adams reminded the board that all R&B labor by the maintenance crew is in line #299.
 - It was noted that no local government aid money was received in 2015, as it had in prior years.
 - **Line #210 – Signs:** The crew, upon review of the sign replacement policy, anticipated that there would be expenses of apx \$5,000 for township road sign replacement. There was only \$2,000 budgeted for this line item in 2016
 - **Line #232 – Road Shouldering:** This line had \$0 disbursements for 2012-2015, but \$5,000 adopted budget in 2016 and the same proposed for 2017. However, the board agreed this line can be reduced significantly, as it would just be for shouldering *material* (labor would be in 299). The board agreed to reduce the 2017 budget for this line to \$1,000, and move the excess of \$4,000 to #210-Signs...for a total 2017 budget for signs of \$6,000.
 - **Line #222 -Major Gravel:** Discussed that no roads received additional gravel in 2015, and roads that will need it in 2016 were not yet determined – but that it would likely be less than the amount laid

out in the 5 year gravel road rotation plan. And likewise for 2017. However, the board did not want to reduce the dollar amount that Smith proposed for 2017 of \$20,000 (as compared to \$35,000 budgeted for 2016). In 2016, \$20,000 will be spent on the newly established Wendigo Park Circle.

- Line #223 - Major Repair: The board discussed what would be included in this line item vs. in #224 Major Construction.
- Line #224 - Major Construction: Proposed budget by Smith was \$350,000 per the 2017 five-year road plan estimate.
- Line #230 - Rubberized Crack Fill: Supervisor Ives reminded the board that it's been the board's policy to crack-fill all improved roads the following year. This means that if bonding is approved, all of roads in the 2016 road project (Sunny Beach Road, Birch Street, Isleview, Romans Road and Pine Street) should be cracked filled in 2017. A cost estimate for this amount of crack fill was unknown, but that it would be very expensive. **The board will consider increasing this line item for 2017, from the currently proposed amount of \$40,000.**

For 2016 crack filling: Underwood Road-west will need to be crack filled; in addition, the board discussed that those roads which had wide-gap crack fill repair (via NuvoGap) may need additional layers put on over the first layer done in 2015.

- **If bonding is approved, Clerk Smith proposed that the first bonding payment of apx \$245,000 come out of the Capital Improvement Fund/Road dedicated fund – and not out of the Road & Bridge fund.**

- Equipment Fund

- Smith reminded the board that this is an operating fund for equipment; the purchase of new equipment over \$800 generally comes out of the Capital Improvement/equipment dedicated fund.
- **2017 proposed levy: \$10,000** (as compared to \$0 in 2016)
- Smith projected the 12/31/17 ending balance in the Equipment Fund would be apx 42%, or apx 5 months of expenses.
- Line #398 – Terex parts: This piece of equipment may need some repair work done in 2016.
- Line #356 – Clothing: The board liked the idea of changing the name of this line to something like safety clothing or uniforms.

- Cemetery Fund

- **2017 proposed levy: \$0** (same as 2016)
- Smith projected the 12/31/17 ending balance in the Cemetery Fund would be apx 205%, or apx 2 years of operating expenses – assuming that no money is used from this fund to improve the roads throughout the cemetery.
- The board discussed that \$25,000 of healthy balance of this fund could be moved to another fund (such as Road & Bridge) if needed as this amount would not be enough to fix the cemetery roads – which was thought to have been estimated at around \$90,000. Ives suggested it be put added to 'crack sealing'.
- Some board members felt it was okay to have the excess balance in this fund, as zero is levied, the balance is decreasing.
- The maintenance crew mentioned that the roads and the drainage in the cemetery are bad.

- Recreation Fund

- **2017 proposed levy: \$25,000** (same as 2016)
- Smith projected the 12/31/17 ending balance in the Recreation Fund would be apx 51%, or apx 6 months of expenses.
- Rosato commented that a thorough inspection of all playground equipment at both parks is needed, to make sure everything is safe. He anticipates some items will need to be repaired or replaced.
- Lines #507 Wendigo Heat and # 521 Crystal Heat had \$0.00 disbursements for the past several years. Upon review, it was found that heat costs are included in the light allocations in #506 Lights Wendigo and in #520 Lights Crystal. This is due to how the electric bill comes in. The board and treasurer agreed to omit the line items for heat (507/521), and change the name of #506/#520 to "Lights and Heat". The proposed budget of \$100 for #507 will be put into #518 – Wendigo Playground Equipment.

DRAFT

- Line #599 Maintenance Crew Labor: The board requested that the labor hours for summer interns be allocated to a different line item rather than be lumped in with maintenance crew's hours. Treasurer Adams agreed to make this change to separate out summer intern hours from Recreation line #599 as well as any other 'maintenance crew labor' line items, where an intern may have hours.
- Building & Grounds Fund
 - **2017 proposed levy: \$50,000** (\$10,000 less than 2016)
 - Smith projected the 12/31/17 ending balance in the Building & Grounds Fund, after \$4,000 of incoming hall rental was added to 'Revenue', would be apx 48%, or apx 6 months of expenses
 - The cost of cleaning the hall and showing & renting the hall were discussed, as this is the cost of the Town Hall Caretakers hours.
 - The current security system at the town hall & garage were reviewed. Smith had some concerns.
 - Rosato reminded the board that he continues to get requests for playground equipment to be installed at the hall, for the kids to play on during rentals.
 - Names of the Service Center related line items #681 & #684 should be clarified: #681 is the in-floor electric Heat and Lights of the service center house, while #684 is for propane/natural gas heat of the garage at the Service Center.
 - The board confirmed to Treasurer Adams that they were in agreement with moving the Wendigo and Crystal related 'sub accounts' currently within Building and Grounds, to the Recreation Fund. Smith noted that she too agreed with the change, but that the change would not be reflected in the 2015 annual report.
- Fire Fund
 - **2017 proposed levy: \$80,000** (\$5,000 more than 2016)
 - Smith projected the 12/31/17 ending balance in the Fire Fund would be \$1,607.88. Unlike the other funds, Clerk Smith reminded the board that the balance of *this* fund should be kept to a bare minimum – as the goal is to levy just enough to pay the annual bill. There are no other expenses coming out of this account.
- Capital Improvement Fund
 - **2017 proposed levy: \$135,000.** The breakdown was as follows: \$15,000 for Equipment, \$0 for Service Center, \$120,000 for Roads, and \$0 for the non-dedicated fund.
 - **If bonding passes, the first payback in 2017 for apx \$245,000 was proposed to be disbursed from the Capital Improvement/Road dedicated fund.**
 - Smith projected that the 12/31/17 *ending balance* in the total Capital Improvement Fund would be \$705,975.38. This balance assumes that \$110,000 is spent in 2016 for the road project, and \$245,000 is spent in 2017 for the bond payment. (No other disbursements were included in this projection.)

The projected 12/31/17 ending balances *by dedicated fund* were projected as follows:

 - Equipment: \$130,388
 - Service Center/Maint. Facility: \$151,036
 - Roads: \$212,457
 - Non dedicated: \$212,092

12/31/17 total Cap Impv Fund: \$705,975
- Overall 2017 Levy for all funds
 - **Overall 2017 proposed levy: \$930,000** (no increase from 2016)
 - If bonding passes: This levy includes the first bond payment in 2017, out of the Capital Impv Fund.
 - If bonding does *not* pass, the funding repair to Sunny Beach Road from Adair Road to Wendigo Road (only) would still need to be done in 2016 per the board– for an estimated cost of \$720,000. This money, as discussed, could come out of the following funds:

DRAFT

- 2015 'under budget' in Road & Bridge: \$110,000 (carries over to 2016)
 - 2016 levied for major road construction: \$300,000
 - 2016 levied for Cap Impv/Roads: \$110,000
 - 12/31/15 balance in Cap Impv/Roads \$342,456
 - Total funds accessible for road repair: \$862,456
- Smith added that there is also a 12/31/15 balance in Capital Improvement/*Non Dedicated* fund of: \$211,692, which could also be used if needed. If added to total above, the combined total of accessible funds would be \$1,074,148 in 2016.

Next budget meeting:

The next budget work session is Wednesday, February 17th at 7:00pm. The goal will be to finalize the budget and proposed levy for 2017 so that the Clerk can draft the annual report in time for the board's review at the February 24th P&D meeting. This would allow time for any corrections/changes prior to having the report printed for the March 8th annual meeting.

3. Adjourn

Motion by Supervisor Ives, second by Supervisor Haubrich, at 10:02pm to adjourn tonight's budget work session. Meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk

DRAFT

RESOLUTION #2016-003
ACCEPTING DEDICATION
OF LAND FOR A TOWN ROAD

DRAFT

WHEREAS, the town board of Harris Township, Itasca County, Minnesota was presented an application by the following named owners of the following described property under Minn. Stat. § 164.15, subd. 1 for the purpose of dedicating their undivided interests in that platted private roadway within the Plat of Lakeview Heights designated “Lakeview Trail”,

1. Richard Kane and Theresa Kane, Lot One (1), Block One (1), Plat of Lakeview Heights
2. Robert Peterson and Gail Peterson, Lots Two (2) and Three (3), Block One (1), Plat of Lakeview Heights
3. Gregory Denver and Kelley Denver, Lot Four (4), Block One (1), Plat of Lakeview Heights
4. Lance Schultz and Terri Schultz, Lot Five (5), Block One (1), Plat of Lakeview Heights
5. Gary Stoltz and Angela Stoltz, Lot Six (6), Block One (1), Plat of Lakeview Heights
6. David Madsen and Victoria Madsen, Lot Seven (7), Block One (1), Plat of Lakeview Heights
7. Gregory Ewen and Melissa Ewen, Lot Eight (8), Block One (1), Plat of Lakeview Heights
8. Steve Burggraf and Amber Burggraf, Lot Nine (9), Block One (1), Plat of Lakeview Heights

WHEREAS, the land dedicated for a public road proposed in the application is described as that platted private driveway within the Plat of Lakeview Heights designated “Lakeview Trail”, and:

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 hereby accepts the dedication of the above described land for a public road and declares same a town road.

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

Dated this ____ day of _____, 2016.

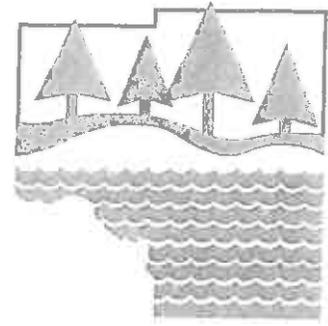
Gary Rosato, Chairman

Attest: Michele Smith, Town Clerk

ITASCA COUNTY

GARRETT OUS
LAND COMMISSIONER

Itasca County Land Department
1177 LaPrairie Avenue
Grand Rapids, MN 55744-3322
218-327-2855 • Fax 218-327-4160



DATE: February 2, 2016
TO: Local Weed Inspectors and Weed Managers
FROM: Garrett Ous, County Agricultural Inspector *GO*
Sara Thompson, Assistant County Agricultural Inspector *ST*
RE: Itasca County Annual Township & City Weed Report

Enclosed you will find a form for collecting weed management information in 2015. For your information, included on this page is a summary of weeds listed within the Minnesota weed law which are found in Itasca County.

Statutes require that a report be completed annually. In addition, the information you provide is also valuable to assess weed management impacts throughout Itasca County. **Please complete the form and return it to me by March 7, 2016 in the enclosed envelope.**

Noxious Weeds in Itasca County

Minnesota State Prohibited Noxious Weeds Found in Itasca: (controlled list)

Purple Loosestrife, *Lythrum salicaria*
Leafy Spurge, *Euphorbia esula*
Canada Thistle, *Cirsium arvense*
Common Tansy, *Tanacetum vulgare*
Spotted Knapweed, *Centaurea maculosa*
Plumeless Thistle, *Carduus acanthoides*
Wild Parsnip, *Pastinaca sativa*

Special Regulated Plants in Itasca County

Poison Ivy, *Rhus radicans*
Japanese Knotweed, *Polygonum cuspidatum*
Giant Knotweed, *Polygonum sachalinense*
Japanese Barberry Cultivars

Additional Itasca County Listed Noxious Weeds:

Oxeye Daisy, *Chrysanthemum leucanthemum*
Orange Hawkweed, *Hieracium aurantiacum*
Tall Buttercup, *Ranunculus acris*

Restricted Noxious Weeds

Common or European Buckthorn, *Rhamnus cathartica*
Glossy Buckthorn, (and all cultivars), *Frangula alnus Mill*
Multiflora Rose, *Rosamultiflora Thunb*
Common Reed – non native subspecies, *Phragmites australis*
Garlic Mustard – *Alliaria petiolata*

Remember to keep accurate records during the summer field season. Please review the attached form and record weed control for spraying and mowing by acres and/or miles.

ANNUAL TOWNSHIP REPORT NOXIOUS WEED CONTROL FOR 2015

(Required by Minnesota Statutes Section 18.81)

INSTRUCTIONS: Using black ink, please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the County Agricultural Inspector noted at the top by **March 7, 2016**. Thank you for your cooperation in providing the information.

Township: Harris	County: ITASCA	Date:
County Agricultural Inspector (CAI): Garrett Ous / Sara Thompson	Address: Itasca County Land Department 1177 LaPrairie Ave. Grand Rapids, MN 55744	
If you have appointed a new Assistant Weed Inspector (AWI) in 2015, please indicate the person's name and address in the space provided at right:	AWI Name: _____ Address: _____	

NOXIOUS WEED CONTROL

1) How many noxious weed inspection tours were made in the township in 2015?				
2) How many landowner contacts were made in the township for voluntary compliance?				
3) How many forms were served by the township board or AWI in 2015:				
Individual Notices		Inspector's Authorization to Control Noxious Weeds	Statement of Costs for Control of Noxious Weeds	
Served	Appealed			

4) Date mowing began?				
		acres	miles	
5) How many acres or miles were mowed for noxious weed control?				
6) How many acres or miles were sprayed for noxious weed control?				

CONTROL COSTS

7) Cost of spraying or mowing township property for noxious weed and/or weed and grass control this year (Please do not include brush control or snow removal costs):	<u>Spraying:</u> \$	<u>Mowing:</u> \$
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SIGNATURES

Chairperson, Township Board:	Assistant Weed Inspector (when appropriate):
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AG-00188-12 (11/00)

Original - Township Clerk

Copy - County Agricultural Inspector

In accordance with the Americans With Disabilities Act, an alternate form of communication is available upon request. TTY: 1-800/627-3529
The Minnesota Department of Agriculture is an Equal Opportunity Employer.

COLLABORATIVE OPPORTUNITIES TEAM MEETING

MINUTES

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

January 13, 2016

The next meeting will be Feb. 17 at the Itasca County Courthouse, room TBA from 11-1, lunch included.

Present: Burl Ives (Harris), Ed Zabinski (Grand Rapids), Tarry Edington (Arbo), Ken Haubrich (Harris), Tom Saxhaug, Tom Pagel (Grand Rapids), Greg Tuttle (Cohasset), Mike Fall (LaPrairie), Terry Snyder (County Commissioner), and Mary Jo Wimmer, facilitator.

Open Market –

Open market time was cut short because of the presentation by Visit Grand Rapids.

Grand Rapids – has developed a policy for paid on-call fire fighters. This is a shared agreement for employees that perform two different types of work at different rates of pay. Other LGUs might consider allowing employees to leave work for a fire call if they volunteer with another LGU.

Future Funding

Tom Pagel and Ed Zabinski presented two options for invoicing participating LGUs. One is by census and the other by EMV. They were asked by the group to present again at the Feb. meeting. Facilitation cost for 2016 is \$3600. Terry Snyder will request financial participation from Itasca County.

Topics of Discussion for February meeting

- Future funding finalization
- Northern Itasca Joint Powers Board presentation (includes Effie, Marcell, Bigfork and Stokes, Bigfork and Marcell Townships). Tim Johnson and Joel Karels will be present.

Future topics of discussion/education

- IRRRB
- Fiscal disparities
- What is on the horizon for the area
- Mining
- VRBO – regulations, zoning

Future meeting locations

March – Grand Rapids State Bank

April – Cohasset City Hall

May – Arbo Town Hall

Mary Jo Wimmer

Mary Jo Wimmer Consulting

mjwimmer80@gmail.com

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

January 19, 2016

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

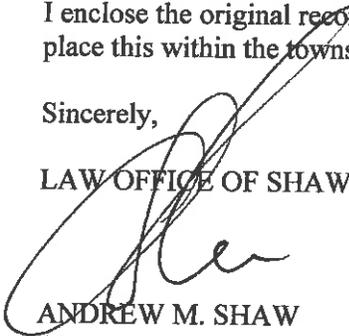
RE: Harris Township, Resolution No. 2015-012
Resolution Accepting Platted Roads for Maintenance

Dear Ms. Smith:

I enclose the original recorded Resolution Accepting Platted Roads for Maintenance by the Town. Please place this within the township records.

Sincerely,

LAW OFFICE OF SHAW & SHAW, P.A.



ANDREW M. SHAW
AMS:cas

Enclosure

A3T

61841

Harris Township
RESOLUTION No. 2015-012

**A RESOLUTION ACCEPTING PLATTED ROADS
FOR MAINTENANCE BY THE TOWN**

WHEREAS, the Town Board of Harris Township, Itasca County, Minnesota received a formal request to undertake maintenance of the following described platted roads located in the town as town roads:

- 1. Wendigo Park Circle as dedicated to the public in the Plat of Hale Acres North First Addition
- 2. Kathryn Avenue and Nicholas Street as dedicated to the public in the Plat of Oak Island Estates

WHEREAS, the town board requires that a platted road be built to town road specifications for such road before it will accept and maintain the road as a town road;

WHEREAS, the town board has inspected the road and has determined that it meets the specifications and otherwise satisfies the requirements established by the town board; and

WHEREAS, the town board determines that the nature and character of the road are such that expending town funds to maintain it is in the public interest;

NOW THEREFORE BE IT RESOLVED by the Harris Town Board, Itasca County, Minnesota, that the town board hereby accepts the above described platted roads as town roads and will begin maintaining them as such.

Adopted this 9th day of Dec, 20 15.

By the Board,


Town Chairman, Gary Rosato

Attest: 
Town Clerk, Michele Smith

A000700162
OFFICE OF THE COUNTY RECORDER
ITASCA COUNTY, MINNESOTA
CERTIFIED, FILED, AND
RECORDED ON
1/7/2016 12:13:22 PM

PAGES: 2
REC FEES: \$46.00

LINDA NIELSEN
ITASCA COUNTY RECORDER

BY LN Dep



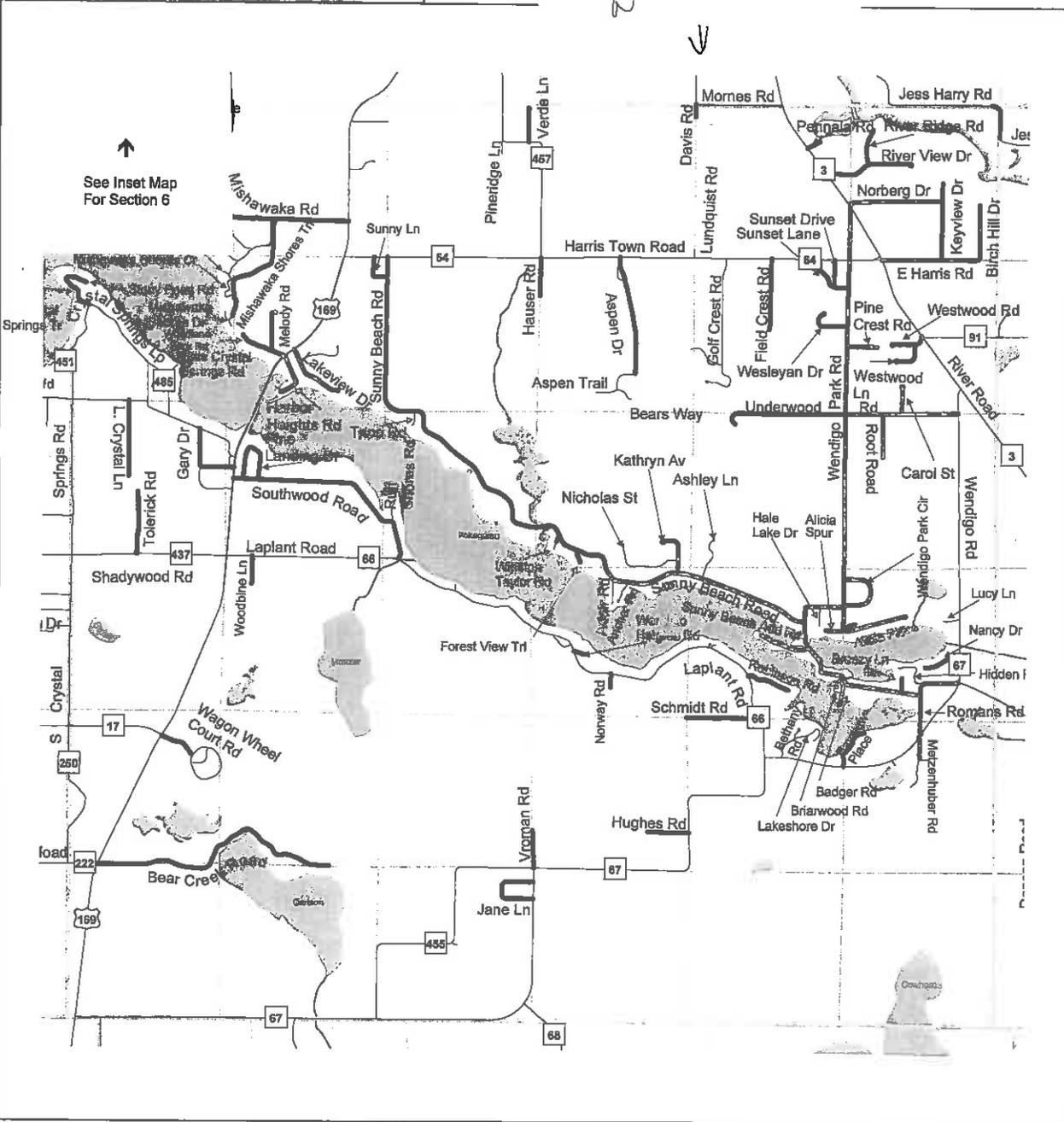
RECEIVED JAN 07 2016

RECEIVED DEC 21 2015

51

Harris Township

*Davis Rd
added to
map*



See Inset Map
For Section 6



Legend

- Roads Snowplowed Under Contract
- All Other Roads
- Section Lines
- Township Line
- Lakes
- Rivers

**Township Road Maintenance
Snow Plowing
Last Updated: 2016**

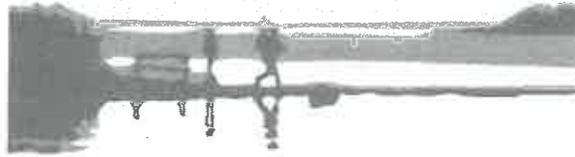
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no warranty of accuracy and requires
a qualified field survey to verify.
Document Path: M:\Map\Harris_Snowplow_16.mxd

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

Supervisor Dennis Kortekaas 326-1882
Supervisor Jim Kelley 327-0317
Supervisor Burl Ives 259-1279
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Michele Smith 327-9930

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

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

www.harristownshipmn.org

Support within Reach
Attn: Amanda Ysen – Executive Director
1325 NW 4th Street
Grand Rapids, MN 55744

February 6, 2016

Dear Amanda,

I am sorry to inform you that in accordance with Harris Township Resolution #2008-004 *Donation or Contribution Request Policy*, the donation request you submitted on February 2, 2016 must be denied, and will *not* be considered at the annual town meeting on March 8, 2016.

A copy of the policy via Resolution #2008-004 is enclosed for your reference.

If you have any questions, please feel free to contact anyone on the Harris Town Board at the numbers above, or myself at michelesmithclerk@msn.com

Regards,

Michele Smith
Harris Township Clerk
Email: michelesmithclerk@msn.com
Phone: 218-327-9930
Website: www.harristownshipmn.org

✓ CC: Harris Town Board



Offices located in Aitkin, Bemidji,
Grand Rapids, Park Rapids, and Walker.

1325 NW 4th Street
Grand Rapids, MN 55744
218-326-5008
1-866-747-5008

www.supportwithinreach.org

February 2, 2016

Dear Township Clerk,

I am writing to you today to ask for your township's assistance to provide sexual violence support services and prevention education programming in Itasca County. Support Within Reach (SWR) is a private, non-profit sexual violence resource organization founded in 1977 to serve the distinct needs of sexual violence victims. Our mission is to reduce the impact and harm of sexual violence on individuals and families in the communities we serve. We have two offices in Itasca County – our primary office located in Grand Rapids and an office located on the campus of Itasca Community College. Staff and volunteers can be reached 24 hours a day, 365 days a year.

I would like to share with you the impact that SWR made in Itasca County last year alone.

- During 2015, SWR had a total of 837 contacts related to sexual violence in Itasca County, 66 of these were new client contacts and 771 were ongoing client contacts.
- These clients received a total of 3,761 service types such as our 24-hour crisis line, basic one-to-one peer counseling, follow-up support, filing of protective orders, information/referral, medical advocacy, law enforcement advocacy, prosecution advocacy, and support groups.
- SWR provides all of these confidential services *free of charge* to women, children, and men who have been affected by sexual violence.
- During 2015, SWR also provided prevention education presentations in Itasca County to over 5,488 participants.

Please help Support Within Reach to continue to provide for our community's needs. Enclosed you will find a copy of Minnesota Statute 365.10, Subd. 14, governing the option of township boards to contract for Health, Social, or Recreational services that are in the public interest of township residents, along with a Minnesota Township contract for such services. Should your township vote to designate funds to Support Within Reach, simply fill in the contract and send it back to me. I will then sign and return it to you.

If you are interested in having a Support Within Reach staff person attend a township meeting in order to briefly share more information about our organization, we would be happy to arrange that. I welcome any questions you may have and appreciate your support.

Sincerely yours,

Amanda K. Ysen
Executive Director

Enclosures