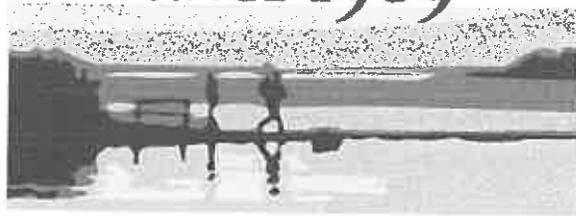


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-326-4704

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
michelesmithclerk@msn.com

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 January 13, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** from Regular Meeting on December 9, 2015 and the Work Session on January 6, 2016
3. **Business from the floor**
 - Introduction of the new town hall caretaker: Amber Hartl
4. **Consent Agenda**
 - Consider approval of revised Town Hall policy and pamphlet, with garage/rummage sales omitted
5. **Roads**
 - **Matt Wegwerth – Township Road Engineer from S E H**
 - 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
 - A signed copy of the Notice of Termination for the Woodland Park Rd and Melody Lane project has been submitted to the state (FYI)
 - **Other road issues/concerns/comments**
 - Lakeview Trail update (see emails between Glen Hodgson and Andrew Shaw)
 - 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.
6. **Recreation**
 - Update on skating rink attendants and the opening of warming houses
7. **Correspondence**
 - **Board Action items:**
 - None
 - **Noteworthy items:**
 - 2016 Fire Contract from the City of Grand Rapids: \$79,972 (up from 2015 contract)
 - 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
 - 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 from 11/11
 - 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
- 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.
- Consider township email account options as presented by JDI Net and PC Refresh (*tabled from Dec 9th P&D meeting*)
- Consider setting dates for budget work sessions in February 2016

9. New Business

- Consider Resolution #2016-001 to accept petition requesting the a vote on the issuance of bonds
- IRS Business Mileage rate decrease notice for 2016: \$0.540/business mile (down from \$0.575/mile in 2015)
- Consider approval of RBA #1 – approval of township Election Judge list for March 8, 2016
- Consider approval of Resolution #2016-002 *Appointing Absentee Ballot Board for March 2016 Twp Election*

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

11. Approve payment of bills for January 2016

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

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
- Wed. Feb 8 Itasca County Township Association Meeting..... 7:00pm Itasca Co. Court House
- Wed. Feb 24 Regular Meeting..... 7:30pm Harris Town Hall

14. Adjourn

The Regular Meeting of the Harris Town Board was held on Wednesday, December 9, 2015. 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: Glen Hodgson – S E H engineer, Rusty Eichorn - County Commissioner/resident, Marge Kelley, Judy Myers, Cyndy Martin, Dan Butterfield, and approximately 6 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 November 10, the Work Session on November 16, the Public Hearing on November 18, and the P&D Meeting on November 18, 2015

A motion to approve the minutes as presented was made by Supervisor Ives, and seconded by Supervisor Kortekaas. Motion carried by a unanimous vote.

3. Business from the floor

• Dan Butterfield - Bonding notice

Dan had heard many questions raised since the public hearing and township P&D meeting on November 18th when the board passed a motion to move forward with the bonding process. Several residents asked Dan to bring their questions and concerns to the board:

- Notification: A lot of residents said they didn't know about the public hearing and meeting to vote on moving bonding forward. They don't get the newspaper, don't have ICTV, and do not use the internet to check the township website. And while legally it's only required that the hearing and meeting be posted and published, a mailing to everyone in the township would have been nice.
- Roads being bonded for: Residents questioned why the township was bonding for roads that are not major arteries. The roads in question - Sunny Beach Road, Birch Street, and Isleview – do not have heavy traffic; they only have residential traffic as there is no business on their roads. Where is the data that supports the traffic count on Sunny Beach Road? And where is additional information on when Sunny Beach Road was last repaired/resurfaced?

In brief, Supervisor Ives responded by noting that:

- Major arteries are usually county roads rather than township roads.
- The traffic count was done by SEH several years ago when the "relief roads" were being discussed and considered. At that time, the count was 1,900 people/day on Sunny Beach Road.
- A direct mailing to everyone in the township is expensive.

The board thanked Butterfield for bringing these concerns to the board.

4. Consent Agenda

- None

5. Roads

- Glen Hodgson – SEH: Consider approval of a "Notice of Termination" of a construction storm water permit for 2007 project on Woodland Park Road and Melody Lane, as submitted to SEH by Hawkinson Construction (see memo attached to these minutes)

Hodgson explained to the board that in 2007, the township conducted a pavement rehabilitation project on Woodland Park Road and Melody Lane. Because the project disturbed more than 1 acre of land, a 'Construction Storm Water Permit' was obtained by the contractor from the Minnesota Pollution Control Agency. As the owner on the project, the township was the 'co-permittee'.

The contractor, Hawkinson Construction, has prepared a Notice of Termination for the permit, which requires a township signature. It states that the project has achieved final stabilization in regard to erosion control and storm water runoff. Hodgson had inspected the project site and found that final stabilization had indeed been achieved. He therefore recommended that the board authorize the chairman to sign the notice of termination form.

A motion was made by Supervisor Kelley to authorize the town chairman to sign the "Notice of Termination" form, for the storm water permit obtained in 2007 for the Woodland Park and Melody Lane project. The motion was seconded by Supervisor Haubrich and passed by a unanimous vote.

- Discuss Attorney Shaw's response regarding the township taking over private roads (see email)

Supervisor Rosato spoke with township attorney Andy Shaw, regarding requests for three private platted roads to be taken over by the township. The roads asked about were Lakeview Trail, Wendigo Circle, and Kathryn/Nicholas roads of Oak Island Estates.

Oak Island Estate roads (Kathryn/Nicholas) were established in 2006 and the developer, Todd Christianson, worked with the township to make sure the two roads in the development were built to township specs. They are already paved, and there is a nice turn around for a snow plow. Currently, there are 2 homes on Kathryn and 2 other parcels have sold. One of the home owners was in the audience and was concerned about snow removal. Ownership of the development had been transferred to a partner, who lives out of town, and they had not yet contacted the residents. He hoped the township would take over the maintenance of the roads – particularly Kathryn, as no plats have sold yet on Nicholas. Kathryn is 0.2 of a mile long and Nicholas is 0.4 of a mile long. They were believed to be 9 ton roads.

Wendigo Circle is 0.4 miles in length, gravel, and is part of Hale Acres Plat which was established in 1996. The developer worked with the township when building the road, and brought it up to the township specs at the time. However, due to lack of maintenance, this road needs some gravel and reshaping. The right of way has grown up a bit, but the ditches are okay. Wendigo Circle serves 8 residents.

Lakeview Trail is 0.3 miles in length, gravel, and in the plat of Lakeview Heights. It was built to township specs at the time, but has had limited maintenance. It too is a private road, but unlike the other roads being discussed, Lakeview Trail was *not* dedicated to the public. It is a private road, owned by the landowners.

Per Attorney Shaw, extra steps would be needed before the township could take Lakeview Trail over. In brief, all property owners would need to sign off on an easement letter, giving the road to the township. They'd have to hire an attorney, who would draw up an easement. This was the cheaper of two options, the other requiring landowners to deed land to the township. The details of what to do from Attorney Shaw were shared with two residents of Lakeview Trail, who were in the audience. It was discussed that all property owners would have to sign the easement document, even if they are out of town. However, Hodgson agreed to look into all options as well.

The Lakeview Trail residents commented that one resident in the area had been maintaining the road over the years, including plowing, but that he'd gotten busier and so they'd prefer if the township took it over. All lots of the plat are sold, but there are only 4 homes on Lakeview Trail. The residents in attendance said all were in favor of the township taking their road over.

Glen Hodgson of S E H did look at all the roads noted above and commented that Kathryn and Nicholas look like nice roads, and are in good shape. Wendigo Park Circle did need gravel and shaping, and in places, the ditches should be cleared out. Lakeview Trail needs gravel and shaping, and he had some concern about cul-de-sac at the end as it is not very wide; the snow plow may have a challenge.

One concern voiced was regarding the bleed of Lakeview Trail gravel onto to Lakeview Drive. Lakeview Trail joins Lakeview Drive at a steep grade -- and gravel from the Trail washes down onto the Drive. It was also recommended that drainage where the two roads come together be looked at in the near future.

- Consider approval of Resolution #2015-012 to accept and establish the following platted roads: Wendigo Park Circle, Kathryn Avenue & Nicholas Street

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A motion was made by Supervisor Ives to approve Resolution #2015-012 to accept and establish Wendigo Park Circle, Kathryn Avenue & Nicholas Street as township roads. The motion was seconded by Supervisor Kelley for discussion: Because there are no residents on Nicholas Street, the board does not wish to plow that road until there's a resident on it. Kathryn should be plowed, as should Wendigo Circle. The board also discussed that Wendigo Circle will need some gravel work next summer. Upon roll call, Kelley, Haubrich, Ives and Rosato voted in favor to accept the roads; Supervisor Kortekaas voted in opposition. Motion passed.

Supervisor Rosato agreed to bring a signed copy of resolution #2015-012 to Itasca County so that snowplowing will be done accordingly.

Sara/Glen from S E H agreed to determine the length of Wendigo Park Circle and the amount of gravel that would be needed, for consideration during the upcoming budget meetings.

• Other road issues/concerns/comments

- Red flashing lights were installed on Harris Town Road stop signs, where it meets Wendigo Park Road. A flashing light was also installed on the stop sign at Sunny Beach Road, where it meets Harris Town Road.
- The maintenance crew had been out trimming tree limbs as requested by Itasca County highway department, for their county plows.
- The maintenance crew is also reviewing the township sign program for next year's budget cycle.
- Supervisor Ives updated the board regarding his attempts to reach someone from MnDOT about the speed limit on Sunny Beach Road. He started by talking to someone locally, then was passed to a person in Duluth. He's since been passed on to another person in Duluth for the Northern District. Ives hopes to communicate with him soon to request a 30 mph limit on portions of the road.
- Sunny Beach Road has markers along the side of the road. Why? Hodgson explained this is due to preliminary work being done, as previously approved by the board. The flags mark anything underground, as determined by Gopher One when called.

6. Recreation

• Consider approval of Express Employment Professionals proposal for hiring seasonal rink attendants

The board reviewed the Express Employment contract and discussed the need for 4 skating rink attendants (2 for Wendigo and 2 for Crystal), as the rinks are open 7 days a week – weather permitting. The option and cost for background checks was also discussed, given that rink attendants work with children and are alone much of the time.

The contracted rate for 2015-2016 is \$13.55/hr per attendant; the rate paid to the attendant is \$9.00/hr. The cost for background checks range from \$10 to \$60 depending on how many counties need to be checked.

Motion by Supervisor Kortekaas, second by Supervisor Kelley, to approve the Express Employment Professionals contract for the hiring of four (4) rink skating rink attendants for the 2015-2016 season. Discussed reason and costs for background checks and drug screens. Also, Supervisor Ives commented he'd like a headcount of how many people use the rinks to justify the cost of attendants. And, he'd like to require that attendants take better care of the ice as there were issues last year where attendants didn't shovel the rink; Ives did not want our maintenance crew to spend their time removing snow. Rosato noted that some attendants may not be physically able to throw snow. Supervisor Kortekaas then amended his motion to include background checks and Kelley seconded the amended motion. The motion passed by a unanimous vote.

Clerk Smith will return the signed contract to Express Professionals. Supervisor Rosato agreed to be the contact person for Express and would meet with candidates; he will also create their work schedules.

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- Water Recreational Development Program

Supervisor Ives mentioned that he will be communicating with Mr. Moore from the DNR about a water recreational development program, regarding improvements to public accesses, their parking lots, and public boat launch ramps. Townships are eligible to apply for the program, so Ives will look into what is needed for that. He'd like to see if there's any money available for repair of destruction at Casper (Troop Town) landing and LaPlant landing, which occurred from high waters in 2015.

7. Correspondence

- Board Action items:

- None

- Noteworthy items:

- Mediacom - missing channels, including ICTV (see email from Beth George)
- Collaborative Opportunities Meeting minutes from October 26, 2015 and agenda from Nov 30th, 2015

Supervisor Ives attended the November 30th meeting, and gave a recap that the cost to have a facilitator at the collaborative meetings will no longer be paid for by the Blandin Foundation. As a result, the group is asking member groups to help pay for the facilitator. In 2014, the township paid \$100 for this service and has also paid \$100 in 2015.

Ives then made a motion to increase Harris Township's support of the Collaborative Opportunities Team Meetings by \$400, for a total of \$500/year. He finds the meetings very beneficial and the money goes to help pay for the facilitator only. Other members are paying that amount, and some like the City of Grand Rapids and Cohasset are paying more. The motion was seconded by Supervisor Kortekaas. Discussion: Relationship building is a main takeaway of the meetings, but Supervisor Haubrich would like to see more people attend from local governments. Rosato commented that the township used to belong to the South Central Intergovernmental Planning Board and that membership was apx \$1,000/yr. Therefore, the \$500/year for the Collaboration group was not unreasonable. He agreed that the members have mutual problems, and knowing your neighbors is beneficial. The motion passed, with approval by Ives, Kelley, Kortekaas, and Rosato. Haubrich voted in opposition.

Ives then requested that the next Collaborative Opportunities Meeting be held at the Harris Town Hall on Wednesday, January 13th from 11am – 1:00pm. The board approved. This is the same day as the Regular Meeting, which will be that evening.

- Non-action items

- Copies of Itasca County *approved* land use and subsurface sewage treatment system permits from October 2015

8. Old Business

- Paul Bunyan update

Ives met with Steve Howard, an IT & business development person with Paul Bunyan, to discuss the need for build out of services in Harris Township. Howard advised Ives that petitions from residents are the best way to get service from Paul Bunyan. Ives will be getting copies of maps from Howard which show areas where there is no internet service at all – and includes two large areas in Harris Township. Ives will bring copies to the board in January as areas that have no broadband or cable service can apply to Paul Bunyan for service. Paul Bunyan in turn can apply for funding, which may include the IRRRB. Petitions from residents in these areas would be very beneficial. Mr. Howard is willing to meet with the board if desired; he could meet some late afternoon, but not an evening as he lives in Bemidji. The board will consider this more after reviewing maps in January.

- Update on the Town Hall Caretaker position

Today is the current Caretaker's last day. The receipt book and rental calendar has been turned in and placed in the town hall office. No keys were left however – but perhaps the maintenance crew has them.

DRAFT

HR representatives Rosato and Adams will interview an interested person at Personnel Dynamics at 10am tomorrow (Thursday, December 10).

It was suggested that all future rentals be put on hold, until a new caretaker is hired, but to honor all those currently on the calendar where an agreement is in place including one coming up on Saturday. Supervisor Haubrich agreed to contact the renter and meet them with a key. He also agreed to be the contact person for all other existing reservations, who will also need a key as the dates draw near. Clerk Smith will change the website and answering machine messages accordingly to advise the public to contact Haubrich if they have rented the hall, and need to make key pickup arrangements.

- Review town hall policy and consider removing use of the garage during rummage sale rentals or removing rummage/garage sales from the 'approved' list of uses for the town hall.

The board discussed previously that they'd like to use the garage at the town hall to store maintenance machinery, to make room in the Service Center garage. The garage at the hall now sits empty in case a renter wants to use it for a garage sale. However, the board agreed it would be more valuable to use it for the township needs rather than an occasional renter use.

The current town hall policy was reviewed, and two options considered:

1. Omit use of the town hall garage when renting the hall for a garage sale
2. No longer allow rummage/garage sales at the town hall, thereby omitting an option to use the garage

A motion was made by Supervisor Ives, seconded by Supervisor Kelley, to remove rummage/garage sales. Discussion: In the policy, rummage/garage sales would be listed as "non-approved activities", so there is no confusion. The motion passed by a unanimous vote.

Clerk Smith will update the policy accordingly, but will wait to print any until a new caretaker is hired so as to include her/his contact information.

- Consider responding to donation requests prior to the annual town meeting with a letter stating the township's policy on donations and contributions via Resolution #2008-004 (tabled from Nov. 18th P&D meeting)

Resident and County Commissioner Rusty Eichorn was in attendance and had requested that the board consider responding to donation requests prior to the annual meeting given the township's "no donation" policy via Resolution #2008-004.

As Eichorn often serves as moderator at the township annual meeting, he has found it awkward to have donation requests included in the annual report and on the agenda for consideration when there's a policy in place that states they will be denied. He'd like to see the process streamlined whereby any letters received would be reviewed by the clerk, and then sent a letter stating that due to the township policy, their request will not be heard at the annual meeting. A copy of Resolution #2008-004 would be included as well. Any presentations from the floor can still be heard, if representatives comes to the annual meeting and request to do so.

The town board approved a new procedure whereby the town clerk will send a letter and a copy of Resolution #2008-004 Donation or Contribution Request Policy to any donation requests received – other than the Fair Board and Historical Society, which are donated to through the levy. The clerk agreed to implement this new process immediately. She will cc the board.

- Consider township email account options as presented by JDI Net and PC Refresh (tabled from Nov. 18th P&D meeting)
Supervisor Ives made a motion to table this item until the next Regular Meeting on January 13th, 2016. The motion was seconded by Supervisor Haubrich and passed by unanimous vote.

- Town Hall airflow quote from Aspire Heating and Control

Supervisor Haubrich shared an estimate he'd received from Aspire Heating and Control for an airflow heat exchange unit for the town hall, to help remove moisture from the hall. It was discussed previously that moisture in the hall is a problem, causing the window frames to rot and entrance door to frost over. The quote from Aspire was for \$1,800.

DRAFT

The humidity reading in the hall was 54%, but it was after floors were refinished so that may have affected the reading. Also, the maintenance crew still needs to check the door seals.

Only one estimate was requested by Haubrich as Aspire's came in similar to what he paid when he got an exchange unit recently, and he had gotten 3-4 estimates.

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to move forward with Aspire Heating and Control to install an air exchange unit as outlined in their estimate #1436 dated 12-8-15 for a cost of \$1,800.00. Motion passed by a unanimous vote.

9. New Business

- Consider approval of the "Harris Township 2016 Meeting Schedule" for publication and posting on website

After reviewing the 2016 meeting scheduled, a motion was made by Kelley, seconded by Haubrich, to approve the schedule as presented for publishing and posting. Motion passed by a unanimous vote.

- Consider approval to publish Filing Notice of township offices in the Herald Review 4 times (rather than 2)

Because the clerk has indicated she will not be running for office, and additional exposure of filing is needed, a motion was made by Kortekaas, seconded by Kelley, to approve running the notice in the Herald Review as a block ad four (4) times. Motion passed by a unanimous vote.

- Consider setting dates for budget work sessions in January and February 2016, and Board of Audit

After a discussion of what date would for all officers of the board, Supervisor Kelley made a motion to have the Board of Audit and a budget meeting on Wednesday, January 20th, 2016 at the town hall, beginning at 7:00pm. Other budget meetings would be determined at the January 13th Regular meeting. Motion passed by a unanimous vote.

10. Treasurer's Report – dated December 9, 2015 (November 1-30, 2015 financials)

Treasurer Adams recapped the December 2015 treasurer's report as follows:

- Balance Nov 1, 2015: \$1,121,431.48
- Receipts: \$ 7,364.58
- Disbursements: \$ (36,930.35)
- Balance Nov. 31, 2015: \$1,091,865.71

A motion was made by Supervisor Kelley, seconded by Supervisor Kortekaas, to approve the December 9, 2015 Treasurer's Report of November 2015 financials. Motion carried by a unanimous vote

11. Approve payment of bills for December 2015

Treasurer Adams noted that included in the bill list was the second half the fire contract for \$37,624.50

A motion was then made by Supervisor Kortekaas, seconded by Supervisor Haubrich, to pay the bills as per the attached document titled "December 2015 Bill Listing to Board" in the amount of \$63,976.06. Motion passed by a unanimous vote.

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

- Judy Myers asked if the board had been presented with a petition to have bonding put on the township ballot. Rosato and Smith said they had not. However, Dan Butterfield noted there was one circulating that would be turned in within the next day or two. The deadline is December 18th.
- Dan Butterfield informed the board that the Truth in Taxation meeting for Itasca County was held previously and the levy passed by the county for 2016 was just under 7%, rather than 8% as proposed.

DRAFT

13. Upcoming events and meetings

- Mon. Dec14 Itasca County Twp Association Meeting/Potluck..... 6:00pm Itasca Co. Courthouse
- Tues. Dec 29 First day to file for township office: Clerk (2 yr term) and Supervisor A (3 yr term); cost \$2.00
Filing period ends at 5:00pm on Tue. Jan 12th, 2016.
- Mon. Jan 11 Itasca County Twp Association Meeting..... 7:00pm Itasca Co. Courthouse
- Wed. Jan 13 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. Jan 20th Board of Audit and budget meeting..... 7:00pm Harris Town Hall
- Wed. Jan 27 Planning & Development Meeting..... 7:30pm Harris Town Hall

14. Adjourn

With no other business to become before the board, a motion was made at 9:28pm by Supervisor Ives to adjourn tonight's meeting; upon a second by Supervisor Kortekaas, the motion passed and the meeting adjourned.

Respectfully submitted,

Michele Smith, Clerk of Harris Township

DRAFT

December 2015 Bill Listing to Board

Description	Amount
Gary Rosato Mtgs, wages, labor, less withholding	677.57
Dennis Kortekaas Mtgs, wages, labor, less withholding	511.39
Burl Ives Mtgs, wages, labor, less withholding	511.39
Jim Kelley Mtgs, wages, labor, less withholding	511.39
Ken Haubrich Mtgs, wages, labor, less withholding	540.66
Michele Smith Mtgs, wages, labor, less withholding	1,110.96
Becky Adams Mtgs, wages, labor, less withholding	538.76
Bonnie Key Cleaning labor, showings, less withholding	393.62
Dan Key Labor less withholdings	2,123.64
Derrick Marttila Labor less withholdings	2,204.59
PERA ONLINE pmt:: Payroll withholding	1,356.77
Avenet website hosting through 11/30/16	550.00
Blue Cross Blue Shield Insurance premiums 12-1 -1/1	1,059.07
Busy Bees Quality Cleaning floor services - strip and wax	700.00
Century Link ONLINE pmt:: Nov phone service	285.41
City of Grand Rapids 2015 Fire Contract - 2nd half payment	37,624.50
Cole Hardware fog nozzle, keys	68.94
Davis Oil fuel for equipment	236.54
Ferrellgas grave heater tank	36.00
Grand Rapids Public Utilities Utilities; lights and town hall	203.92
Hawkinson Sand and Gravel class five and gravel	1,254.03
Herald Review legal notice, street recon hearing	438.40
Home Depot ONLINE pmt:: service center supplies	186.60
L & M service center supplies	215.85
Lake Country Power ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	501.04
MATIT Workers Compensation coverage 1/1/16-1/1/17	4,695.00
MediaCom PHONE PAY:: sept phone and internet service - town hall	217.80
Minuteman press agenda packets, public hearing copies	156.78
Northern Air Plumbing circuit board and service call	439.67
Northland Portables Nov portables: wendigo park, crystal park, cemetery	285.00
Range Water water cooler Dec	10.00
S E H Engineering Services - misc. services	1,412.50
Stokes Printing office supplies: ink for printers - color and black	67.48
Verizon cell phone bills - Dec 12	105.53
Commissioner of Revenue Payroll withholding :: electronic payment	413.00
EFTPS Payroll withholding :: electronic payment	2,332.26
Total	\$ 63,976.06

Approval to pay :: December 9, 2015, Checks numbered 16940 through 16960 and 16979 through 169

Ken Haubrich
 Burl Ives
 Jim Kelley
 Dennis Kortekaas
 Gary Rosato

DRAFT

Minutes from the Work Session
Harris Town Board
Wednesday, January 6, 2016
7:00 p.m.

DRAFT

A work session of the Harris Town Board was held on Wednesday, January 6, 2016 at Harris Town Hall, 21998 Airport Road Grand Rapids, MN. The work session was called to order at 7:05pm by Chairman Rosato. This work session was open to the public, but was not televised nor recorded by ICTV.

In attendance were Supervisors Rosato, Kortekaas, Kelley, Haubrich, and Ives, as well as Clerk Smith and Treasurer Adams. *Absent:* None

Also in attendance were Matt Wegwerth and Sara – SEH Road Engineers, Glen Hodgson – retired S E H township engineer, and residents Francis Haubrich, Cyndy Martin, Ed & Sue Casper, and Judy Myers

Purposes of this work session, as posted:

Review and discuss the petition received to place Harris Township Resolution #2015-001 – *Resolution approving Street Reconstruction Bonds* on the next township election ballot. The board will also review the five-year road plan, discuss financing options, and consider next steps in the bonding and budgeting process.

Discuss the vacant Town Hall Caretaker position, including but not limited to current job responsibilities and status of a replacement.

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

2. **Town Hall Caretaker position update**

- A Town Hall Caretaker had been hired through Personnel Dynamics as of Monday, January 4th, 2016. After a 90 days, the board can bring her on as a township employee if they wish. Her name is Amber Hartl and she lives in Grand Rapids. She has computer skills and experience with Word and Excel and plans to do the town hall caretaker report each month. She is also willing to create a calendar that the public and board could see online. Amber will be in attendance at the next town meeting on January 13, 2016, so she can meet the board.
- A township cell phone for the caretaker has been ordered and shipped, per Treasurer Adams; it will come with an initial phone number but the township can have it changed at no cost. Adams will inquire about changing the cell number to that of the previous town all reservation line, 218-327-0435 as it is no longer in use by Bonnie Key.
- Supervisor Rosato agreed to get a copy of the contract with Personnel Dynamics, indicating the wage being paid to the caretaker (\$12/hour) and the rate being paid to Personnel Dynamics.
- Treasurer Adams will ask if Personnel Dynamics if they have liability insurance for their employees (i.e. Amber), as the MN Association of Townships told her: *“Since you are paying the Staffing Agency, the township would not be responsible to insure her. It would be similar to a ‘sub-contractor’...you pay the contractor, they pay their employee and insure them. If this person is injured while working or on your property and the township is negligent (didn’t fix a step, etc...) then the township may have to pay ‘liability’ damages. However, for this person’s service...they should be covered by ‘whomever’ is paying them...in this case, the staffing agency. Once she is hired on ‘with the township’ after her 90 days, then you would be responsible for her Workers’ Compensation and Liability. As for protecting her in case she is in an accident while traveling to work; no. Traveling to a job is not the responsibility of the employer.”*
- Adams also noted per a discussion with a tax expert at the Blandin Foundation, mileage cannot be paid for the caretaker from her home to the town hall (i.e. her place of employment). However, it was up to the board’s discretion if they wanted to offer her mileage for work related travel within the township.

3. Review petition received to place Resolution #2015-011 – Resolution approving Street Reconstruction Bonds on the next township election ballot.

Supervisor Rosato explained to the board that he notified Clerk Smith on December 13th that a petition had been received & certified by Itasca County, in response to the board passing Resolution #2015-011. The petition requested that the option to issue bonds for road improvements be put on the next township election ballot, in March 2016.

Rosato, Smith, and Adams then had a conference call with Paul Donna and Attorney Stefanie Galey on Wednesday, December 16th to discuss the petition and next steps.

A full copy of the petition was shared with the board and audience. *(A copy will also be attached to these minutes.)* It was noted that while only 6 signatures were needed to meet the 5% of total ballots cast in the last town election, there were approximately 60 resident signatures on the petition; half lived on township roads and half lived on county roads.

Next steps:

- The board has the option to accept the petition, or *not* accept the petition thereby stopping any further bonding consideration for 365 days. The board will consider accepting the petition via resolution at the upcoming January 13th, 2016 Regular Meeting. Action to accept petition does *not* need to be unanimous; it will be determined by a majority vote only.
- Chairman Rosato indicated that if bonding is not approved, he felt strongly that the board should have a “Plan B” for how to get the five-year road plan accomplished.
- Glen Hodgson was in attendance tonight as an interested party only, as he has since retired from S E H. He offered to provide historical perspective if interested, as he put the 5 year plan together.
- Some items that were clarified in regards to the five-year road plan and bonding:
 - The five-year road plan does not include gravel roads. There is currently an independent 5-year gravel road rotation plan. The township’s gravel roads are currently in good shape; no gravel roads were improved in 2015, as they were all in good shape. Gravel roads will be reviewed again in 2016 to determine which roads will need additional gravel.
 - The cost of the proposed improvements to Sunny Beach Road, Birch Street, and Isleview is \$3.1 million
 - Raising the levy to cover the entire bond payback amount was assumed by Hodgson, for the 5-year road plan to work beyond 2016. If bonding isn’t approved, and levy isn’t raised, he felt it may take 10 years to save enough money to improve Sunny Beach Road.
 - Option discussed: Raise the levy to cover *half* the payback amount, and take the other half out of the existing overall levy (not just from the Road & Bridge fund). Hodgson commented that apx \$350,000 is needed in the major road improvement line item, each year, of the Road & Bridge Fund for his five year plan to work in years 2017 and beyond.
- **Treasurer Adams recapped money that will be available for a bituminous road projects based on the current 2015 budget and adopted budget and levy for 2016:**
 - 2015 Road & Bridge Fund: Apx \$140,000 will be left over in 2015, and will carry forward to 2016
 - 2015 Capital Improvement Road Dedicated Fund: The \$100,000 levied for roads will be left over from 2015 as none of this money was needed for road projects done in 2015; it will carry over.
 - 2016 Road & Bridge Fund: \$300,000 was budgeted for major road reconstruction in 2016
 - 2016 Capital Improvement Road Dedicated Levy: \$110,000 was levied for road projects in 2016
 - Capital Improvement Road Dedicated Fund Balance: The current balance in the road dedicated fund, not counting the levied amounts shown above, is apx \$242,000.

Total of apx \$892,000 would be available for major road projects in 2016

DRAFT

This means:

- If bonding passes, this amount would be enough to pay the bond payback amount of \$244,976 with the current 2016 budget, plus have money left over to improve other roads in 2016.
- If bonding *doesn't* pass, this \$892,000 would also be enough money to repair the worst part of Sunny Beach Road in 2016, from Adair to Wendigo Road, for apx \$700,000 if bonding doesn't pass. And Birch Street may have to get by for a while with some major crack repair.

○ **“Plan B” considerations discussed – if bonding does *not* pass:**

- Could raise levy over the next few years to repair roads.
- Can reconsider bonding again in 180 days, if vote to bond doesn't pass...perhaps for a lower dollar amount.
- The board can adjust the levy each year before certifying to the County in September.
- The board may be able to call a special town meeting to adjust the 2017 levy if needed, in 2016
- With regards to bidding the proposed 2016 road project, Matt from S E H commented that they could still move forward with bidding the entire project in February 2016– creating a plan A (all) and a plan B (part at a time) – and so could then award only a portion based on if bonding passes or not. He noted there may be different prices for A and B, as larger projects would be bid lower due to less mobilization. Matt agreed to prepare a proposal of what the bidding options would look like to the Regular Meeting on January 13, 2016 for the boards review and consideration.

4. Adjourn

A motion to adjourn the work session was made by Supervisor Kortekaas 8:54pm. Upon a second by Supervisor Haubrich, the meeting was adjourned.

Respectfully submitted,

Michele Smith, Harris Township Clerk

DRAFT

Harris Town Hall Policy



OBJECTIVE

This policy will communicate the desires of the Harris Town Board and serve as a guideline to notify the facility users of items pertaining to activities, lease agreement, rent, and rental restrictions.

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired.

POLICY

DISCLOSURE

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

PRIORITY

In the event of an emergency, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

RESPONSIBILITIES OF THE USER

All users must contact the Town Hall Caretaker and be provided with the proper information and lease documents pertaining to using the hall.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. This position has full authority to make decisions concerning the activities listed in this policy and will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

Signing a lease agreement is required by the person to be held responsible for the use of the facility. Upon signing the lease agreement, he/she acknowledges and accepts responsibility of the rules and rental fees explained in the lease agreement form. The Lease Agreement is an extension of this policy.

TYPES OF APPROVED ACTIVITIES

Town Board meetings	Elections*	Reunions	Senior Groups
Funeral Receptions*	Anniversaries	Wedding Showers	Baby Showers
Graduations	Birthday Parties	Political Groups	Church Services / Activities
Wedding Receptions	4-H Groups	Dance	Campfire Girls / Boy Scouts
Non-profit groups	For-profit activities**		

* There is no rental charge for funeral activities of a Harris Township resident or for Elections (Federal, State, County, Township or School Board)

** All 'for-profit activities' will be charged the non-resident rental fee.

SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales

TOWN HALL RENTAL FEES (per use/day)

Resident	\$50.00 + \$25.00 deposit
Non-Resident	\$100.00 + \$25.00 deposit

GENERAL GUIDELINES

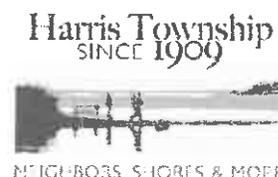
1. The use or sale of alcoholic beverages is NOT permitted on township property
2. Smoking is not allowed in the Town Hall building. [Feb 2008]
3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the responsibility and liability for damages to the Harris Town Hall (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event. Renter must take their garbage with them.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment located in the Town Hall or part of the hall cannot be removed or let to any other person or group.
8. All youth activities must be under adult supervision.
9. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

DRAFT

TBD

PLEASE CONTACT THE TOWNHALL CARETAKER, AT 218-327-0435 FOR MORE INFORMATION ON RENTING THE HARRIS TOWN HALL.

*Adopted December 1996
Updated August 2005
Rate change effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Updated December 2015*



DRAFT

PLEASE CONTACT:

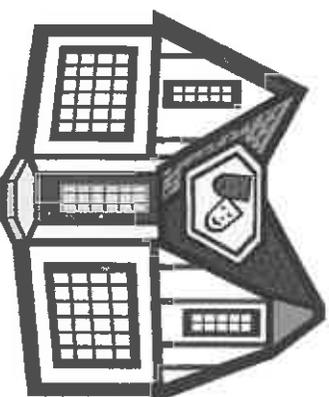
TOWNHALL CARETAKER

at 218-327-0435

TBD

FOR INFORMATION OR
QUESTIONS REGARDING
RENTING HARRIS TOWN HALL.

**HARRIS
TOWN HALL
POLICY**



Adopted December 1996
Updated August 2005
Rate Changes effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Updated December 2015

Harris Township
SINCE 1900



RECREATION, SPORTS & MORE

HARRIS TOWN HALL POLICY

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired.

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In the event of an emergency, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

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The person that will be held responsible for the use of the facility is required to sign a lease agreement. Upon signing the lease agreement, he/she acknowledges and accepts responsibility of the rules and rental fees explained in the lease agreement form. The Lease Agreement is an extension of this policy.

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Town Board meetings	Elections*
Reunions	Senior Groups
Funeral Receptions*	Anniversaries
Wedding Shows	Baby Showers
Graduations	Birthdays
Political Groups	Church activities
Wedding Receptions	4-H Groups
Non-profit groups	Campfire/Scouts
For-profit activities**	Dances

*There is no rental charge for funeral activities of a Harris Township resident or for Elections (Federal, State, County, Township or School Board)

**All 'for-profit activities' will be charged the non-resident rental fee.

SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales (Dec 2015)

As of May 8, 2013:

TOWN HALL RENTAL FEES (per use/day)

Resident: \$50.00 + \$25.00 deposit

Non-Resident: \$100.00 + \$25.00 deposit

**Contact the Town Hall Caretaker
at 218-327-0435 -- T&D
to reserve the hall**

GENERAL GUIDELINES

1. The use or sale of alcoholic beverages is NOT permitted on township property
2. Smoking is not allowed in the Town Hall building. [Feb. 2008]
3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).
4. Any person signing a lease agreement must be at least 21 years of age and assume the responsibility and liability for damages to the Harris Town Hall (ordinary wear and tear accepted).
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8. All youth activities must be under adult supervision.
9. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

DRAFT



Short Elliott
Hendrickson Inc.
10000 Grand Rapids
Grand Rapids, MN 55744

January 8, 2016

RE: Harris Township
2016 Road Improvement Projects
Agreement for Professional Services

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

Dear Chairman and Board Supervisors:

Please accept this Letter Agreement proposal between Harris Township and Short Elliott Hendrickson Inc. (SEH[®]) for design and bidding services for the proposed 2016 Improvement Projects on Sunny Beach Road, Isleview Drive, and Birch Street. The anticipated improvements have an estimated total cost of approximately \$3,057,000 and consist of subgrade correction, drainage improvements, bituminous overlay (on some segments of Sunny Beach Road), bituminous reclamation, driveway repairs, shouldering, and turf establishment.

This proposal covers the design and bidding phases of the project. Due to the unknown scope of the final construction project, SEH will provide another proposal to the Board at a later date to cover the construction phase of the project. The purpose of this design and bidding proposal is to allow SEH to complete design documents and begin the bidding process during the favorable time of the year for receiving competitive bids.

Scope of Services

Design and Bidding Services

- Preparation of plans and specifications for Sunny Beach Road, Isleview Drive and Birch Street as discussed in the Preliminary Engineering Report prepared by SEH dated June 2, 2015
- Project would be designed and bid such that Segment 2 of Sunny Beach Road, as noted in the SEH letter dated June 18, 2015 (Adair Road to Wendigo Park Road), could be separated and awarded as a standalone project if the bonding vote does not pass.
- Preparation of a DNR Public Waters permit for the culvert work at the landing.
- No permit fees are included in this proposal
- No wetland permitting is included in the project. If it is determined during design that wetland permitting is necessary, this would be an additional cost
- Prepare a detailed construction cost estimate based on final design
- Prepare bidding documents and bid advertisement

- Attend bid opening with Township officials, prepare bid tabulations and provide recommendation of award letter.
- Fees for construction administration would be reviewed once bids have been received and the scope of the final project is known.

Schedule

Design would be completed by the end of February, with the bidding process starting at the end of February and extending into March.

Fee

We propose to be compensated for the tasks identified in the Scope of Services on a lump sum basis in the amount of \$79,500.00

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

Agreement

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

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

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

We look forward to working with the Township on this project. If you have any questions or need any additional information, feel free to contact me directly at 218.322.4509 or email me at mwegwerth@sehinc.com. Thank you for your consideration.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Matt Wegwerth, P.E.
Project Manager / Associate



Bob Beaver, P.E.
Principal

Accepted this 13th day of January, 2016

Harris Township

By:

Title: Chairman

By:

Title: Clerk

Exhibit A-2
to Agreement for Professional Services
Between Harris Township (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 13, 2016

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

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

A. Lump Sum Basis Option

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

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

B. Expenses Not Included in the Lump Sum

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

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

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

F4I

Michele Smith

From: Matt Wegwerth <mwegwerth@sehinc.com>
Sent: Tuesday, January 05, 2016 11:16 AM
To: csw.pca@state.mn.us
Cc: michelesmithclerk@msn.com
Subject: Permit C000 23763 - Notice of Termination
Attachments: C00023763_NOT_signed.pdf

 Attached is a signed copy of the Notice of Termination for the Woodland Park Rd and Melody Ln project in Harris Township, MN (Permit No. C000 23763)

Thank you

Matt Wegwerth, PE | Associate | Senior Project Manager
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
218.322.4509 direct | 218.244.1987 cell | 888.908.8166 fax
www.sehinc.com
SEH—Building a Better World for All of Us™

Michele Smith

From: Glen Hodgson <ghodgson@sehinc.com>
Sent: Thursday, December 17, 2015 9:08 AM
To: Gary Rosato
Cc: michelesmithclerk@msn.com
Subject: Re: Lakeview Trail

- FYI -

Gary and Michele:

Just a quick update on Lakeview Drive.

I have emailed back and forth with Andy Shaw. He and I agree that the best way to proceed is through a "dedication document" whereby all owners would dedicate their undivided interest in Lakeview Drive to Harris Township. Harris Township would then own the road right-of-way. We both believe this method is preferred over an easement.

Andy will proceed to draft the document and send it to me. I have arranged with Gary Stoltz that I will deliver the unsigned document to him. Gary will then do the "legwork" to obtain all the signatures from the owners. When that is returned to us, the Board can accept the dedication by resolution.

I also asked Andy to keep a separate accounting of his fees and costs for drafting the document. The Board could then request reimbursement of those costs from the owners.

Glen D. Hodgson, PE | Project Engineer
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
218.322.4516 direct | 218.259.5024 cell | 888.908.8166 fax
www.sehinc.com
SEH—Building a Better World for All of US™

From: Gary Rosato <garyrosato@icloud.com>
To: Glen Hodgson <ghodgson@sehinc.com>,
Date: 12/10/2015 12:00 PM
Subject: Re: Lakeview Trail

Thanks Glen any help is appreciated by all.

Sent from my iPhone

On Dec 10, 2015, at 11:54, Glen Hodgson <ghodgson@sehinc.com> wrote:

Michele and Gary:

Based on last night's meeting, I have done some follow-up on the ownership of Lakeview Trail. The plot might be little thicker than I thought last night, but I still think there is an easy way to resolve the matter.

It turns out that all 9 lots in the plat each have an "undivided interest" in the road itself. So, the road has 9 owners. All 9 owners (not 9 individuals since some folks own 2 lots) will have to agree to relinquish their undivided interest. Our land surveyor thinks that can probably be done with a petition from all the owners.

I think what I should do though is discuss this approach with Andy Shaw. If that makes sense to you, please let me know and I will proceed.

Glen D. Hodgson, PE | Project Engineer
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
218.322.4516 direct | 218.259.5024 cell | 888.908.8166 fax
www.sehinc.com
SEH—Building a Better World for All of US™

Michele Smith

From: Andrew Shaw <Andrew@shawandshawlaw.com>
Sent: Thursday, December 17, 2015 8:38 AM
To: Glen Hodgson
Cc: Michele Smith
Subject: RE: Harris Township--Lakeview Trail

Glen - I will need to do a little research to determine who the property owners are to make sure they are correctly named on the dedication, and will forward the form to you for processing when complete.

should be in the next week.

Andrew M. Shaw
Law Office of Shaw & Shaw, P.A.
P.O. Box 365
Deer River, MN 56636
218.246.8535 (office)
218.246.8931 (FAX)

CONFIDENTIALITY NOTE:

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From: Glen Hodgson [mailto:ghodgson@sehinc.com]
Sent: Tuesday, December 15, 2015 1:14 PM
To: Andrew Shaw
Cc: michelesmithclerk@msn.com
Subject: RE: Harris Township--Lakeview Trail

Hi, Andy:

Sorry it took me a couple days to get back to you.

I agree that a dedication would be preferred.

How about if you draft a document and send it to me? I will then contact one of the property owners and have them get all the signatures. There are one or two owners who seem to be taking the lead on this. I am sure they will do the legwork.

Will that work for you?

Glen D. Hodgson, PE | Project Engineer
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
218.322.4516 direct | 218.259.5024 cell | 888.908.8166 fax
www.sehinc.com
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(4 of 5)

From: Andrew Shaw <Andrew@shawandshawlaw.com>
To: Glen Hodgson <ghodgson@sehinc.com>,
Date: 12/11/2015 01:31 PM
Subject: RE: Harris Township--Lakeview Trail

Dear Glen:

I think I would prefer a dedication rather than an easement, not sure why, but it just seems more in tune with the town taking over the roadway as a formal town road.

Regardless of whether it is a dedication or an easement, all parties with the legal interest in the roadway must join in. That would be the identified owners of all nine lots, so if we had all record owners of the lots executing a dedication to the Township, that should suffice.

Do you want to pursue this with the dedication form I draft, or would you prefer I chase this one down?

Let me know what you think, and have a good weekend

Andrew M. Shaw
Law Office of Shaw & Shaw, P.A.
P.O. Box 365
Deer River, MN 56636
218.246.8535 (office)
218.246.8931 (FAX)

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From: Glen Hodgson [mailto:ghodgson@sehinc.com]
Sent: Thursday, December 10, 2015 1:13 PM
To: Andrew Shaw
Cc: michelesmithclerk@msn.com
Subject: Harris Township--Lakeview Trail

Hi, Andy:

I attended the Harris Town Board meeting last night where the Board considered, among other things, the requests for the Township to begin maintaining a few roads.

The resolution you drafted for Wendigo Park Circle, Kathryn Avenue, and Nicholas Street was adopted by the Board. In your email of 12/4 to Gary and Michele you suggested that the executed and acknowledged resolution be returned to you for filing with the County Recorder. I believe Michele will get that resolution to you.

So, on to the next road: Lakeview Trail. The Board is inclined to take over maintenance there also, but we need to handle the "private road" aspect of that plat.

You had a couple suggestions on how to handle that: 1) easements or 2) a more formal dedication. I looked at the plat this morning and reviewed the same with our registered land surveyor here at SEH. The plat handles Lakeview by "dedicating an undivided interest in Lakeview Trail as shown on the plat to Lots 1 (through) 9, all in Block one for private roadway purposes." Does that complicate or simplify either the easement or dedication option?

- Glen

Michele Smith

From: Michele Smith <michelesmithclerk@msn.com>
Sent: Wednesday, December 23, 2015 10:36 AM
To: 'Gary Rosato'
Subject: FW: Harris Township - Lakeview Trail

To keep you in the loop:

✶ **From:** Glen Hodgson [mailto:ghodgson@sehinc.com]
Sent: Tuesday, December 22, 2015 2:19 PM
To: Andrew Shaw <Andrew@shawandshawlaw.com>
Cc: michelesmithclerk@msn.com
Subject: Re: Harris Township - Lakeview Trail

Andy:

✶ The "application" sure looks fine to me. I will print a copy and take it to Gary Stoltz (Lot 6), and he can do the legwork to get the signatures.

Glen D. Hodgson, PE | Project Engineer
SEH | 21 NE 5th Street, Suite 200 | Grand Rapids, MN 55744
218.322.4516 direct | 218.259.5024 cell | 888.908.8166 fax
www.sehinc.com
SEH—Building a Better World for All of US™

From: Andrew Shaw <Andrew@shawandshawlaw.com>
To: Glen Hodgson <ghodgson@sehinc.com>,
Cc: Michele Smith <michelesmithclerk@msn.com>
Date: 12/21/2015 02:55 PM
Subject: Harris Township - Lakeview Trail

Dear Glen:

I had an opening this afternoon so I ran into the Rapids and did the basic title research on the Lakeview Heights platted property.

You will find attached the draft of an application dedicating land for a town road and as a second packet the title work identifying the owners of the properties necessary to sign the application. The owners of lots 1-9 are each dedicated an undivided interest in Lakeview trail, and all owners of each parcel will therefore need to sign the dedication.

For ease of processing, I strongly suspect one or more owners in this plat are the parties requesting the town take over the road, and it might be easiest to simply hand them the application and request they obtain all the necessary signatures and return the same to you for us to provide to the Township together with a resolution accepting the dedication.

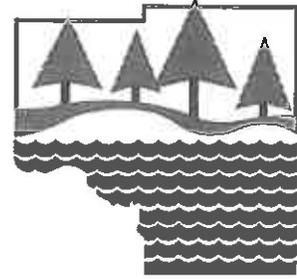
Let me know if that is how you wish to proceed, and if I do not talk to you sooner, a Merry Christmas and a happy New Year's to you and yours.

Andrew M. Shaw

ITASCA COUNTY

Transportation Department

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



December 11, 2015

TO: Organized Townships

SUBJECT: Township Sign Program

In 2005, a Federal Transportation Bill was passed that provided \$3.0 million to begin the replacement of township signs in Minnesota. Approximately \$800,000 of the original funding remains. A final solicitation is currently underway and will select participants based on the percentage of participating townships in each county. The final round will consist of two phases: Inventory and Construction.

Inventory:

The goal of this phase of the project is to conduct a traffic engineering sign reduction and replacement study which will result in the preparation of signing plans for the replacement of regulatory, warning and guide signs on all township roads in the county, providing each township with an easy to use sign inventory/tracking system and the implementation of an annual sign maintenance and inspection program for townships which would result in an annual certification to their county engineer.

Construction:

The removal of existing signs and replacement of regulatory, warning and guide signs deemed to be necessary during the traffic engineering study. The County Engineer will be the fiscal agent, provide local project oversight and inspection.

The program provides up to eighty percent (80%) of the costs of the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation to be paid for by federal grant monies, with Townships responsible for not less than twenty percent (20%) of the costs.

As you may know, the Manual on Uniform Traffic Control Devices requires agencies to establish and implement a sign assessment or management method that will maintain minimum levels of sign retroreflectivity. If the Township has not yet done that, this process will meet that requirement.

* If the township interested in participating, the Town Board will need to pass a resolution indicating the Townships interest and submit that to Itasca County. Additionally the Township must adopt a road sign policy. Samples of both are attached and available in a word document from Itasca County. Please contact Itasca County Engineer Karin Grandia or Assistant County Engineer Ryan Sutherland with any questions and to discuss the solicitation details. The deadline to apply is February 5, 2016.

Sincerely,

A handwritten signature in black ink that reads "Karin Grandia". The signature is written in a cursive style.

Karin Grandia, PE
Itasca County Engineer

MAT SAMPLE ROAD SIGN POLICY (April 2014)

The following is intended to serve as a general guide for towns in Minnesota to use in developing and adopting a plan to comply with the new guidelines regarding road signs imposed by the Federal Highway Administration. This sample policy is not intended to serve as formal legal or engineering advice. Towns are encouraged to adopt a policy comparable to the one below, or one developed for the town by a qualified consultant, prior to June 13, 2014, as required by Federal rules.

_____ Township Road Sign Inventory, Retroreflectivity Compliance Evaluation, and Replacement Policy

It is the stated objective of _____ Township, _____ County, MN (the Township) to maintain its town roads in a safe but cost effective manner. As part of its maintenance efforts, The Township recognizes that regulatory, warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retroreflectivity standards, maintained, and replaced from time to time. The Township further recognizes that when signs are installed within town road rights-of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the Township Board shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices:

1. **Inventory.** In recognition of the importance of knowing the number, type, and location of road signs situated in township road rights-of-way, it is the intent of the Town Board to have any inventory of all town road signs completed by _____ (insert reasonable date for town conducting inventory). The completed inventory shall be maintained using _____ (choose either paper records or a computer program) and shall be updated each time a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign, the number of each type of sign, the location of each sign including the direction the sign faces, the date of

installation (when known for pre-existing signs), type of material used on sign face (when known), a general statement on the condition of the sign, a record of any maintenance performed on the sign, and the date of sign removal if applicable.

2. **Removal of Excess Signs.** In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of the Township to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the Manual on Uniform Traffic Control Devices. Particular attention shall be paid to recommendations on signage for roads considered to be "low-volume" under the Manual on Uniform Traffic Control Devices as adopted by the State.
3. **Retroreflectivity Assessment.** In recognition of the new retroreflectivity standards adopted into the Manual on Uniform Traffic Control Devices by the Federal Highway Administration, the town board shall arrange to have all town road signs not removed under section 2 above evaluated for compliance with the applicable retroreflectivity standards. It shall be the intent of the township to conduct this assessment using the following method as authorized by the Manual on Uniform Traffic Control Devices rules: (Choose one)
 - a. Visual Nighttime Inspection Method
 - i. Utilizing Calibration Sign Procedure
 - or
 - ii. Utilizing Comparison Panel Procedure
 - or
 - iii. Utilizing Consistent Parameters Procedure
 - b. Measured Sign Retroreflectivity Method

It shall be the intent of the town board to have this evaluation completed by (insert reasonable completion date, recommended no later than June 13, 2014.) The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process.

4. **Sign Replacement.** After completion of the inventory, removal of unnecessary signs, and proper retroreflectivity evaluation, the town board hereby establishes the following priority order in which road signs will be replaced:
 - a. First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.

- b. Second priority shall be given to signs determined to be marginal in their retro-reflectivity evaluation.
- c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

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

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

Adopted by _____ Township, _____ 20__

Chairperson

Clerk

RESOLUTION

WHEREAS: The United States Government authorized an earmark in Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, utilizing High Priority Project (HPP) federal grant monies for a Township Sign Inventory and Replacement Project, referred to as the Minnesota Township Sign Program, which inventory, evaluation for removal or replacement, plan set development, construction engineering and installation which provides consist signing of township roads and improving the safety of motorists, and

WHEREAS: The Project consists of two (2) phases, with phase one (1) being a sign inventory and engineering study for removal performed by a professional engineering company knowledgeable in federal and state sign requirements, and phase two (2) being the purchase, construction engineering and installation of new signs and posts along with the removal of unnecessary signs, and

WHEREAS: The County of *(NAME)* will be submitting an application to the Minnesota Department of Transportation (MnDOT) requesting inclusion in the program, and

WHEREAS: The program provides up to eighty percent (80%) of the costs of the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation to be paid for by federal grant monies, with Townships responsible for not less than twenty percent (20%) of the costs, and

WHEREAS: MnDOT, as administrator of the federal grant monies, requires counties to receive the grant monies on behalf of their townships, and also requires counties to pay MnDOT in advance and prior to commencement of the inventory, evaluation for removal or replacement, plan set development, the township's portion based upon certified township mileage, and

WHEREAS: The Minnesota Township Sign Program requires all townships indicated their intent to participate in the program by signed Resolutions and a Township board adopted policy related to sign maintenance and management on file at the Public Works Department.

NOW THEN BE IT RESOLVED: That *(NAME)* Township desires to participate in the Minnesota Township Sign Program, which will provide for the inventory, evaluation for removal or replacement, plan set development, construction engineering and installation of existing regulatory, warning and guide signs and posts.

NOW THEN BE IT FURTHER RESOLVED: That we, the Board of Supervisors of *(NAME)* Township agree to pay the County within twelve (12) months after completion not less than twenty percent (20%) of the costs of the Sign Inventory (phase one (1)), and not less than twenty percent (20%) of the costs of the subsequent sign and post purchasing and installation (phase two (2)) associated with the Minnesota Township Sign Program.

Dated this *(##)* Day of *(MONTH)*, 20*(YEAR)*

ATTEST:

*(FIRST LAST NAME)*Town Board Chairman

(FIRST LAST NAME) Town Board Clerk



December 22, 2015

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

Dear Ms. Smith,

Attached please find a spreadsheet entitled: Fire Contracts Based on Percentage of Market Value, Adopted Budget and Number of Calls, which is a spreadsheet detailing the 2016 fire contract amount for your township.

Harris Township contract amount for 2016 is \$79,972.00. Please see the attached invoice.

If you have any questions please call me at 326-7615.

Sincerely,

Barbara Baird
Finance Director

FYI: 2015 = \$75,249
2014 = \$71,913
2013 = \$81,829

Attachments

CITY OF GRAND RAPIDS FIRE CONTRACTS BASED ON PERCENTAGE OF MARKET VALUE, ADOPTED BUDGET AND NUMBER OF CALLS

Fire Department 2016 operations budget is \$495,465

	EMV * percent area served 2015 Market Value	Percent of Total	Contract based on 1/2 of 2016 Budget	2014 # OF FIRE CALLS	\$ 1,795.16 Per Call	Total Contract Amount	Half Payment
City of Grand Rapids	739,940,100	42.60%	105,541	91	163,360	268,902	134,451
Town of Arbo	38,893,725	2.24%	5,548	5	8,976	14,523	7,262
Town of Blackberry	56,801,600	3.27%	8,102	3	5,385	13,487	6,744
Town of Harris	371,887,600	21.41%	53,044	15	26,927	79,972	39,986
City of LaPrairie	47,704,900	2.75%	6,804	6	10,771	17,575	8,788
Town of Splithand	24,173,280	1.39%	3,448	4	7,181	10,629	5,314
Town of Trout Lake	25,268,496	1.45%	3,604	0	-	3,604	1,802
Town of Wabana	118,206,100	6.81%	16,860	9	16,156	33,017	16,508
Unorg. 54-26	220,217,900	12.68%	31,411	4	7,181	38,591	19,296
Unorg. 58-26	32,358,454	1.86%	4,615	0	-	4,615	2,308
Unorg. 57-26	61,375,440	3.53%	8,754	1	1,795	10,549	5,275
	1,736,827,595	100.00%	247,732	138	247,732	495,465	

Budget = operations \$495,465
(1/2 of this amount is \$247,732)

\$247,732/138 fire calls =
\$1,795.16

Total Fire Department expenditure budget of \$620,465 less S/WMN Fire Premium of \$125,000 = \$495,465.

**CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744**

INVOICE

Invoice date: 12/22/15

Invoice #:15/546

Invoice Amount: \$79,972.00

Date Due: SEE BELOW

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

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
-------------	---------	-----------	--------

2016 FIRE CONTRACT

Due July 31, 2016			\$39,986.00
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Due December 31, 2016			\$39,986.00
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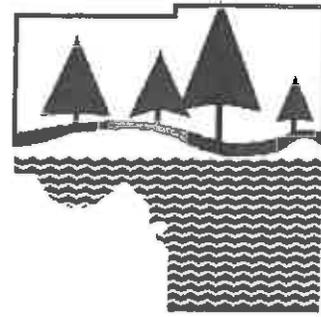
Total Amount Due			\$79,972.00
------------------	--	--	-------------

Accounts are due thirty (30) days from the date of the invoice. A FINANCE CHARGE at a periodic rate of 1.5% per month, equaling an annual percentage rate of 18% will be imposed upon any unpaid balance after the due date.

PLEASE REMIT PAYMENT WITH SECOND COPY OF INVOICE

ITASCA COUNTY

Courthouse
Environmental Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2857 Fax (218) 327-7331



December 11, 2015

To: Itasca County Township and Municipal Officials
Planning Commission/Board of Adjustment Members
Planning Commission/Board of Adjustment Members Distribution List

RE: Zoning Ordinance Text Amendment

Dear Township and Municipal Officials:

Please be advised that a zoning text ordinance amendment has been initiated by the Itasca County Gun Club. The Planning Commission will hold their public hearing on Wednesday, January 13, 2016 at 9:00 am in the Itasca County Boardroom located at the Courthouse, 123 NE 4th Street, Grand Rapids, MN 55744. Additionally, the County Board will hold a public hearing at their work session on Tuesday, February 2, 2016 at 3:00 pm in the Itasca County Boardroom located at the Courthouse, 123 NE 4th Street, Grand Rapids, MN. Text amendments are regulated in the Itasca County Zoning Ordinance under section 20.2:

20.2.1 The County Board or Planning Commission may initiate a text amendment to this Ordinance. An amendment not initiated by the Planning Commission shall be referred to it for study, public hearing and report back to the County Board in writing.

20.2.2 Public hearings on text amendments by the Planning Commission, including requirements of notice to the public, shall be conducted pursuant to Minnesota Statutes regulating the adopting of ordinances by Counties and by the standards set forth in Article 18 of this Ordinance.

20.2.3 After conducting a Public Hearing on an Ordinance text amendment, the Planning Commission shall report in writing to the County Board within 30 days of the close of the public hearing. Upon filing of a report by the Planning Commission, the County Board, in the manner prescribed by Minnesota Statutes, may by resolution adopt the amendment or any portion thereof as it deems advisable

Enclosed is a copy of the amendment application. Should you have any comments, please mail them to the above address or email diane.nelson@co.itasca.mn.us or daniel.swenson@co.itasca.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Swenson', is written over the word 'Sincerely,'.

Dan Swenson

Land Use Planning and Assessment Director

Cc: Amanda Schultz, Deputy Clerk to the County Board

Encl.

Itasca County Application for Text Amendment (2015.03.18)

Itasca County Environmental Services
123 NE 4th Street
Grand Rapids, MN 55744
Phone: (218) 327-2857
TDD: (218) 327-2806
Fax: (218) 327-7331

The undersigned hereby makes application to amend the text of the zoning ordinance in accordance with Article 20 of the Itasca County Zoning Ordinance.

Name of Applicant: **Bob Ross for Itasca Gun Club**

Address of Application: **P.O. Box 201, 28716 Prairie Lake Road, Grand Rapids, MN 55744**

Telephone Number:

Explanation of Proposed Amendment:

We are forced to relocate our shooting range and buildings because of mining. We have purchased land and are in the process of developing our new range. We have to move our meeting room/class room building and would like to relocate it within the shore land zoning district. This is only our classroom building. Our new range is beyond the set back requirement.

Reason for the Amendment:

To allow us to move our meeting room/classroom building to within the shore land zoning district.

Written Language of the Amendment (Noting language to be added to text and language to be deleted from text):

Text Amendment to Article 5, Conditional Uses, 2012 Itasca Zoning Ordinance:

Educational Classroom Facility for Safety Training. Classroom safety training in conjunction with youth firearms training, 4-H activities, adult firearm safety training, various governmental agencies firearms safety training and similar types of training activities. The property for these training facilities shall not abut the ~~shoreline~~^{shoreline} of any lake, river or stream and shall be located a distance of over 200 feet away from the OHWL of any lake, river or stream.

An applicable filing fee of \$450 must be made payable to the Itasca County Auditor/Treasurer as a required part of the application.

Please return to: Itasca County Environmental Services
123 NE 4th Street
Grand Rapids, MN 55744

FOR OFFICE USE ONLY
Date Received: 12-4-2015
Received by: RB
Application Fee: 450.00

MINUTES

COLLABORATIVE OPPORTUNITIES TEAM MEETING

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

Please note assignments in RED

November 30, 2015

The next meeting will be Jan. 13 at Harris Township Hall from 11-1

Present: Burl Ives (Harris), Ed Zabinski (Grand Rapids), Tarry Edington (Arbo), Ken Haubrich (Harris), Peggy Smith (Coleraine), Tom Pagel (Grand Rapids), Max Peters (Cohasset), Greg Tuttle (Cohasset), John Tourila, Calumet, and Mary Jo Wimmer, facilitator.

Open Market

Arbo: – needs a 50' fire hose piece for their ice rink.

Coleraine – accepted a bid for ground preparation at the Bovey site (north of waste water treatment plant) for their new safety department/fire hall. They will be putting the building out for bid in December or January. The police department merger is also going well.

Harris – will have their second public hearing on road improvement bonding.

Grand Rapids – is providing financial services to LaPrairie for a fee.

Cohasset – is working with Itasca County on tax abatement for an energy project (natural gas power plant) in their industrial park.

Public Relations – make an effort to publicize our collaborative successes

Vision- Potential areas of discussion/education for 2016

- Visit Grand Rapids (marketing)
- IRRRB
- Fiscal disparities
- What is on the horizon for our area
- Mining
- VRBO – regulations, zoning

Future Funding

The Blandin Foundation will no longer support our work in 2016. Facilitation cost is \$3600. A fee structure has been developed. This Itasca County Township Association Meeting is on Dec. 14 and people will be invited to join us.

Topics of Discussion for January meeting

- Future funding finalization
- 2016 meeting locations
- Visit Grand Rapids information sharing

The Northern Itasca Joint Powers Board will join us at our Feb. 17 meeting.

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

COLLABORATIVE OPPORTUNITIES MEETING
AGENDA

Jan. 13, 2016

Harris Town Hall

21998 Airport Road, Grand Rapids, MN.

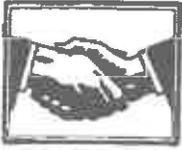
11:00 – 1:00

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

Staff and elected officials of local municipalities, townships and Itasca County are invited to these monthly meetings to discuss collaboration opportunities and build relationships.

Meeting Agenda

- 1. Introductions**
- 2. Open Market:** An opportunity to share what is happening in your community. Ideas, issues and favorable moments.
- 3. Group Funding wrap-up**
- 4. Visit Grand Rapids – Megan Christianson**
- 5. 2016 Meeting locations**
- 6. Topics of Discussion for Feb. meeting (Northern Itasca Joint Powers Board)**
- 7. Next Meeting – Feb. 17, 2016**



PERSONNEL
dynamics
Staffing Solutions - Now!

* (Town Hall Caretaker)

January 7, 2016

Harris Township
20876 Wendigo Park Rd
Grand Rapids, MN 55744

As of January 7, 2016, Personnel Dynamics LLC - hereinafter called Company - and Harris Township - the Customer, will enter into the following contract.

Company, agrees to assume all payroll responsibilities for workers for Customer as needed. Company will pay employees, will withhold Federal and State income taxes according to individual W-4 allowance certificate, will withhold employee's portion of FICA tax, will contribute employer's portion of FICA tax and will contribute to Federal and State Unemployment Compensation funds. Company will provide Worker's Compensation Insurance for employee, and will provide certificates of insurance upon request.

Company will pay employees weekly and file all required Federal and State payroll reports, including W-2 forms.

Customer agrees to provide a safe work area for employees and also agrees to pay invoices billed weekly for hours worked upon receipt, and has given a personal guarantee that invoices will be paid in a timely fashion. If the Customer fails to pay the Company the invoice upon receipt, the Company reserves the right to withhold wages to the employee(s), and/or terminate this contract with the customer.

Employee will be paid at time and a half for hours over 40 per week, and Customer will be charged accordingly. Holiday pay is at the discretion of the Customer, and must indicate authorization for Holiday Pay on the timecard. Customer has the option of hiring the employee after 90 days at no additional cost.

Customer will report any injuries to Company in a timely manner. Also, Customer must submit information regarding any termination (including layoffs and voluntary quit) to the Company.

Customer acknowledges that certain leased employees who perform services for Customer on a substantially full time basis for a year may be considered under IRC Section 414(n)(2)(C) to be Customer's employee for various employee benefit provisions.

Customer agrees to promptly report to Company any direct payment of bonuses, incentives, etc. by Customer to Company leased employees in order that proper payroll tax reporting can be maintained.

PERSONNEL DYNAMICS, LLC

By: Donna Vennie
Donna Vennie - Personnel Dynamics, LLC

By: Gary Rosato
Gary Rosato - Authorized Signature Harris Township

Hourly Wage: \$ 9.00

Hourly Wage: \$11.00

Hourly Wage: \$12.00 *

Billing Rate: \$12.15

Billing Rate: \$14.85

Billing Rate: \$16.20 *



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

December 16, 2015

COPY

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

RE: Harris Township
Resolution No. 2015-012

(FYI)

Dear Linda:

You will find attached a resolution from Harris Township accepting platted roads in two separate plats for maintenance by the town. I would request that this document be recorded against the entirety of both plats. It is my understanding one of the plats is abstract, and one is Torrens I am assuming the document will need to pass by Mr. Nyberg as the examiner of titles and I will not even bother sending any checks at the present time until I am advised what fees will be necessary to have this document recorded.

I thank you for your assistance and consideration, and am forwarding a copy of this letter and attachment directly to Mr. Nyberg for his advance information.

I look forward to hearing from you and wish you a Merry Christmas and a happy New Year's.

Sincerely,

LAW OFFICE OF SHAW & SHAW, P.A.

ANDREW M. SHAW
AMS/cas

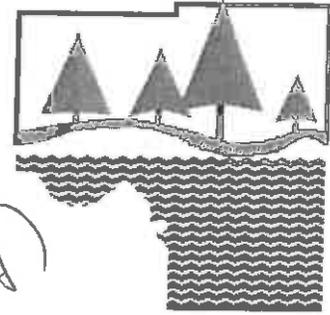
Enclosure

cc: Michele Smith, Harris Township

JEFFREY T. WALKER

**ITASCA COUNTY
AUDITOR/TREASURER**
ITASCA COUNTY COURTHOUSE
123 NE 4TH ST.
GRAND RAPIDS, MINNESOTA 55744-2681

OFFICE 218-327-2860
FAX 218-327-7426



*(FYI -
originals
to Becky)*

January 4, 2016

TO: ALL CLERKS & FINANCE OFFICERS
CITIES / TOWNS / SCHOOL DISTRICTS / SPECIAL TAXING DISTRICTS

FROM: JENNI JOHNSON, ITASCA COUNTY ACCOUNTING MANAGER

RE: ANNUAL REPORT OF OUTSTANDING INDEBTEDNESS
FOR DECEMBER 31, 2015

Please complete the enclosed form, **REPORT OF OUTSTANDING INDEBTEDNESS** as of December 31, 2015, pursuant to Minnesota Statutes 471.70. This statute requires the report to be completed and returned to the county auditor.

The form should include all obligations as defined in Minnesota Statute 475. All units, including school districts, should report outstanding debt as of December 31, 2015, not the fiscal year-end. All bonded debt should be reported as well as short term state-aid and tax anticipation certificates or other debt. Include a brief description of any unusual items. Exclude from outstanding indebtedness, the amount of principal paid for January 1, 2016, even if the payments were actually made in 2015.

The outstanding balance of any industrial revenue bonds should also be reported. Please write these items in together with their descriptions, dates of issuances, etc. in the margin of the form.

If you have any questions, please feel free to call me at 218.327.7481.

Please return one copy to us as soon as possible.

****To ensure that the county will meet the deadline to report the summary of all of all of the bonded indebtedness for all of the cities, towns and school districts we need your report before February 1, 2016.**

It is imperative that you complete the form as soon as possible and return it to us. Thank you!

*FYI -
* Will need
to include
if in bonds
issued*

REPORT OF OUTSTANDING INDEBTEDNESS

Filed in my office this _____ day of _____,

County Auditor

Deputy

Column 1

Definitions for Types of Indebtedness

General Obligation - Bonds which are a general obligation of the governmental unit and are to be paid by the general tax levies.

General Obligation Tax Increment - Bonds which are paid from the taxes levied within the Tax Increment District.

General Obligation Special Assessment - Bonds which are payable in whole or in part from special assessments against benefited property, and backed by the taxing power of the governmental unit.

General Obligation Revenue - Bonds which are payable from the earnings of a utility of public service enterprise, and backed by the taxing power of the governmental unit.

Revenue - Bonds which are payable solely from the earnings of a utility of public service enterprise.

Refunding - Bonds which have been issued for the purpose of funding or refunding outstanding indebtedness.

Other Long-term Indebtedness - Notes, equipment certificates, state capital loans. State debt service loans to school districts, installment purchase contracts, etc.

Important

This form must be filled out and filed as requested by law whether any indebtedness exists or not. If there are no amounts to be furnished for each line, write in place of the amount "None".

Column 2

Amount Used For Transportation - Required by Federal Highway Administration - FHWA Form 536

The grey areas are not required.

Bonded Indebtedness - All Bonds, lines 1 - 4.

Interest Paid on Bonds (Transportation Portion of Interest Expense for the Year), line 5.

Other Long-term Indebtedness, line 15.

Interest Paid on Long-term Indebtedness (Transportation Portion of Interest Expense for the Year), line 17.

Debt Service Funds - List the name of the fund, the type of bond and the fund balance for the fund as of December 31.

Provide totals for Bonds and Long-term Indebtedness that were used for Road and Streets. These costs should NOT include the following expenses:

Parking Facilities
Sanitary Sewer
Water Mains
Curb and Gutter

Storm Sewer
Street Lights
Sidewalks

HARRIS TOWNSHIP

TO CLERKS AND FINANCE OFFICERS

A LIST OF YOUR BONDS AND STATE AID AND TAX ANTICIPATION CERTIFICATES OUTSTANDING IS SHOWN BELOW. PLEASE RECORD ANY PAYMENTS MADE IN 2015 FOR EACH BOND AND INCLUDE THE TOTAL ON LINE 3 OF YOUR REPORT OF OUTSTANDING INDEBTEDNESS.

ALSO, LIST ANY NEW BONDS AND CERTIFICATES ISSUED IN 2015 AND INCLUDE THEM IN THE TOTAL ON LINE 2 OF THE REPORT OF OUTSTANDING INDEBTEDNESS. IF ANY BONDS ISSUED IN PREVIOUS YEARS ARE MISSING, PLEASE LIST THESE ALSO. THANK YOU.

BOND DESCRIPTION

PAYMENTS MADE IN 2015

NONE ON FILE. PLEASE INDICATE IF THAT IS CORRECT.

Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2015**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2015 to April 30th, 2016**. If there are changes, please note them in the comments section and we will adjust new contract. Rates for 2015 Grading are: \$700/Mile for one trip per month; and \$1400/Mile for two trips per month. Rate for 2015-2016 Snowplowing is: \$700/Mile. **Estimated rate** for 2015 Dust Control: \$2700/Mile (18 foot width, single application). **Final rate** for 2015 Dust Control will be determined by contract between Itasca County/Supplier and will include grading to prepare road for application.

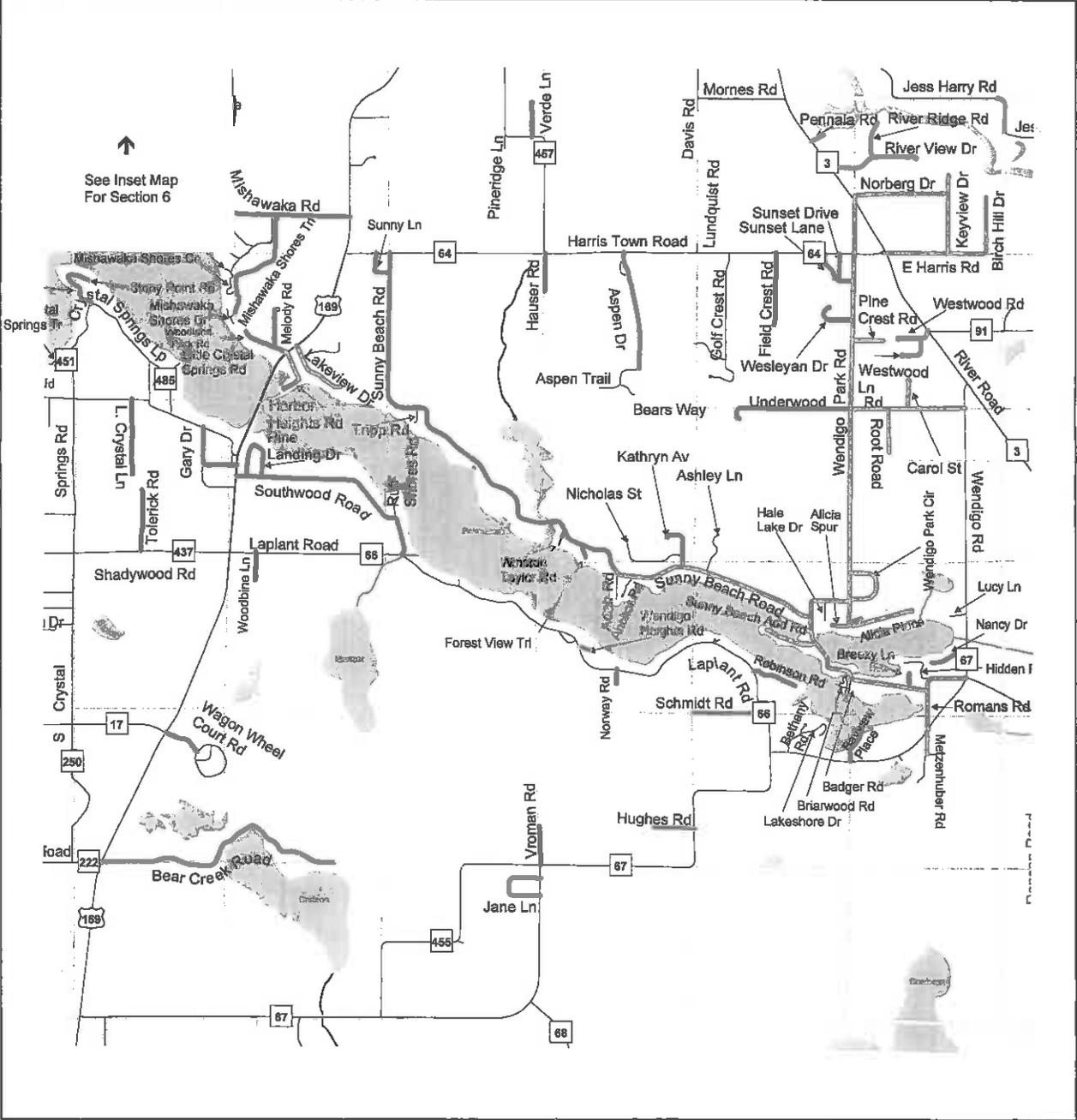
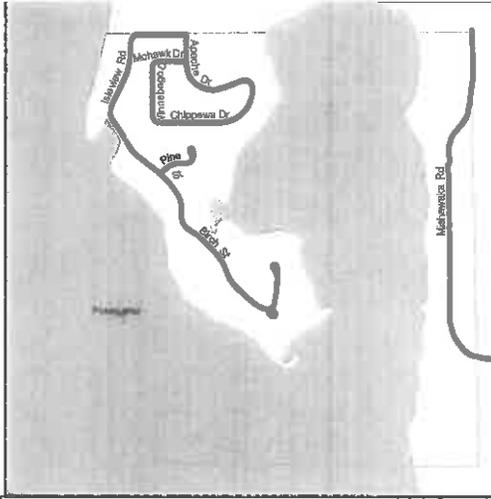
(Updated as of 12-14-15)

HARRIS TWP - Attachment "A"

	Road Name	length of road	grading once per month	grading twice per month	snowplowing	dust control	Comments
		miles	miles	miles	miles	miles	
1	Alicia Place	0.55			0.55		
2	Alicia Spur	0.10			0.10		
3	Apache Drive	0.20			0.20		
4	Aspen Drive	0.75			0.75		
5	Bayview Place	0.30			0.30		
6	Bear Creek Road	1.70			1.70		
7	Birch Hill Drive	0.38			0.38		
8	Birch Street	0.80			0.80		
9	Breezy Lane	0.10			0.10		
10	Carol Street	0.20			0.20		
11	Casper Landing	0.20					
12	Chippewa Drive	0.30			0.30		
13	Davis Road	0.10			0.10		
14	East Harris Road	0.60			0.60		
15	Field Crest Road	0.50			0.50		
16	Forest View Trail	0.10			0.10		
17	Gary Drive	0.45			0.45		
18	Harbor Heights Rd.	0.30			0.30		
19	Hauser Road	0.25			0.25		formerly Hauser Drive
20	Hughes Road	0.25			0.25		
21	Isle View Road	0.30			0.30		
22	Jane Lane	0.50			0.50		
23	Jess Harry Road	0.10			0.10		Corner
24	Kathryn Avenue	0.25			0.25		added 12/2015
25	Keyview Drive	0.50			0.50		
26	Lakeview Drive	0.40			0.40		
27	Little Crystal Lane	0.50			0.50		
28	Lundquist Road						Vacated
29	Melody Road	0.25			0.25		
30	Metzenhuber Road	0.10			0.10		
31	Mishawaka Road	1.55			1.55		
32	Mishawaka Shores Tr	0.60			0.60		
33	Mohawk Drive	0.08			0.08		

34	Nancy Drive	0.25			0.25		
35	Nicholas Street	0.40					added 12/2015
36	Norberg Drive	0.60			0.60		
37	Norway Road	0.10			0.10		
38	Pennala Road	0.10			0.10		
39	Pine Crest Road	0.20			0.20		
40	Pine Landing Drive	0.45			0.45		
41	Pine Street	0.15			0.15		
42	River Ridge Road	0.20			0.20		
43	River View Drive	0.60			0.60		
44	Robinson Road	0.30			0.30		
45	Romans Road	0.25			0.25		
46	Root Road	0.30			0.30		
47	Ruff Shores Road	0.15					
48	Schmidt Road	0.45			0.45		
49	Southwood Road	1.40			1.40		
50	Stony Point Road	0.40			0.40		
51	Sunny Beach Add Rd	0.35			0.35		
52	Sunny Beach Road	5.70			5.70		
53	Sunny Lane	0.20			0.20		
54	Sunset Drive	0.20			0.20		
55	Sunset Lane	0.30			0.30		
56	Tolerick Road	0.40			0.40		formerly Tolerick Drive
57	Township Hall				XXX		As Requested
58	Underwood Road	1.55			1.55		
59	Verde Lane	0.25			0.25		
60	Vroman Road	0.25			0.25		
61	Wagon Wheel Ct Rd.	0.25			0.25		
62	Wendigo Heights Rd	0.10			0.10		
63	Wendigo Park Circle	0.40			0.40		added 12/2015
64	Wendigo Park Road	2.90			2.90		
65	Wesleyan Drive	0.30			0.30		formerly Wesleyan Road
66	Westwood Lane	0.25			0.25		
67	Westwood Road	0.25			0.25		
68	Winnebago Drive	0.15			0.15		
69	Winston Taylor Rd.	0.04			0.04		
70	Woodbine Lane	0.15			0.15		
71	Woodland Park Rd.	0.30			0.30		
	Totals-	33.85	0.00	0.00	33.10	0.00	last updated: December 14, 2015

Harris Township



See Inset Map For Section 6



**Township Road Maintenance
Snow Plowing
Last Updated: 2015**

Legend

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

Source: Geographic Information System
"Snowplow Report" (2015)

Copyright - TUSA COUNTY
ALL RIGHTS RESERVED

This information is a compilation of
data from different sources with
varying degrees of accuracy and requires
a qualified field survey to verify.

Document Path: M:\GIS\Harris_Snowplow_inset.mxd

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

Harris Township

SINCE 1909



NEIGHBORS. SHORES & MORE

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

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

Elder Circle
Attn: Kristi Kane
400 River Road, Suite 1
Grand Rapids, MN 55744

January 11, 2016

Dear Kristi,

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 November 30, 2015 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



400 River Road, Suite 1 ♦ Grand Rapids, MN 55744 ♦ 218.999.9233 ♦

November 30, 2015

Dear Friend of ElderCircle,

Please know how very grateful we are for your generosity and support as we continue in our mission to link older adults to services and resources so they can remain in their homes longer. Your kindness makes fulfilling our mission possible.

When I first took my position as ElderCircle's Executive Director, I spent time learning about the various programs, funding and services ElderCircle provides such as transportation, wellness and everything in between. It was a personal experience that had an enormous impact on me and made me truly realize the difference ElderCircle makes on the lives of older adults.

*"I met this older woman while helping staff deliver groceries. She lived rurally, and when I arrived, I found a broken-down mobile home and no neighbors. One end of her home was collapsed and the steps were extremely icy. I cautiously made it to her door and knocked. After a few moments, the door was opened slightly by a very scared, cautious woman peering out at me. Talking through the door and showing her the bag of groceries, I was soon inside helping her put them away. As we talked, I noticed her bed was in the living room and I asked her why. She shared that her bedroom was under the roof that was collapsed, and she could not get the roof fixed. I also learned she had fallen outside a few months earlier, and that she crawled inside and laid with her dog for three days before someone found her. She was still weak from the experience, and I learned she had also since lost her best friend and trusted companion to old age. When we finished putting the groceries away, I could sense she did not want me to leave. As I hugged her, I promised that I would be back. She started to cry and confided with me that she **had not been touched by another person in months** and the hug brought her a surge of emotion. When I returned to the office, the fantastic team at ElderCircle got to work! We were able to set her up with a support system and a volunteer visitor. We were able to repair the step, divert water from dripping and freezing on her stoop, advocate for roof improvement and assist her with transportation to her medical appointments."*

This is the work ElderCircle does every day. Our staff and volunteers make personal connections with aging community members to keep them healthy, happy and in their own homes as long as possible.

Please consider a gift to ElderCircle today – to support the work we do in Itasca County. Your gift will provide:

- \$25 = a mowed lawn or plowed driveway for a frail senior
- \$50 = five hours of in-home respite to a caregiver whose loved one cannot be left alone
- \$85 = one day's stay at Adult Day Service
- \$100 = delivery of groceries for 30 homebound people
- \$250 = three days of transportation to medical appointments throughout the state for older adults who cannot drive

Your gift of any amount will help us serve older adults so they can continue living independently. The enclosed remittance envelope is a convenient way for you to send your tax-deductible charitable gift. You may also choose to make a gift via our website at www.eldercircle.org. We also offer opportunity for you to donate through our AmazonSmiles charitable giving program. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to **ElderCircle** when you shop at AmazonSmile (smile.amazon.com).

Thank you for your thoughtful giving!

Sincerely,

Kristi Kane
Executive Director

Board of Directors

President, Donna Vennie • Vice President, Kris Ferraro • Treasurer/Secretary, Chris Lynch
Lloyd Adams • Laurie Bengé • John Feeney • Cindy Feyder • Tara Makinen • Kevin McNichols • Wendy Roy • Dennis Schuemann • John Soll

**Harris Township
EMPLOYEE COMPENSATION POLICY**

◆ **Regular Full-Time Employees:**

As of May 2015 (to be reviewed annually)

Maintenance Crew:

Starting wage will be between \$12.00-\$15.00/hour based on qualifications and experience.

◆ **Regular Part-Time Employees:**

As of May 2015 (to be reviewed annually)

Town Hall Caretaker:

Starting hourly wage for cleaning and the showing appointment rate will be between \$9.00-\$12.00/hour based on qualifications and experience.

◆ **Temporary Employees:**

As of May 2015 (to be reviewed annually)

★ Skating Rink Attendant:

Wage will be \$8.00 per hour

Need to increase to 5.900/hr

Summer Intern / Maintenance Crew:

Wage will be \$11.00 per hour

Moderator of Annual Town Meeting:

Wage will be a flat meeting rate of \$60.00

Election Judges:

Wage will be \$10.00 per hour for training time and hours worked on election day.

- and -

Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

◆ **Effective Date:**

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

- Amended May, 2006
- Amended May, 2008
- Amended May, 2009
- Amended May, 2010
- Amended May 9, 2012
- Amended July 11, 2012
- (no change May 2013)
- (no change May 2014)
- Amended April 14, 2015



copy

Harris Township
12/1/2015

Express Employment Professionals bills for services rendered on a pay-per-hour basis.
The following rates will apply to the position(s) we discussed.

JOB TITLE	Hourly Pay Rate	Hourly Bill Rate
Rink Attendant	\$9.00	\$13.55

Express associates must complete 720 working hours and all invoices must be current before a client company may hire the associate at a \$0.00 payroll transfer fee. Please note that billing rates may be adjusted with increases in wages and/or payroll burden costs that are the direct result of any determination by local, state, or federal authority.

Express Employment Professionals is ISO 9001:2000 certified.



Express Employment Professionals' Bill Rate includes the following expenses:

- o Advertising
- o Recruiting
- o Testing
- o Interviewing
- o Reference checks
- o Employee Coaching
- o Weekly invoicing to clients
- o Weekly pay for the temporary associates
- o Workers' Compensation
- o Social Security Tax
- o Bonding of employees
- o General liability insurance coverage
- o Four hour unconditional performance guarantee
- o Benefits for temporary / contract associates

Check here if you require background checks on Express associates. (Express Employment Professionals offers criminal background checks for an additional fee, and will perform only those background checks authorized by the client company, or as otherwise required by Express policy or state / federal law.)

Check here if you require pre-assignment drug screens on Express associates. (Express Employment Professionals offers drug screening for an additional fee, and will perform only those drug screens authorized by the client company, or as otherwise required by Express policy or state / federal law.)

[Signature]
Client Signature

Attest: Whitely R Smith, clerk

12-9-15
Date

PAYMENT TERMS

I understand that Express Employment Professionals' payment terms are net 10 days from the invoice date.

[Signature]
Client Signature

Attest: Whitely R Smith, clerk
Confidential

[Signature]
Accounts Payable Signature



(Roger Hayum)

Email and Office Software Solutions for Harris Township

BY

JDINET

CONNECTING PEOPLE, SOLVING PROBLEMS

A thick, dark grey horizontal bar spans the width of the page at the bottom.



E-mail Types and Access Methods

Types of e-mail services:

- Webmail
- POP3
- Exchange

Software access:

Internet, using any browser

- Outlook
- Apps

Device access:

- Computers/laptops
- Tablets
- Phones

E-Mail Account Types

Webmail accounts

- Google, Yahoo, etc.
- Free, but not domain specific

POP3 accounts

- Domain specific, often comes with web hosting or internet services provider
- Usually free, or very low cost
- Sends an original copy of an email to a user device (no copy retained on server)

Exchange based accounts

- Database server driven, domain specific
- Accessed via Internet, Outlook, or through an “app” on multiple devices
- Audit capable, with government certified compliance and information protection
- Multiple account configurations can be coupled with Microsoft Office software



Government Plans and Options



Features and Options	Online Plan 1	Online Plan 2	Office 365 E3	Office 365 E4
Office Applications (Word, Excel, Powerpoint, etc.) on up to 5 PCs, tablets, or phones			X	X
Online versions of Office	View	View	Edit	Edit
File storage and sharing			1 TB	1 TB
Business class email, calendar, and contacts with 50 GB	X	X	X	X
Online meetings, IM and HD video conferencing using Skype for Business			X	X
Compliance and information protection: Legal hold, rights management, and data loss prevention for email and files		X	X	X
Unified Communications (Skype for Business)				X
Price Per User, Per Year:	\$43.50	\$86.80	\$210.70	\$235.50

Other Considerations

Base requirement: Compliance and information protection

- Online Plan 2 or Office E3

Determine if software is required for Township use (Office E3)

- Will users share software on Township and personal machines/devices?

Consider setup cost per user (estimate one hour per device at \$75/hour)

End-user device security also a consideration (anti-virus, malware protection, etc.)



From: Roger L. Hoyum <rhoyum@illcontracts.com>
Sent: Sunday, October 25, 2015 6:34 PM
Subject: Email
To: Jim Kelley <jim.kelley@gmail.com>, JIM KELLEY <kellyj@oz@msn.com>

- Email options -

Jim,

Here is some information regarding your email situation, perhaps you can use this in your discussions.

There are several types of email accounts that can be set up. Some are better for business use than others, in that they provide some record keeping ability, and have differing levels of reliability as well. Here are some examples:

1. Google, Yahoo, and others are what is called a "web mail" account. It's a database style account that tracks and retains email for long term storage in various system and user folders. Webmail can also be set up as a "POP3" account where your email is downloaded from the cloud server to your PC or phone. In a POP3 scenario the only copy left is the one you download to your personal device, which can be problematic for backups and recordkeeping depending on how good your equipment is.
 - a. These accounts are free, and somewhat limited in service.
2. A POP3 service can also be provided by an ISP, or internet service provider. They can take your domain (such as harristownship.co.us) and create an email account using the ISP servers. Again, a single copy of the email is routed to a user's personal device and they are responsible for keeping track of it.
 - a. These accounts are free, or can cost money depending on what services might be available. They are somewhat flexible but usually somewhat limited for business use.
3. More robust business services are also available, called "Exchange" accounts after Microsoft Exchange. Exchange accounts are big database servers (usually in the cloud) that maintain a copy of your mailbox in a central location, pushing copies of it out to your personal devices and keeping them in sync with the central database copy. If you delete a message on your phone, it will delete it on the database. If you lose your phone or your computer crashes, you can get a new copy of your database on your new phone or computer if needed.
 - a. These accounts vary in cost and have extensive options. A basic account with SPAM blocking and enough storage for any user starts at \$9.99 per month. I can't imagine you'd need anything further for your township use so it would be pretty simple to set this up through a provider we work with. They can be accessed via Web or a simple Outlook plug in on your phone or computer to view and manage your emails.
 - b. The exchange account can also be paired with Microsoft "Office", providing for use of Microsoft Office products such as Word, Excel, Outlook, and other business applications. Costs vary, and start at an additional \$3-4/month to add software to the exchange function.

I don't recommend POP3 for business use, as it's very easy to lose things, and your data is subject to the reliability of your equipment at home, or your phone, etc. If that stuff crashes you have to start from scratch unless you're doing backups of your devices. Web servers can be set up, but you'll spend more time on the technician setting up the service than you will save using their cheap prices, and it's usually a POP3 account anyway. The Exchange approach offers reliability and standardization for a reasonably low cost for a robust service.

That's about it. There are other, more complicated and more expensive options, which I don't think are worth discussing here. I'll be around M-T this week and can talk more next week as well if needed. Give me a shout if you have any other questions!

Have a great week!

Roger L. Hoyum

All Contract Inc. | P.O. Box 858 | 211 NW 17th Ave | Grand Rapids, MI 49503
416-204-9444 | 971-212-1211 | 248-751-1211
www.AllContract.com | www.illconcontracts.com

PC Refresh



PC Refresh
 P.O. Box 284
 Hill City, MN 55748
 (218)360-2172
 nathan@pcrefreshonline.com
 www.pcrefreshonline.com

Estimate

Date	Estimate #
11/10/2015	1012
	Exp. Date

Address
 MICHELE SMITH
 Harris Township
 Harris Township
 Attn: Becky Adams, Treasurer
 20876 Wendigo Park Road
 Grand Rapids, 55744 55744

Date	Activity	Quantity	Rate	Amount
11/10/2015	Business Service	2.5	50.00	125.00
11/10/2015	Setup Google Apps for Business. Work with Current hosting Company to point mail MX Records to Google Apps for Business. Create all Email accounts required.			
11/10/2015	\$5 per user per month - Billed Directly From Google to your Credit Card Google Apps for Work includes: Business email addresses (name@yourcompany.com) Video and voice calls Integrated online calendars 30GB of online storage for file syncing and sharing Online text documents, spreadsheets and slides Easy to create project sites Security and admin controls 24/7 phone and email support			
			Total	\$125.00

Accepted By

Accepted Date

Chairman Rosato introduced the following resolution:

DRAFT

RESOLUTION NO. 2016-001

A RESOLUTION TO ACCEPT PETITION TO PLACE RESOLUTION #2015-011 For the Issuance and Sale of Approximately \$3,000,000 in General Obligation Street Reconstruction Bonds ON THE HARRIS TOWNSHIP ELECTION BALLOT for MARCH 8, 2016

WHEREAS, Minnesota State Statute 475.58 Subd. 3b. Street reconstruction and bituminous overlays states that: (a) A municipality may, without regard to the election requirement under subdivision 1, issue and sell obligations for street reconstruction or bituminous overlays, if the following conditions are met:

(1) the streets are reconstructed or overlaid under a street reconstruction or overlay plan that describes the street reconstruction or overlay to be financed, the estimated costs, and any planned reconstruction or overlay of other streets in the municipality over the next five years, and the plan and issuance of the obligations has been approved by a vote of all of the members of the governing body present at the meeting following a public hearing for which notice has been published in the official newspaper at least ten days but not more than 28 days prior to the hearing; and

(2) if a petition requesting a vote on the issuance is signed by voters equal to five percent of the votes cast in the last municipal general election and is filed with the municipal clerk within 30 days of the public hearing, the municipality may issue the bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the obligations. If the municipality elects not to submit the question to the voters, the municipality shall not propose the issuance of bonds under this section for the same purpose and in the same amount for a period of 365 days from the date of receipt of the petition. If the question of issuing the bonds is submitted and not approved by the voters, the provisions of section 475.58, subdivision 1a, shall apply

WHEREAS, the Harris Town Board, on November 18, 2015 passed Resolution #2015-011, a RESOLUTION APPROVING STREET RECONSTRUCTION PLAN AND AUTHORIZING THE ISSUANCE AND SALE OF APPROXIMATELY \$3,000,000 GENERAL OBLIGATION STREET RECONSTRUCTION BONDS THEREUNDER;

WHEREAS, the Harris Town Clerk received a petition on December 14, 2015, to request a vote on the issuance of the bonds during the next Town Election on the second Tuesday of March 2016;

WHEREAS, the said petition was received within 30 days of passing Resolution #2015-011, was signed by voters greater than five percent of the votes cast in the last town general election, and declared certified by the Itasca County Auditor's Office;

NOW, THEREFORE, BE IT RESOLVED that a public question be submitted to the voters of the Town of Harris, County of Itasca, State of Minnesota at the March 8, 2016 township election as follows:

Instruction to voters: To vote for the question set forth below, put an (X) in the square before the word "YES." To vote against the question, put an (X) in the square before the word "NO."
BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

Should the Town issue up to three million dollars of general obligation street reconstruction bonds to perform bituminous road maintenance?

- YES
- NO

BE IT FURTHER RESOLVED that the Clerk is hereby directed to file this authorizing resolution with the appropriate county election officials in accordance with applicable law.

Supervisor _____ moved to accept the foregoing resolution; Supervisor _____ seconded the motion. Upon a roll call vote, motion [passed / failed].

Supervisors	VOTE			
Gary Rosato	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Dennis Kortekaas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ken Haubrich	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Burl Ives	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Jim Kelley	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Adopted by the Harris Town Board on _____, 2016.

Approved:

Harris Town Board Chairman

Attest:

Harris Township Clerk

DRAFT

Petition to [Place Harris Township Resolution #2015-011 on the next Harris Township Election Ballot.]

Petition Summary: We are requesting the Harris Township Resolution # 2015-011 be placed on the ballot for a Yes/No vote at the next Harris Township Election Ballot, March 8, 2016.

Action Petitioned For: We the undersigned are concerned citizens who urge our Harris Township Supervisory Board to place the Harris Township Resolution No. 2015-011, "Resolution Approving Street Reconstruction Plan and Authorizing the Issuance and Sale of Approximately \$3,000,000 General Obligation Street Reconstruction Bonds" on the 2nd Tuesday of March 2016 election ballot, Minnesota's official "Township Day". We believe that bonding for such a large amount needs to be determined by a vote of all Harris Township residents.

Date	Signature	Printed Name	Address	Comment
12/3/15	<i>John J. Hoarey</i>	John Leslie Hoarey	29412 Robinson Rd 29466	Bonding should be A voter's decision
12/3/15	<i>Laurence Mercier</i>	LAURENCE MERCIER	MERCIE R. Robinson Rd.	\$ amount needs to be voted on.
12/3/15	<i>Carol Mercier</i>	Carol Mercier	29466 Robinson Road	decision needs to be voted on
12/3/15	<i>Chuck Niewind</i>	Chuck Niewind	29430 Robinson Rd	\$ amount? Vote should be Taken
12/3/15	<i>Barbara A Olson</i>	Barbara A. Olson	29425 Robinson Rd.	We need a Vote
12/3/15	<i>Ole B. Olson</i>	Ole G. Olson	29425 Robinson Rd.	People need to be able to vote.

Petition to [Place Harris Township Resolution #2015-011 on the next Harris Township Election Ballot.]

Petition Summary: We are requesting the Harris Township Resolution # 2015-011 be placed on the ballot for a Yes/No vote at the next Harris Township Election Ballot, March 8, 2016.

Action Petitioned For: We the undersigned are concerned citizens who urge our Harris Township Supervisory Board to place the Harris Township Resolution No. 2015-011, "Resolution Approving Street Reconstruction Plan and Authorizing the Issuance and Sale of Approximately \$3,000,000 General Obligation Street Reconstruction Bonds" on the 2nd Tuesday of March 2016 election ballot, Minnesota's official "Township Day". We believe that bonding for such a large amount needs to be determined by a vote of all Harris Township residents.

Date	Signature	Printed Name	Address	Comment
11/28/15	<i>Marvin Figgins</i>	MARVIN Figgins	21987 Airport Rd	
11/28/15	<i>Darren Figgins</i>	Darren Figgins	21487 Airport Rd	
11-28-15	<i>Reed Ylitalo</i>	Reed Ylitalo	30858 Harris Town Rd	
11-30-15	<i>Mike + Bobbi Bracy</i>	Mike Bracy	21540 Airport Rd	
11-30-15	<i>Bobbi Bracy</i>	Bobbi Bracy	21540 Airport Rd	
12-1-15	<i>Marie E. Melius</i>	Marie E. Melius	21545 Airport Rd	

Petition to [Place Harris Township Resolution #2015-011 on the next Harris Township Election Ballot.]

Petition Summary: We are requesting the Harris Township Resolution # 2015-011 be placed on the ballot for a Yes/No vote at the next Harris Township Election Ballot, March 8, 2016.

Action Petitioned For: We the undersigned are concerned citizens who urge our Harris Township Supervisory Board to place the Harris Township Resolution No. 2015-011, "Resolution Approving Street Reconstruction Plan and Authorizing the Issuance and Sale of Approximately \$3,000,000 General Obligation Street Reconstruction Bonds" on the 2nd Tuesday of March 2016 election ballot, Minnesota's official "Township Day". We believe that bonding for such a large amount needs to be determined by a vote of all Harris Township residents.

Date	Signature	Printed Name	Address	Comment
11-21-15	<i>Dorothy Erholtz</i>	Dorothy Erholtz	21657 Pinecove Ln.	
11/28/2015	<i>Daniel G. Butterfield</i>	Daniel G. Butterfield	21810 Verde Lane	
11/28/15	<i>Ted Howard</i>	Ted Howard	21883 Verde Ln.	
11-28-15	<i>Kristi Howard</i>	Kristi Howard	21883 Verde Lane	
11-28-2015	<i>Leneve Lotti</i>	LENEVE LOTTI	21908 VERDE LN.	
11/28/15	<i>Lori Ylitalo</i>	Lori Ylitalo	30858 Harris Township	

Petition to [Place Harris Township Resolution #2015-011 on the next Harris Township Election Ballot.]

Petition Summary: We are requesting the Harris Township Resolution # 2015-011 be placed on the ballot for a Yes/No vote at the next Harris Township Election Ballot, March 8, 2016.

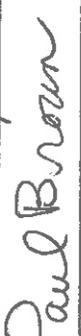
Action Petitioned For: We the undersigned are concerned citizens who urge our Harris Township Supervisory Board to place the Harris Township Resolution No. 2015-011, "Resolution Approving Street Reconstruction Plan and Authorizing the Issuance and Sale of Approximately \$3,000,000 General Obligation Street Reconstruction Bonds" on the 2nd Tuesday of March 2016 election ballot, Minnesota's official "Township Day". We believe that bonding for such a large amount needs to be determined by a vote of all Harris Township residents.

Date	Signature	Printed Name	Address	Comment
11/30/15	<i>Kathy Nelson</i>	KATHY NELSON	32352 Southwood Rd	
11/30/15	<i>Vern F. W. Sherrill</i>	Vern F. W. Sherrill	32352 Southwood Rd Grand Rapids, MN	
11-30-15	<i>Eric Schramm</i>	Eric Schramm	32355 Southwood Rd Grand Rapids, MN	
11/30/15	<i>Lura Harding</i>	Lura Harding	32351 Southwood Rd. GR, MN	
12/1/15	<i>David Bishop</i>	DAVID Bishop	18206 45 Hwy 69 Gr.	
12/1/15	<i>Chris Buhf</i>	Chris Buhf	17289 45 Hwy 69 Gr.	

Petition to [Place Harris Township Resolution #2015-011 on the next Harris Township Election Ballot.]

Petition Summary: We are requesting the Harris Township Resolution # 2015-011 be placed on the ballot for a Yes/No vote at the next Harris Township Election Ballot, March 8, 2016.

Action Petitioned For: We the undersigned are concerned citizens who urge our Harris Township Supervisory Board to place the Harris Township Resolution No. 2015-011, "Resolution Approving Street Reconstruction Plan and Authorizing the Issuance and Sale of Approximately \$3,000,000 General Obligation Street Reconstruction Bonds" on the 2nd Tuesday of March 2016 election ballot, Minnesota's official "Township Day". We believe that bonding for such a large amount needs to be determined by a vote of all Harris Township residents.

Date	Signature	Printed Name	Address	Comment
12-1-2015		Anthony Kotula	21761 Airport Road	
12-1-15		Jake Kotula	21761 Airport Rd	
12-1-15		Loren Fict	20168 Wendygo PK Rd	Please bring to a Public Vote
12-1-15		Jessie Kotula	19179 Tolerick Rd	
12-3-15		Don Mayerle	19099 Wendigo Bark Rd	
12-3-15		Paul Brown	20196 RIVER RD	

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Date	Signature	Printed Name	Address	Comment
12-1-15	<i>Barbara Nelson</i>	Barbara Nelson	1808 Wendigo Rd Grand Rapids MN 55744	
12-2-15	<i>Myrna Olds</i>	Myrna Olds	18079 Wendigo Rd, Grand Rapids, MN 55744	
12-2-15	<i>Michael Scattic</i>	<i>Michael Scattic</i>	17998 Wendigo RD GR	
12-4-15	<i>James W. Peterson</i>	James W. Peterson	18131 Wendigo Rd. Grand Rapids MN. 55744	
12-4-15	<i>Becky Peterson</i>	Becky Peterson	18131 Wendigo Rd Grand Rapids MN 55744	
12-9-15	<i>Terry Stangiel</i>	Terry Stangiel	21914 Airport Road	

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Date	Signature	Printed Name	Address	Comment
12-2-15	<i>Daniel J Nelson</i>	DANIEL J. NELSON	18081 WENDIGO RD GRAND RAPIDS, MN.	NO BONDING PLEASE.
12/4/15	<i>Paula Stevens</i>	Paula Stevens	1517C REMAINTON RD	NO BONDING
12-4-15	<i>Michael L. Stevens</i>	Michael L. Stevens	18130 Romans Rd.	no Bonding
12-4-15	<i>Tracey DeLuca</i>	Tracey DeLuca	28448 ALCIA PL GRAND	
12-4-15	<i>Joseph Bray</i>	Joseph Bray	28448 ALCIA PL	

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Date	Signature	Printed Name	Address	Comment
12-1-15	<i>[Signature]</i>	Cecil BJORGE	21545 Airport Rd	
12-1-15	<i>[Signature]</i>	Michael Hendricks	20774 Stony Pt Rd.	
12-1-15	<i>[Signature]</i>	MARY JO HENDRICKS	20777 Stony Pt Rd	
12-1-15	<i>[Signature]</i>	GERALD MITCHELL	21582 HARRIS	
12-1-15	<i>[Signature]</i>	Barbara Mitchell	21582 August Rd	

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Date	Signature	Printed Name	Address	Comment
11-29-15	<i>Darrell Lauber</i>	Darrell Lauber	32340 LaPlant Rd	
11-29-15	<i>Shirley Lauber</i>	Shirley Lauber	32340 LaPlant Rd.	
11-29-15	<i>Steve L. Moore</i>	Steven L. Moore	32327 LaPlant Rd	
11-29-15	<i>Janice L. Moore</i>	JANICE L. MOORE	32327 LaPlant Rd	
12-8-15	<i>Carol J. Keik</i>	Carol J. Keik	32329 LaPlant Rd.	

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Date	Signature	Printed Name	Address	Comment
12-2-15		Michael Warren	28288 28688 Underwood Rd	
12-2-15		Tammy Warren	"	
12-2-15		J Scott Casper	29613 Sunny Bench Rd	
12-2-15		John Wiley	30741 Wittman Rd	
12-2-15		MARVIN FIGGINS	21997 Airport A	Duplicate signature
12-2-15		Duane Figgins	21997 Airport A	Duplicate signature

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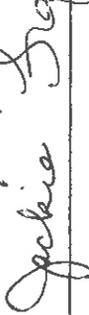
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Date	Signature	Printed Name	Address	Comment
12-4-2015	<i>Marcella Majerle</i>	Marcella Majerle	19299 Wendigo Park Rd	
12-9-2015	<i>Caroline Stangel</i>	Caroline Stangel	21914 Airport Rd	
12-9-15	<i>REN STANGEL</i>	REN STANGEL	21914 AIRPORT RD.	

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Date	Signature	Printed Name	Address	Comment
12-3-15		Robert Seehman	29366 Pennala Rd.	
12-4-15		Todd Figgins	20063 Little Crystal Jane Spring Rd.	
12-7-15		Jackie Figgins	20263 Little Crystal Sp. Road	

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Date	Signature	Printed Name	Address	Comment
12-8-15	<i>Michael F. Clayton</i>	Michael F. Clayton	31347 LaPlant Road	I am not saying it is a bad thing.
12-9-15	<i>Linnea A Clayton</i>	Linnea A Clayton	31347 LaPlant Rd	Just like to see everyone vote

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Date	Signature	Printed Name	Address	Comment
12/4/15	<i>Rianni Polovina</i>	Rianni Polovina	29127 Sunny Beach Rd	



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2016 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2015-137, Dec. 17, 2015

WASHINGTON— The Internal Revenue Service today issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

★ Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical or charitable expense are in [Rev. Proc. 2015-51, 2015-1 CB 205](#). [REG-100000-15](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 17-Dec-2015

RBA #1 (REQUEST for BOARD ACTION) - January 13, 2016 AGENDA

STATEMENT OF ISSUE:

Approve the Clerk's list of election judges for the 2016 Township Election on Tuesday, March 8th, 2016 and the rates of pay.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The following people are being recommended for appointment as election judges for the May 6th, 2014 Special Township Election (all have been trained as the law prescribes, and have previously served as election judges):

- | | | | |
|----|-------------------------------------|---------------------------------|----------------------------------|
| 1 | Michele Smith (<i>head judge</i>) | 30037 Harris Town Road, GR | 327-9930 |
| 2. | Joan Johnson | 17709 Little Pokegama Trail, GR | 218-259-3146 (C) |
| 3 | Etta Jane Flohaug | 32200 Southwood Road, GR | 326-5631 |
| 4. | Shirley Wicklund | 20575 Melody Lane | 326-1417 |
| 5. | Charlotte Lorensen | 21328 US Highway 169, GR | 326-6524 |
| 6. | Alternate/PT: Jane Dreke | 17726 Wendigo Road, GR | 218-606-0983 (C) or 327-1077 (H) |

Note: In compliance with MN state statute 204B.22 ELECTION JUDGES; NUMBER REQUIRED - Subdivision 1, a minimum of three (3) election judges is required for a township election. 4 is recommended for those using a HAVA Automark machine.

Judges will be working from 11:00am (polls open at noon) until 8:30pm on the day of election. Also, because our township has a qualified healthcare facility, Wendigo Pines, two election judges may need to assist any residents that are eligible and interested in voting by absentee ballot.

Election Judge pay is being proposed at **\$10.00 per hour**, with the *Head* Election Judge pay being proposed at **\$18.70 per hour**. Judges would be paid for the hours worked on Election Day. Mileage must be paid by law for work-related travel, and is being proposed at the current IRS rate of **\$0.540 per mile**.

BOARD ACTION requested:

Approve the list of election judges as recommended by the Town Clerk for the Township Election to be held on March 8, 2016, at the rates noted above for Election Day work hours, and mileage for work related travel.

Resolution No. 2016-002

APPOINTING THE ABSENTEE BALLOT BOARD for the March 8, 2016 HARRIS TOWNSHIP ELECTION

WHEREAS, Minnesota Statutes Section 203B.121, subd.1 requires a town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on Tuesday, March 8, 2016; and

WHEREAS, the ballot board must consist of election judges trained in the handling of absentee ballots, or staff trained as election judges; and;

WHEREAS, even though only two members are required to meet whenever an absentee ballot needs to be processed, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be 3 for the March 2015 election for the Town of Harris, but 4 is recommended due to mandated use of the HAVA Automark machine; and

WHEREAS, the Town Board for the Town of Harris has appointed its election judges for the March 2015 election as required by Minnesota Statutes Section 204B.21;

NOW THEREFORE, BE IT RESOLVED THAT, That the Town Board for the Town of Harris hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

Michele Smith
Joan Johnson
Etta Jane Flohaug
Charlotte Lorensen
Shirley Wicklund
Jane Dreke

BE IT FURTHER RESOLVED: That the Town Board of the Town of Harris hereby authorizes any member of the ballot board to be compensated as required by Minnesota Statutes Section 203B.121, at the Election Judge rate and mileage reimbursement rate for 2016 when said member performs any required duty of the ballot board (1 hour minimum pay).

Supervisors	VOTE			
Gary Rosato	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Dennis Kortekaas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ken Haubrich	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Burl Ives	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Jim Kelley	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

State of Minnesota, County of Itasca, Town of Harris

Adopted by the Harris Town Board, January 13, 2016

Attest:

Gary Rosato, Chairman

Michele Smith, Clerk