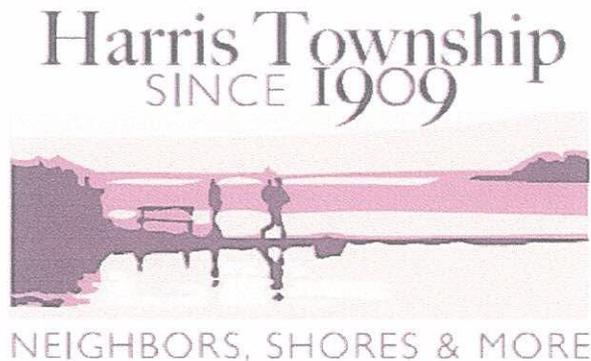


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
Phone #218-244-5248

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 Cari Ann Alleman 244-1811
hyarristownshipclerk@gmail.com



Mission Statement:

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

www.harristownshipmn.org

**REGULAR MEETING
May 11, 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 the Work Session on March 30, Regular Meeting on April 13, Work Session April 19, the P&D Meeting on April 27, and the Local Board of Appeal and Equalization on May 4, 2016.
3. **Business from the floor**
4. **Consent Agenda**
 - Consider approval of the RBA regarding compensation for the two full-time maintenance workers and the part time Town Hall Caretaker, as recommended by the board at the March 30, 2016 work session.
 - Consider approval of Resolution 2016-005 *A Resolution Designating the Compensation for Officer of the Harris Town Board*, as discussed at the March 30, 2016 work session.
 - Consider approval of the amended "Employee Compensation Policy", page as recommended at the March 30, 2016 Work Session
 - Consider approval of Resolution #2016-006 *A Resolution to Update the Administrative Policy regarding Board Meeting and Access to Public Information (note updated agendas of section #6. Order of Business)*
5. **Roads**
 - Quote for spraying roads- who and what are getting sprayed this year, (see email from resident)
6. **Recreation**
 - Request by Itasca Little League to reserve Crystal Springs Park and Wendigo Park ball fields (see email from Connie Sutherland)
7. **Correspondence**
 - Board Action items:
 - None
 - Noteworthy items:
 - Email of thanks from Kelly Whitted, Assessor for Harris Township regarding LBAE held 5/4/16
 - Non-action items
 - Thank you letter from the Itasca County Historical Society for the annual donation
 - Thank you note from the Itasca County Fair for the donation.

8. Old Business

- Printer for the clerk- quotes from Computer Enterprises. (attached)

9. New Business

- Discuss a Memorial Day celebration at Harris Cemetery on 5/30/16, and who can attend
- Discuss if summer maintenance interns are desired for 2016, and a hiring process/company if applicable

10. Treasurer’s Report – dated May 11, 2016 (of April 2016 financials)

11. Approve payment of bills for May, 2016

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

13. Adjourn

UPCOMING Events / Meetings

Wed May 25 Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon June 13 Itasca County Twp Association Meeting.....	7:00pm Blandin Foundation
Wed June 8 Regular Meeting.....	7:30pm Harris Town Hall

DRAFT

**Work Session
Wednesday, March 30, 2016 - 7:00pm
AGENDA**

Meeting was called to order by Supervisor Rosato at 7 pm at the Harris Town Hall. Supervisors Kortekaas, Haubrich, Ives and Kelly were present. Also present was Treasurer Beck Adams and Clerk Cari Ann Alleman.

Pledge to the flag

Call the meeting to order

CLOSE meeting to the public in order to evaluate Harris Township employees, in accordance with Minn. Stat. § 13D.05 Subd. 3(a).

- Maintenance Crew (full time): Dan Key and Derrick Marttila
- Town Hall Caretaker (part time): Amber Hartel (to be hired as township employee April 4, 2016)
 - Recessed closed meeting, Supervisor Haubrich motioned Seconded by Supervisor Ives. All passed
 - Re-Opened at 9:09 pm-

REOPEN meeting to the public at 8:00 p.m. as posted, and summarize the conclusion of closed meeting

Recessed closed meeting- (need more time for the next years EE).

Reopened meeting at 9:09 pm- adjourned- motioned Supervisor Kortekaas seconded by Supervisor Kelly

5. Review current compensation of township employees, and discuss any changes for May 2016-Apr 2017

- As a point of reference, see “Request for Board Action” from May 13, 2015, for current rates of pay for township employees. Consider any changes for the upcoming year, May 2016 – April 2017
 - Job evaluation done a couple of years ago, comparable in pay. Maintenance did not receive a raise last year (2015) Supervisor Rosato motioned 4% raise in pay, Supervisor Kortekaas second, discussion: Supervisor Haubrich 2%-3% suggested, Opposed by ken, Jim and Burl, Motioned failed, Supervisor Haubrich 3% raise motioned, Supervisor Kelly seconded. Passed by all
 - Caretaker- \$12 for cleaning and showing, gets life insurance and pera, hourly pay no matter what she does. Supervisor Haubrich employee supervisor. Supervisor Ives motioned hired Amber at \$12 hr, seconded by Supervisor Kelly. Passed by all.
 - Rink attendant- state of Minnesota equivalent to large employers minimum wage, motioned by Supervisor Kelly seconded by Supervisor Haubrich Passed all
 - Summer maintenance- leave at same, Motioned by Supervisor Ives, Seconded by Supervisor Haubrich Passed all
 - Moderator- continue the same rate of pay motioned by Supervisor Rosato seconded by Supervisor Haubrich- Passed all

REGULAR MEETING April 13, 2016 at 7:30pm Minutes

Regular Meeting held at Harris town Hall Wednesday April 13 at 7:30 pm. Called to Order by Chairman Rosato. Supervisors Ives, Kelly, Haubrich, and Kortekaas were present, Treasure Becky Adams and clerk Cari Ann Alleman were also present

Pledge to the flag, followed by the reading of the township mission statement

Consider approval of Minutes from Annual Board of Canvas on March 8, regular Meeting March 9, Work Session March 22, Reorganizational and P & D March 23, Work Session March 30. . Note: The *draft* minutes from the Annual Town Meeting held March 10, 2015 are included for review/correction only, as the they will not be officially approved until the March 2017 Annual Meeting.

Supervisor Kortekaas Motioned Supervisor Haubrich Seconded- Discussion: Ives- recreation boat landing plan to fix boat or enlarge boat landings this fall or winter Motioned passed

Business from the floor

Consent Agenda

Roads

- Matt Wegwerth -Township Road Engineer from S E H
- Proposals for the road projects for 2016
 - Introduced Jayson Newman as he will be helping with Harris Township, new employee of SEH
 - Certificate of final payment for Underwood road-consider approval of request for payment
 - Final payment for Underwood road. Matt asked for final payment Supervisor Kelly motioned to pay the final bill for Underwood road seconded by Supervisor Ives Motion Passed by All
 - Grading proposals- consider proposals received
 - Roads need to be graded- waiting for Matt and the next P & D meeting, all gravel roads are bad, need to be done. Still waiting for bids from contractors. Schwartz- see if they will grade at the same rate as last year, motioned by Supervisor Kelly, Supervisor Kortekaas second Discussion: Supervisor Haubrich called and they did not want to grade until they had a contract signed. Supervisor Rosato- to Public: please have patience for grading we are working on it. Supervisor Haubrich will contact to see if they will come- Motion Passed by all
 - 2016 road project, memo outlines bids, one bidder Hawkinson Construction bid split in 3 sections, Base, Alt 1, and Alt 2- we have 45 days to let Hawkinson to know if they get the bid. Matt would like to award the base bid and talk about adding on the either of the two other bids. When we award we let them know the whole project the base plus one of the alts or not. Isleview and Burch, (alt. 2) roads are worse. Discussion: we need to get the job done, we have part of it but we need to look at the budget and see where we can look at stretching the dollar. Work Session to see where the budget is to get the job done. Work session on April 19 at 6 pm at the service center, motioned by Supervisor Kelly, Seconded by Supervisor Haubrich Motion Passed by all
- Other road issues/concerns/comments?
 - Supervisor Haubrich- Culverts supply, instead of us purchasing just order when we need. We need to make sure it's the 30 feet the two pieces. Pipeline supply will have them in stock to purchase when needed.

- Supervisor Ives had information on a class for learning about roads from Bargain Inc. called they have mentioned about learning about products wanted to extend the class to us as a township. Sealer “no go gap” April 21 is the date in Walker, will pass on the flier, Vandyke over lay the road, fill the cracks, and level the road. Free of charge to all who attend. New road this year and they need to be attended too. 9 am – 3pm Northern Light Casino, gap banding materials and filler. Supervisor Haubrich will attend.
- Consider approval of “application for utility permit” Keyview Road- New construction
 - Supervisor Kortekaas motioned Supervisor Kelly seconded Motion passed
- Consider setting meeting for Annual Road inspection
 - Table until P & D meeting April 27, motioned by Supervisor Rosato and Supervisor Huabrich Seconded, Passed all
 - Road clean up- we need more handle piker uppers- April 21 5:00 pm, in remembrance to our maintenance workers who passed away.

6. Recreation

- Wondering about flower out front of building- planters flowers purchasing and Supervisor Kortekaas motioned Supervisor Ives seconded, Discussion: \$200 at the most for flowers Passed by all
- garage sales- are a no go
- Boat landings look and see how to fix- maintenance crew fixed but the wave action washed it all away, need profession to help to see what can be done. Supervisor Kelly to work on that. Supervisor Haubrich wants to go with to check, Supervisor Ives to help fix erosion talked to DNR and Army Corp of Engineers, manmade problem need help to fix, not in the budget to fix all financially, need an idea of how to help, DNR will help anyway possible.

7. Correspondence

- Non action – in binders

8. Old Business

- Employee handbook
 - Table the handbook until May 25th and then set a date to go over, Supervisor Kelly motioned, Supervisor Haubrich seconded passed all.
- Consider increasing election judge rate from \$10-\$11 and hour on the compensation Policy page.
 - Suggested to follow what the county does, Election official in county will be going up to \$11. Asked for us to be Equal. Supervisor Haubrich motioned to raise the rate to \$11.00 Supervisor Ives seconded passed by all.
- Confirm two year agreement for portable bathrooms with Northland Portables
 - Wanted to be sure we are good with the two year contract.- Supervisor Kelly talked to Northland and they would like to move them, because there are wholes in front of the facilities and we could move the houses to fill the holes in front of bathroom

9. New Business

- Consider approval of the clerk going to the Legal training in Burnsville
 - Supervisor Ives motioned to approve Supervisor Kelly second, lodging, mileage, registration of short course passed by all

- Consider approval of purchase of Pole Saw for the maintenance crew
 - Both Ace and L& M are the same price, Supervisor Kelly motioned to accept, Supervisor Kortekaas seconded, Discussion: gas would be cheaper, and bulky, and hard to use when getting up on the higher ladder, batteries would be easier and more maneuverable Motioned passed by Ken, Jim, Gary, Dennis, and Ives opposed

10. Treasurer’s Report – dated April 13, 2016 (March 1- 31, 2016 financials)

- Supervisor Kortekaas motioned to approves treasures report, Supervisor Ives seconded, passed all

11. Approve payment of bills for April 2016

- Supervisor Ives motioned to pay bills, seconded by supervisor Haubrich passed by all

ON the topic of a resident who would like us to vacate a piece of property, Shaw:no action taken by him, resident who is making request has to hire an attorney to get the easement, opinion by Shaw say we could vacate the space, but the resident has to hire an attorney to draw up the paperwork.

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

13. Upcoming events and meetings

- Wed. April 27 Planning & Development Meeting..... 7:30 pm Harris Town Hall
- Tues, April 19 Work Session..... 6:00 pm Service center
- Thur April 21 Garbage Pick-up..... 5 pm cemetary
- Wed. May 4 Board of Appeal and Equalization..... 9:00 am Harris Town Hall
- Mon. May 9 Itasca Township Association Meeting..... 7:00pm Blandin Foundation
- Wed. May 11 Regular Township meeting..... 7:30 pm Harris Town Hall
- Wed. May 25 Planning & Development Meeting..... 7:30 pm Harris Town Hall

14. Adjourn

**Work Session
April 19, 2016
Minutes
6:00 pm**

DRAFT

The meeting was called to order at 6 pm in the Harris Maintenance building by Chairman Rosato, Supervisors Kelly, Haubrich, Korekaas, and Ives were present. Treasurer Becky Adams and Clerk Cari Alleman was also present.

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

Review and discuss recommendations for the 2016 Road Improvements

- Discussion of the proposed 2016 Road Improvement Project (or bituminous roads), including the Hawkinson Construction base bid and ADD- Alt 1&2 options, as well as budget & finance considerations for the project.

Funds Available to use for proposed road construction (from Minutes dated 2.1.16)

- 2015 'under budget' in Road & Bridge: \$110,000 (carries over to 2016)
 - 2016 levied for major road construction: \$300,000
 - 2016 levied for Cap Impv/Roads: \$110,000
 - 12/31/15 balance in Cap Impv/Roads \$342,456
- Total funds accessible for road repair: \$862,456

Smith added that there is also a 12/31/15 balance in Capital Improvement/*Non Dedicated* fund of: \$211,692, which could also be used if needed. If added to total above, the combined total of accessible funds would be \$1,074,148 in 2016.

Matt: Base bid can award plus Alt 1 or Base ad Alt 2 Just base bid or you can award all three. Birch Street is included in the bid- Add Alt 2.

Burl: what other costs are not being written, Matt informed that his fees of Construction oversight was not included in the quote. Having test densities, check to make sure all is good during construction, make sure compaction tests are not included in the bid, those would be extra and the estimate of that would be about \$2000-\$3000 for the whole project. As needed, unforeseen things, if we reclaim something and it is not holding, it would have to be dug out, if it doesn't hold and something needs to be done. Contingency is not in bid, nor is Construction oversight. Have separate bid for that.

Treasurer Adams went over the budget, the final budget for last year in the yearend report. (Attached the final budget from Annual ton meeting to show balances and budgets for the roads.) The line we are looking at is just major construction for the road. Funds in to the bank guaranteed every six months. Funds in reserve, not at all times. We also wanted to look at the transferring of funds from the service center and the equipment funds to fund the balance of the roads.

Adjourn at 6:35 pm Supervisor Kortekaas motioned to adjourn and Supervisor Kelly seconded, Motion passed by all.

CAPITAL IMPROVEMENT FUND

INCOME / REVENUE	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2017 Proposed
Apportionments by fund:						
Equipment Fund	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$15,000.00
Service Center Fund	\$20,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Road fund	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$110,000.00	\$120,000.00
Non-Dedicated Funds	(13,136.13)	(11,780.44)	1,242.30	(1,283.85)	\$0.00	\$0.00
82 TOTAL APPORTIONMENT(LEVY)	\$136,863.87	\$128,219.56	\$141,242.30	\$138,716.15	\$140,000.00	\$135,000.00
80 INTEREST	\$1,583.12	\$189.23	\$203.52	\$910.49	\$200.00	\$200.00
81 STATE AID / LGA	\$13,581.22	\$8,807.68	\$7,945.71	\$0.00	\$0.00	\$0.00
AUDIT ADJUSTMENTS	\$1,744.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INCOME / REVENUE	\$153,772.73	\$137,216.47	\$149,391.53	\$139,626.64	\$140,200.00	\$135,200.00

DISBURSEMENTS - TRANSFERS / PURCHASES

810	Equipment	(\$32,581.80)	(\$26,719.55)	(\$7,999.00)	\$7,999.00	\$0.00	\$0.00
	REPLACED: F350 Dump truck & Big Tex Trailer		REPLACED: Ford F250 pickup	REPLACED: John Deere & Gravely riding mowers	Transferred FROM Equip Fund for 2014 expenses	(Nothing scheduled)	(Nothing scheduled)
820	Road Improvements:	(\$32,500.07)	\$0.00	(\$100,000.00)	\$0.00	(\$110,000.00)	(\$250,000.00)
	Bituminous Road Project			Bituminous Road Project	Bituminous Road Project	Bituminous Road Project	Bond Payment - or - Bituminous Rd Project
830	Service Center Improvements:	\$0.00	\$0.00	\$0.00	(\$3,545.00)	\$0.00	\$0.00
					New turnance in Serv Ctr garage	(No plans)	(No plans)
840	Non Dedicated:	(\$4,298.70)	\$0.00	(\$22,230.00)	(\$24,672.00)	\$0.00	\$0.00
	GIS Cemetary Database			Tennis Courts @ Wendigo and Crystal	Townhall ramp/roof, & well at Wendigo Park	(No plans)	(No plans)
TOTAL DISBURSEMENTS		(\$69,380.57)	(\$26,719.55)	(\$130,229.00)	(\$20,218.00)	(\$110,000.00)	(\$250,000.00)

CAPITAL IMPROVEMENT FUND SUMMARY	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Proposed	2017 Proposed
Balance, January 1	\$457,115.13	\$541,507.29	\$652,004.21	\$671,166.74	\$790,575.38	\$820,775.38
Plus Revenue/Adjutments	\$153,772.73	\$137,216.47	\$149,391.53	\$139,626.64	\$140,200.00	\$135,200.00
Less Disbursements	(\$69,380.57)	(\$26,719.55)	(\$130,229.00)	(\$20,218.00)	(\$110,000.00)	(\$250,000.00)
	(Roads, Equip, GIS)	(Equipment, GIS)	(Roads, Recreation, Equipment)	(B&G \$ TRANS to Cap Impv from	(Roads)	(Roads)
Balance, December 31	\$541,507.29	\$652,004.21	\$671,166.74	\$790,575.38	\$820,775.38	\$705,975.38

(see below for split
by dedicated fund)

CAPITAL IMPROVEMENT FUND - RECAP by DEDICATED FUND BALANCES:						
	2012	2013	2014	2015	2016	2017
Equipment	\$22,108.37	\$25,388.82	\$47,389.82	\$85,388.82	\$115,388.82	\$130,388.82
Service Center	\$124,581.91	\$134,581.91	\$144,581.91	\$151,036.91	\$151,036.91	\$151,036.91
Roads	\$142,456.70	\$242,456.70	\$242,456.70	\$342,456.70	\$342,456.70	\$212,456.70
Non-dedicated	\$252,360.31	\$249,576.78	\$236,738.31	\$211,892.95	\$211,892.95	\$212,092.95
Total Fund Balances	\$541,507.29	\$652,004.21	\$671,166.74	\$790,575.38	\$820,775.38	\$705,975.38

PLANNING & DEVELOPMENT MEETING
April 27, 2016 – 7:30pm
Minutes

DRAFT

The regularly scheduled Planning and Development meeting was held on April 27, 2016 at the Harris Town Hall. Chairman Rosato called the meeting to order at 7:30 pm. Supervisors Ives, Kortekaas, Kelly and Haubrich were present, Clerk Cari Ann Alleman was present and missing was Treasurer Becky Adams.

Pledge to the flag

Business from the Floor

Consent Agenda

Roads

- Matt Wegwerth – SEH Road Engineer
 - Consider Gravel Road Maintenance Contracts- Schwartz or Casper
 - Received area contractors, Casper & Schwartz- **(Attached)** Supervisor Ives motioned for accepting bids for Casper construction, Supervisor Kortekaas seconds the motion. Motion Passed All
 - Consider Proposal for SEH professional engineering and Hawkinson Construction for roadway reclaim and grading, culvert replacement, subgrade correction, and bituminous pavement on Sunny Beach Road, Romans Road, Isleview Road, Birch Street and Pine Street.
 - Matt summarized the base bids and alt sections, significant reduction of bids, (base bid of \$367,618.10 Alt 1- \$447,933.00 Alt 2- \$411,699.30 for a total of \$1,227,250.40) bituminous reduction in oil, 25% savings from estimate, \$42,000 includes all engineering management for all parts of Base, Alt 1, and Alt 2. Going over the budget, we would like to have all the alternatives to be able to work on. We would like to take money from Building and Maintenance funds.
 - Motion to take service center \$150,000 and \$50,000 from equipment and transfer to road and bridge made by Supervisor Ives, Supervisor Haubrich seconded , Roll call vote Jim Yes, Gary, Yes, Burl Yes Dennis Yes, Ken Yes
 - Motion by Supervisor Kelly- to accept bid for all three parts, Supervisor Ives seconded, Motion Passed by Jim, Ken, Ives, Gary, Dennis opposed, Motioned passed
 - Matt will be contacting Hawkinson Construction and sign the contracts to start work and get the board the information they need to have. Completion date August 26, 2016 Notices will be given to the residents after we know when construction will be starting...
 - Construction administration- \$42,000 for all three projects combined- need a motion, Motioned by Supervisor Haubrich, seconded by Supervisor Ives, Motion Passed by All
 - Direction gravel road project, board needs to be able to look at roads to be done, For Hughes, Jane Lane, Roman rd., wagon wheel, plus six from last year and look at the four for this year, come up with new rotation for the next 5-7 years, discussion: Wendigo park circle, The township has money set aside to handle gravel roads, wagon wheel high travel area, estimate of what it would cost to fix those. The board wants to look at the roads first, and we can see if Matt would agree with the board's assessment, and also the crack sealing that should be done this year. Will wait after the road meeting to see which road to be worked on. Crack seal Underwood west road to seal cracks. Gravel and crack sealing. Resident called to let us know Field Crest road that it is falling apart.

- Ken went to training for a new product. Supposed to increase the life of asphalt, underwood road west might be a good road to try it on. Resident on Sunny beach road, west of the area of the area that we are going to be taking a care of.
- Matt will inform Casper about bid acceptance and when they will want to start.

Recreation

- Wood Tick landing, heads up that you are careful about the added cars that are on the side of the roads, Sunny beach roads, make sure to pick up garbage and be respectful of others and there are fisherman on the side of the road.
- Casper landing, Supervisor Haubrich looked over the erosion happening on the landing, need to do something for the landing. Perhaps need to have DNR or landscaping ideas, county had indicated they would like to come and look, and put heads together for the course of action for that area. County, DNR, Supervisor Kelly, Supervisor Haubrich to look.

Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 3-31-16

Maintenance Report: March 7- April 8, 2016

- Using other storage areas for the best of ability, pick up branches Wendigo Park, breakers why they keep popping pavilion at Crystal Park. Popped only when people use the breakers. Ken will work with maintenance crew to do that, Supervisor Kortekaas motioned to hire electrician to review electrical panel at Crystal Park, Supervisor Kelly seconded. Passed by all

Old Business

- Consider setting a date to review the town hall policy and lease in detail, for possible updates.
- Consider setting meeting for "Annual Road Meeting"
 - ⊗ Dividing up road list, Supervisor Rosato will give the road assignment to each of the supervisors, Matt has a form that they can use for priority the roads, the board has done this in the past, each supervisor to receive 10-12 roads, most severe road we can look at collectively. We will have the P&D meeting and run into road meeting and suspend the P & D to road meeting. Road meeting set for May 25th at 8 pm. Motion by Supervisor Ives, seconded Supervisor Haubrich. Motion Passed all

New Business

- Consider proposed purchase of an All in one printer, fax, scanner, and copier for the clerk to use.
 - Motion by Supervisor Haubrich to purchase the printer, Supervisor Ives seconded, Motion Passed by all.

Public Input

- Township resident inquired about the Status of Natural Gas, gas will be doing a small amount of area this year, Itasca county will be doing a ditch area on eastern side of the township.

Upcoming meetings/events

- Wed. May 4 Board of Appeal and Equalization..... 9:00am Harris Town Hall
- Wed. May 9 Itasca Township Association Meeting..... 7:00pm Blandin Foundation
- Wed. May 11 Regular Meeting..... 7:30pm Harris Town Hall
- Wed. May 25 Planning & Development Meeting.....7:30pm Harris Town Hall
- Wed. May 25 Annual Road Meeting..... 8:00pm Harris Town Hall

Meeting was adjourned at 9:10 pm Supervisor Rosato motioned to have meeting adjourned, Supervisor Kortekaas Seconded, motion passed meeting adjourned.



Building a Better World
for All of Us®

MEMORANDUM

TO: Harris Township Board

FROM: Matt Wegwerth, PE ^{mww}

DATE: April 20, 2016

RE: Gravel Road Maintenance Contract
SEH No. HARRT 136649 14.00

Two quotes have been received for the maintenance of Harris Township gravel roads for 2016. Below is a summary:

	<u>Schwartz Excavating</u>	<u>Casper Construction</u>
Road Grading-----	\$145 / hour	\$135 / hour
Mobilization-----	\$150 / hour	\$120 / hour

Based on the quotes, I am recommending Casper Construction for the 2016 gravel road maintenance contract.

mww
 Attachements – Schwartz and Casper Quotes
 c: Jayson Newman, PE
 p:\jhharrt\136649\1-gen\14-corr\seh memo_2016 gravel road maint.docx

**Minutes of the
Board of Appeal and Equalization
Harris Township
WEDNESDAY May 4, 2016
9:00am**

DRAFT

Pursuant to due notice and call thereof, a Local Board of Appeal and Equalization was conducted on Wednesday, May 4, 2016 at 9:00am at the Harris Town Hall, with following officers of the board present: Supervisors Ken Haubrich, Burl Ives, and Gary Rosato, and Clerk Cari Ann Alleman. *Absent: Supervisors Jim Kelley, Dennis Kortekaas, and Treasurer Becky Adams.*

Also in attendance were Supervisor Bill Hilback Itasca County Assessor, Kelly Whitted -Assessor/Appraiser for Harris Township, and Jim Pietial County-Assessor/Appraiser- County Assessor/Appraiser Carissa McIlwain County-Assessor/Appraiser.

There were 12 Harris Township residents in attendance.

Opening Comments

Chairman Rosato introduced the 2015 Local Board of Appeal and Equalization for Harris Township: Supervisors Rosato, Haubrich, and Ives. He then turned the meeting over to County Assessor Hilback

Opening Comments and introduction of County staff:

Hilback introduced his staff, who were there to help with taxpayer concerns and give onsite property reviews if necessary. The assessor staff was there to represent the County Assessor's Office. **He noted that Supervisor Rosato had his current local Board of Appeal and Equalization training and certification, prior to today's meeting.** Hilback reminded the board that motions are required for any valuation or classification changes.

Explanation of purpose and process for Local Board of Appeal and Equalization

Rosato explained that this meeting was to review the 2015 classifications and assessments/valuations of Harris Township properties that are used to calculate taxes payable in 2016. Any person feeling aggrieved could discuss their complaint with the Board and Assessor. The meeting was to be kept orderly and anyone becoming loud or out of order would be asked to leave. The complaints would be reviewed in the order they appeared on the sign-in list.

It was further noted that in order to appear before the *County* Board of Appeal and Equalization, a resident needed to appear before the *Local* Board of Appeal, either in person or via letter. Even if no change is made at the local level, the board will need to make a motion, second, and approve that a resident has the right to appear before the County Board of Appeal.

This is a meeting of the residents; the local board should be addressed with all grievances – not the county Assessor. A reminder was given that this meeting is about property valuations - not about taxes.

Interior inspection, is walking through your home, they measure the rooms and look at the inside of the home.

Hilback explained that at the end of today, the board would have two choices – to adjourn, or to recess if more information is needed. If recessed, the date for a second meeting date must be set within 20 days. At that time, they would then finalize any issues and adjourn.

For clarification, Hilback explained that only 2 things could be changed at today's meeting:

- The classification for 2015 (such as homestead vs. non homestead, business vs. residential, etc.) that will affect taxable payable in 2016.
- The valuation amount that is shown on the yellow form from the county. (This was *not* a meeting to discuss taxes – but rather the property valuations and classifications.)

County wide changes:

Hilback commented that there were made, does not affect Harris Township. Increase in zoning in 35 acres or more.

The county has to have a minimum of 6 sales in order to reassess the township. Harris could have more sales in the next year

Assessor Whitted went over the classification of the handout she put together for our Township. *(copy attached)*
The Last page has certain classifications and here is how you read it...- upland (up), lowland (lo), the base is based on the how many acres you have you have a discount the more acres you have and the more accesses you have. Once you have hit the 35 acres there is no more discounts available.

Hilback read: *The assessor staff is here to advice and assist the Local Board with any questions or information regarding the valuation and classification of properties. Any changes to the valuation of classification of a property will require a Local Board action via a motion being made, seconded, and passed.*

The Local Board may not take action after adjourning today. All issues must be resolved before the meeting is adjourned. Once adjourned, they cannot reconvened. If necessary to reconvened, the initial meeting must be recessed and the reconvened meeting must be held and all business of the local board must be concluded within 20 calendar days (including the day of the initial meeting) unless the board requests a time extension in writing from the Department of Revenue and the time extension is granted by the department. The date and time of the reconvened meeting must be determined before the initial meeting is recessed.

Per MN statutes, section 274.14 subdivision 1:

"A board member shall not participate in any actions of the board which shall result in the market value adjustment or classification changes to property owned by the board member, the spouse, parent, stepparent, child, stepchild, grandparent, or grandchild, brother, sister, uncle, aunt, nephew, or niece of a board member, or property in which a board member has financial interest. The relationship may be blood or marriage. (Full reading attached)

Township wide changes:

Whitted commented that Harris township was last reassessed in 2015-2016. Whitted will go into a portion of Harris this year. It will be another 5 year before the assessor will reassess the properties.

The sales study included October 1 2014- September 31 2015, will be doing another study for October 1 2015- september 31 2016

In Harris Township, Kelly Whitted recapped the local sales study packet which was shared with the board and audience *(copy attached)*:

- There were 46 land sales in Harris Township, Oct 2013-Sept 2014 sales date.
- Township overall values are required to be 90-105% of median sales for EMV. Some sales are not included – such as tax forfeit, relative sales, bank sales, etc. as they don't meet the requirements for a good arm lengths sales. Harris's ratio is 98.7% so it was right where it needs to be. Therefore no township wide changes to assessed values were necessary.
- There are 2 ratings for land values in Harris Twp – one for those near the lake, and one for those more rural properties. Zone 1=rural land (Z10 on charts) and Zone 19 =near lake (Z19 on charts)

Consider property owners complaints and answer questions about their assessments.

With no other comments or questions, the residents were called in order of sign-in *(a copy of the sign in sheet will be attached to these minutes)*, to discuss their grievances with the Local Board of Appeal and Equalization. *Any handouts from Kelley Whitted will also be attached to these minutes, for the record*:

1.

Taxpayer name(s): Byron Snowden	Parcel number (s): 2 19-001-2202: 19-001-2401:
Address: Sunny Beach Addition Road	Classification:
Nature of grievance: Witted did a site visit on 5/3/16 and walked the Mississippi Shoreline with MR. Snowden. She reviewed the land characteristics and survey and am recommending the survey measurements of 1292 feet of river frontage. I walked and measured with a measuring wheel the distance of 438 of average shoreline in front of the home and remainder of 854 feet of poor shoreline. Total contiguous shoreline is 2619 feet. I also viewed the interior of the home and measured finished basement and 620 feet basement is not finished and remained of finished basement is low-cost carpet and unfinished concrete walls. I re-measured the pole building and up-dated the square footage to 1552 square feet with a 11X 24 lean to. The pole building has a 12 X16 concrete slab inside with remainder of dirt floor for rest of pole building. I am recommending the updated data be affirmed with the new values of 339,500 on record one. Snowden is on the Mississippi river, county and township does not have power to change what happened on the Mississippi river. Allowed inside the house, and pole barn, was able to assess the property. Asking for a reduction In assessed value. Mississippi river has a 5 acre minimum and a lake has 2.5 acres to build on. Had to split records due to dept. of revenue, homestead is one, river frontage is another, and vacant land is separate. Technically- Snowden does not own the river frontage. Snowden agrees with the assessment made my Witted.	
Action taken: <i>Motion by Rosato is made to accept Whitted current assessment of the property on parcel 1. Motion seconded by Supervisor Haubrich. Motion passed.</i> <i>Motion on to accept Whitted's recommendation on land of parcel one by supervisor Ives made Seconded by Supervisor Haubrich; Motioned passed</i> <i>Supervisor Haubrich motion is made to accept Whitted current assessment of the property for parcel 3 Supervisor Ives seconded, motioned passed</i>	

2.

Taxpayer name(s): William Rancourt	Parcel number (s): 19-020-2106
Address:	Classification:
Nature of grievance: ON 4/29/16 Whitted did an interior inspection with the homeowner. Upon review of the interior, saw that approximately 8 walls in the kitchen and bedroom area were not finished and has been unfinished since the home was built, The home was built in 1970. Whitted recommending depreciation for permanent part value of the home. Also removed 3 extra bath fixtures as the home has only one bathroom.	

Action taken:

Supervisor Rosato made motion to accept Whitted's recommendation Supervisor Haubrich seconded, Motion passed

3.:

Taxpayer name(s): Jason Serfling	Parcel number (s): 19-570-0010
Address:	Classification:
Nature of grievance: Sales and in family sale, has appraisal done by 215K purchased at 220K in 2015. Still assessed at 238K would like to see the assessment go down. Has elevation issues, and treat him as different and to reassessment to happen next year or the county, update the finished and unfinished parts of the basement. Recommendation- elevation issues, house older, pull up GIS, terrane 123K difference between county and the assessor, separate out value of house vs land Only 303 feet of basement finished. \$300,300 land value in 2015- house value at \$35,300 total for \$335,600. Appraisal done in December of 2015. Not uncommon to have a huge discrepancy in the value vs appraised value. Gives county a chance to catch up.	
Action taken: <i>Motion by Supervisor Ives to reduce down by 50K of his assess value see the new assessed value will be \$285,700 Seconded by Supervisor Rosato, Motioned passed all.</i>	

4.:

Taxpayer name(s): Larry Hildebrant-Bondhus	Parcel number (s): 19-513-0134
Address:	Classification:
Nature of grievance: Mishawaka shores: Central Builders bought two final lots, Bare lots have all been assessed at the same rate of \$51,900 Wondering how a lot 500 feet from the lake and no boat access, can be assessed the same rate. Land owners Recommendation that it should be lowered by 30 %. Building lot would have restrictions on building here. Limited to 24 dock boat slips, change over in ownership would change the boat slip. No lake view in summer but one in winter. Due to reassessment due this summer. Does not have the sales to have the data what needs to be assessed.	

Action taken:

Motion by Supervisor Ives reduce by \$15,000 to ring it down \$36,900 seconded by Supervisor Haubrich, discussion: county to look at this year. Motioned passed.

5.

Taxpayer name(s): Patricia Peltz	Parcel number (s): 3 19-023-1403 19-023-1404 19-023-1405
Address:	Classification:

Nature of grievance:

On Hale lake.

6 sales- covers whole township of Harris. Purchased house in 2005, property taxes was 2000 to 3000 now and 3500 in 2017, 3 parcels,

Parcels 19-023-1403 and 19-023-1405 are not buildable.

Was reassessed this past year, Aug. 17, 2015 measured building walked the shore line, detached garage was depreciate 5%, house stayed the same, audit logs, reassessment data, went up-1403-\$48,700 Reduction 5% reduction \$48,100- 1404-was \$247,100 5% reduction to \$236,200 and 1405 was \$33,300 reduction by 5% to \$32,900. Total value of all three parcel are \$317,200.

County would like to have interior view of the home so that we can get a better idea of the value of the home.

Decreased \$11,900 with all three parcels (5%).

Wants to have the east property line surveyed. Recommended SEH, in order to have surveyed.

Would like to see a drop in value, road is taken into consideration. Road right away, .68 acres are not being assessed,

Action taken:

Motion by Rosato to reassess the property, what is the real value of the property because of the road that goes through (Alicia spur), affirm the value of the "shoot" of the township road that is unbuildable. Supervisor Ives seconded motion, motioned passed

6.

Taxpayer name(s): Dennis Connelly	Parcel number (s): 19-520-0300
Address:	Classification:

Nature of grievance:

Bought property last year, Tax value over \$100K over the appraisal or the purchase price, asked to be reduced to closer to market value. Bought for \$265K

County has not assessed the property since 2012 went out today 5/4/2016

Compared the previous value with today's assessment. Assessed for 2016 at \$375,414

Recommended changes of reduction of \$45,511 so total value would then be \$329,903.

Action taken:

Motion by Supervisor Rosato to agree with the assessor and reduce the value of the property by \$45,511 seconded by Supervisor Ives, Motioned passed

7.

Taxpayer name(s): William Keilen	Parcel number (s): 19-600-0090
Address:	Classification:
Nature of grievance: Site interior inspection and walked the property. Located in Sunny beach addition road. Going to be reassessed this summer. Listed at \$344,000 estimated market value, fair open market bought for \$235,000 in 2015. (listed in sales study) 2016 value as of (1/2/16) \$339,049 county has listed at, because of recent sale of the property they cannot make a recommendation. The county will be reassessing this summer. Appraisal done so that next year we can have a piece of paper. Clarify that Kelly went out made adjustments to the property and reduced the value of the property to \$321,300 (not yet inputted in the count's system) New number would be \$287,000	
Action taken: <i>Motion by Supervisor Ives to reduce the property assessed value by \$52,000. Supervisor Ives came up with the math by : \$339,300-sale price (235,000) divided by 2. Taking it off the \$339,300 Ives come up with this number. Seconded by Supervisor Haubrich, Motioned passed</i>	

8.

Taxpayer name(s): Dick Gunderson	Parcel number (s): 19-015-1401; 19-519-0130; 19-015-4100; 19-015-200; 19-014-1400; 19-015-4301; 19-015-4401; 19-013-1300; 19-013-2400; 19-013-3100; 19-013-3200; 19-015-2402; 19-013-3400; 19-013-4201; 19-013-4301; 19-014-1201; 19-014-4111; 19-014-4200; 19-0144300; 19-015-1301; 19-015-3102
Address:	Classification:
Nature of grievance: Disabled vet exclusion amount, is not there. Dick is asking about taxes not assessment or market value, it would be calculated on his application. Dick would have to go see the auditor about the tax implications of the disabled vet service.	

Question 19-015-1401 Clarification to county board of equalization there was an error on the original assessment. The parcel was missing a zero. 20 acres agriculture homestead-

19-014-1400- is a 40 acre rural vacant homestead. Only county assessor can change assessments clarifications value is \$40,000 goes with the break down had rural preserve, and needs to see county assessor to see what his application says about what classification his application says. Original CRV (certificate of Real estate Value) determines what classification his property is at.

Asked why we stop at 40 acres and not go further.

Action taken:

**19-015-1401- Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed**

**19-519-0130 Motioned by Supervisor Roasto to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed**

**19-015-4100 Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed**

**19-015-2400 Motioned by Supervisor Rosato to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed**

**19-014-1400 Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed**

**19-015-4301 Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed**

**19-015-4401 Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed**

**19-013-1300 Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed**

**19-013-2400 Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed**

**19-013-3100 Motioned by Supervisor Rosato to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed**

**19-013-3200 Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed**

**19-015-2402 Motioned by Supervisor Hubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed**

**19-013-3400 Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed**

**19-013-4201 Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed**

19-013-4301 *Motioned by Supervisor Rosato to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed*

19-014-1201 *Motioned by Supervisor Hauchbrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed*

19-014-4111 *Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed*

19-014-4200 *Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Rosato, Motioned passed*

19-014-4300 *Motioned by Supervisor Rosato to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed*

19-015-1301 *Motioned by Supervisor Ives to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Haubrich, Motioned passed*

19-015-3102 *Motioned by Supervisor Haubrich to have Gunderson to go the county board to affirm his value
Seconded by Supervisor Ives, Motioned passed*

9.

Taxpayer name(s): Mary Jo Jess	Parcel number (s): 19-004-1201
Address:	Classification:
Nature of grievance: Want meeting the qualifications of agriculture need to be have a minimum of 10 acres to get the agriculture classification. Reassessed in 2015, sent Jess an application for an agriculture classification. County to follow up	
Action taken: <i>Motion to affirm the value and the right to go to the county board made by Supervisor Ives seconded by Supervisor Haubrich, motioned passed.</i>	

10.

Taxpayer name(s): Judy Meyers	Parcel number (s): 19-017-2313 19-017-2315
Address:	Classification:
Nature of grievance:	

Recreational vehicles need to have registration showing, otherwise the county has to assess value to the property. Personal property values and give them to the personal people who owns the recreational vehicles. It would change the values of Meyers property and the individual would then be responsible for the personal tax bills. An RV is not a manufactured home, lake shore piece of property and not counting as living quarters, other RV parks in the area that classified as this. RV need to have current license on it, or it gets a personal tax statement.

Value of the RV is applied to the owners land statement. It has to be a separation of personal property vs land owner.

Pokegama storage buildings, purchase price is paid for all buildings, County goes by what state sets, 19-008-1301 Meyers come into the county and price include all of the structures. She doesn't want to pay more then what she has into the building. Values of buildings in 2016- \$512,633 (all the buildings and land) Land value is \$90,200 Commercial rate. Improvements are \$422,433 total value of \$512,633.

Farm land rated commercial, 19-009-2304 has a cell tower to be classified as commercial 1 acre. Apply for agriculture land 19-009-4200 (classification) reassessed because of two pole buildings that were not in the last assessment.

Action taken:

Motion to remove \$5,950 from parcel 19-017-2313 and placed on 19-970-7700- (Page Southgate) Supervisor Haubrich motioned seconded Supervisor Ives, motioned passed.

Motion to remove \$9,850 from parcel 19-017-2313 and placed to 19-970-7701- (Kathy Kotula) Motioned by Supervisor Haubrich Seconded by Supervisor Ives, motion passed

Motion to remove \$10,200 from 19-017-2315- and placed on 19-970-7702 -(John Hane) Motioned Supervisor Ives Seconded Supervisor Rosato, motion passed

Motion to remove \$1,500 from parcel 19-017-2315 and placed on 19-970-7704 (Jim Tulek) Supervisor Ives Motion seconded by Supervisor Haubrich, Motioned passed

Motion to affirm her value at this time Supervisor Ives seconded by Supervisor Haubrich, motioned passed

11.

Taxpayer name(s): Peterson Contracting	Parcel number (s): 19-016-2150
Address:	Classification:
Nature of grievance: Assessed last summer(2015) Per request of taxpayer Whitted did a site visit because in November 2015 the house was being torn apart and remodeled. Here are the following updates Whitted recommends, remove old garage and replace with 70% complete new garage, open porch; update the interior measurements and enter part value of the home at 4 % complete because the home has been gutted to studs; remove 702 SF deck and 7 X 15 storage need to affirm at new value of \$447,039.	
Action taken: <i>Motion to accept Whitted recommendation to reduce the value by \$4,941 by Supervisor Rosato and seconded by Supervisor Ives motioned passed</i>	

12.

Taxpayer name(s): Pete Martinetto	Parcel number (s): 19-008-2401
Address:	Classification:
Nature of grievance: Per review with the tax payer and site visit and updated data to the home, attached garage, and detached garage, I am recommending that the value to be changed to \$373,112. The computer will round after the value to \$373,100	
Action taken: <i>Motion to accept Whitted recommendations to reduce the value by \$23, 740 Supervisor Rosato and seconded by Supervisor Haubrich, motioned passed</i>	

13.

Taxpayer name(s): DR. Gaalaas	Parcel number (s): 19-008-4400
Address:	Classification:
Nature of grievance: Whitted performed two site visits, one during reassessments and one with the property owners. Whitted asked to affirm the value to give the owner an opportunity to review whether he wants to continue to appeal value to County Board of Equalization.	
Action taken: <i>Affirmed his value of 19-017-1100-and right to go to the county board, (\$219,300) Motioned by Supervisor Haubrich seconded by Supervisor Rosato Motioned passed</i> <i>19-008-4400 value (\$575,500) to affirm his right to value Motioned by Supervisor Haubrich seconded Supervisor Ives motioned passed</i> <i>Motion to affirm his value and his right to go to the county equalization board, (\$284,200) Motion by Supervisor Ives seconded by Supervisor Haubrich motioned passed</i>	

14.

Taxpayer name(s): Anthony Kellin	Parcel number (s): 19-016-3322
Address:	Classification:
Nature of grievance:	

On 4/29/2016 Whitted did an interior and exterior visit of the property, Whitted walked the shoreline with a measuring wheel and identified characteristics with the homeowner. Whitted reviewed the Aerial maps and identified that the shoreline is underwater around the point area. After review of the property Whitted recommending that the value be changed based on the onsite measurements and land breakdowns identified on shoreline and upstairs interior measurements that are updated and identified per square footage measurements.

Action taken:

Motion to reduce the assessed value on his property by \$26,641 to the new value of \$374,542 by Supervisor Rosato motioned Seconded by Supervisor Ives Motion passed

15.

Taxpayer name(s): David Bishop	Parcel number (s): 19-019-4406
Address:	Classification:
Nature of grievance: Whitted performed a site visit per the taxpayer and re-measured all the buildings because the taxpayer believed there was a discrepancy in the home measurements. Whitted re-measured all buildings, updated square footage on home, patio, slab, and split class buildings between homestead and commercial.	
Action taken: <i>Motion to reduce the assessed value on his property by \$17,300 to the new value of \$220,000 Supervisor Ives motioned Seconded by Supervisor Haubrich, Motion passed</i> <i>Record 2 Commercial portion- Motioned by Supervisor Rosato to reduce by \$600 Supervisor Ives seconded Motioned passed by all</i>	

16.

Taxpayer name(s): Pat Scally	Parcel number (s): 19-018-3104
Address:	Classification:
Nature of grievance: This property was re-assessed and upon review of the data entry, updates needed to be changed. It is the opinion of Whitted that the screen house has no contributory value and should be removed; the deck should be entered as fair that is attached to the pool. The deck attached to the house is 196 SF.	
Action taken: <i>Motion to reduce the assessed value on his property by \$1,405 to the new value of \$107,895 Supervisor Haubrich motioned Seconded by Supervisor Ives Motioned passed by all</i>	

17.

Taxpayer name(s): Karla & Wade Trast	Parcel number (s): 19-010-2105
Address:	Classification:
Nature of grievance: A site visit was performed and based on the following: Whitted recommended that the value be reduced to \$246,141 as follows: A storage building and deck was added, a slab and deck and storage was added to the 1.25 structure over a slab, a deck was updated to 540 SV 540 SF and added; One level over piers was updated from 672 SF to 664 SF; and open 2 X 4 porch was added; slab updated in front of garage and front of house; garage was depreciated to 85% that was attached to home, detached garage was depreciated to 90%	
Action taken: <i>Motion to reduce the assessed value on his property by \$11,883 to the new value of \$246,141 Supervisor Haubrich motioned Seconded by Supervisor Rosato motioned passed by all</i>	

18.

Taxpayer name(s): Tom Neustrom	Parcel number (s): 19-004-1110
Address:	Classification:
Nature of grievance: This property was on report that needed to be reassessed. Affirm value so a site visit can be performed	
Action taken: <i>Motion to value affirmed so that county staff can go and assess his house Supervisor Haubrich moved Supervisor Ives seconded Motion passed by all</i>	

19.

Taxpayer name(s): Adrian Shannon Cook	Parcel number (s): 19-016-2204 19-505-0110
Address:	Classification:
Nature of grievance: Recommendation is to reduce the value of the house based on Kelly's interior knowledge by \$27,767. if board went with Kelly.	
Action taken: <i>Motion to accept recommendation of Whitted , Supervisor Haubrich motioned Supervisor Rosato seconded Motion passed by all</i>	

20.

Taxpayer name(s): Edward Casper	Parcel number (s): 19-620-0170
Address:	Classification:
Nature of grievance: Per the taxpayer's request, Whitted performed a site visit to the property and walked the shoreline with the owner and using the measuring wheel measured 30" of bank which Whitted recommended be classified as average shoreline and the remainder of the shoreline classified as good which would be 127 feet of shoreline. Whitted reviewed the garage and split out the storage that was attached to the garage; Whitted added 16X26 lining, insulation and heat; Updated 11X12 SF of home to one level over slab and removed the extra basement ect. After 7updating the data, Whitted recommends that the new value of \$346,309 be affirmed.	
Action taken: <i>Motion to reduce the assessed value of the property by \$12,390 and the new value would be \$346,309 motioned by Supervisor Ives seconded by Supervisor Rosato motioned passed</i>	

21.

Taxpayer name(s): Nathan Lloyd	Parcel number (s): 19-620-0140
Address:	Classification:
Nature of grievance: Going to be assessed this summer (2016) Recommended that fix measure of garage and water leak in basement and now no flooring and sheetrock, and looking at the decking and putting it in a little lesser value and looking at the lake shore also, bluffs have effect on property, Reassess this summer for the land. Just reduced the structure not the land	
Action taken: <i>Motion to reduce the assessed value of the property by \$3,581 and the new value would be \$371,857 motioned by Supervisor Ives seconded by Supervisor Rosato motioned passed</i>	

22.

Taxpayer name(s): Ryan Novak	Parcel number (s): 19-485-0560
Address:	Classification:
Nature of grievance:	

Data entry update on new construction picked up on 3/11/2016. Whitted respectfully requests to update structure four in the CAMA system and enter that .29 % of new construction was picked up on the above mentioned date and should be entered in the CAMA system. The CAMA system already notes the Jim Pietila during his site visit viewed the structure as 100% complete and the living space above the garage.

Action taken:

Motion to affirm and one line was missing in the assessment and to update the information in the CAMA system motioned by Supervisor Huabruch seconded by Supervisor Roasto motioned passed

23.

Taxpayer name(s): Samual Gebhart	Parcel number (s): 19-430-0130
Address:	Classification:
Nature of grievance: Affirm the value soa review can be done on what new construction took place during 2016 assessment cycle. Last site visit 2/16/2016	
Action taken: <i>Motion to affirm value and what was new construction and do a site visit Supervisor Ives motioned Supervisor Haubrich seconded Motioned passed by all</i>	

24.

Taxpayer name(s): Michael Corrine Youso	Parcel number (s): 19-430-0130
Address:	Classification:
Nature of grievance: Whitted performed a site visit in fall of 2015. Affirm value to allow a follow-up with homeowner to see if any changes occurred prior to January 2, 2016 and after site visit.	
Action taken: <i>Motion to affirm value and to get more information on the property and affirm their value Supervisor Haubrich Motioned Supervisor Rosato Seconded Motioned passed by all</i>	

25.

Taxpayer name(s): David and Amanda Protelsch	Parcel number (s): 19-545-0135
Address:	Classification:
Nature of grievance: Reassessed this summer (2016) Reviewed shoreline- reviewed shoreline and house summer of 2016 Land has issues with the lake shore, 183 feet are good and 25 feet as average.	
Action taken: <i>Motion to affirm the value of property Supervisor Haubrich motioned Supervisor Ives seconded Motioned passed all.</i>	

26.

Taxpayer name(s): Bryan & Carrie Schlight	Parcel number (s): 19-610-0050
Address:	Classification:
Nature of grievance: Reassessed this summer (2016) Reduction of structure by \$16,623. Measurements were not correct in original assessment, basement finish was off, not all the basement was finished.	
Action taken: <i>Motion to accept recommendations for interior data and reduce the structure by \$16,623 Supervisor Ives made motion Supervisor Haubrich Seconded Motioned passed by all.</i>	

27.

Taxpayer name(s): Rick Peterson	Parcel number (s): 19-010-2108
Address:	Classification:
Nature of grievance: Reassessed this summer (2016) Whitted received a call from MR Peterson and he would like an interior assessment done on May 10, 2016. To go inside the house, not as much living apace as county has initially stated. Recommendation is to affirm value.	
Action taken: <i>Motion to affirm the value of the property Supervisor Ives motioned Supervisor Haubrich seconded motioned passed by all</i>	

28.

Taxpayer name(s): Donald LaPlant	Parcel number (s): 19-010-4402
Address:	Classification:
Nature of grievance: Whitted received an office visit from Mr. LaPlant and he drew out and measured with her using the GIS mapping system what he said was wetlands on his property, After further review, using the land type breakdown through the GIS, his measurements we almost identical 5to eh overlay mapping which donates wetlands, under water land, ect. Whitted recommended to affirm his value as our data looks accurate.	
Action taken: <i>Motion to affirm the value of the property Supervisor Haubrich motioned Supervisor Rosato seconded motioned passed by all</i>	

29.

Taxpayer name(s): Shannon Schultz	Parcel number (s): 19-032-4301 19-032-4406
Address:	Classification:
Nature of grievance: Contesting two parcels, reassessed it went up undervalued of the cabin and then with the 5% increase Wrote letter to Ms. Whitted appeal the assessments	
Action taken: <i>Motion to affirm the value of the property 19-032-4301 Supervisor Haubrich motioned Supervisor Ives seconded Motioned passed by all</i> <i>19-032-4406 Affirm the value Supervisor Ives motioned Supervisor Haubrich seconded Motioned passed by all</i>	

30.

Taxpayer name(s): Toni Brose	Parcel number (s): 19-565-0166
Address:	Classification:
Nature of grievance: Update the data for the new construction	
Action taken: <i>Motion to accept update the data for the new construction that was picked up 19-565-0166 Supervisor Haubrich motioned Supervisor Rosato seconded Motioned Passed by all</i>	

Taxpayer name(s): Amanda Virkus, Dereck Lappanen	Parcel number (s): 19-535-0216
Address:	Classification:
Nature of grievance: Update the data for new construction.	
Action taken: <i>Motion to Accept and update the data for the new construction that was picked up 19-535-0126 Supervisor Rosato motioned Supervisor Haubrich seconded Motioned Passed by all</i>	

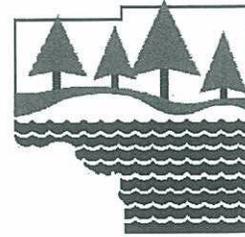
With no other persons to come before the local board of appeal and equalization a motion was made at 3:12pm by Supervisor Ives to adjourn today's meeting. Upon a second from Supervisor Haubrich, motion passed and meeting adjourned.

Respectfully submitted,

Cari Ann Alleman, Clerk

ITASCA COUNTY

ITASCA COUNTY ASSESSORS OFFICE
123 NE 4TH ST
GRAND RAPIDS, MN 55744-2600
218-327-2861p/218-327-7343f



4/29/2016

Dear resort or campground manager:

First, a friendly reminder that, unless a travel trailer displays a current license plate, Minnesota statute says that it must be subject to property tax.

Minnesota statute 168.012, Subdivision 9 reads, in part: "*Travel trailers not conspicuously displaying current registration plates on the property tax assessment date shall be taxed as manufactured homes*"

Please do your campers a favor by reminding them to obtain - and PROMINENTLY display on their trailers - a 2015 license. Otherwise, our office will be required to enter them in the property tax system.

For the upcoming, January 2, 2015 assessment, a current Minnesota trailer license will be dated February, 2015.

Second, we may request a list of site lessees/trailer owners with their home addresses per Minnesota Statute 273.125, Subdivision 8 (f). If you choose not to give us a list, we'll be required to treat unlicensed trailers and/or other improvements (for example, decks or gazebos) as if they are owned by the property owner.

Thank you for your assistance. Please contact our office with any questions.

Sincerely,

Brian J. Connors

Brian J. Connors, SAMA
Itasca County Assessor
(218) 327-2861
Brian.Connors@co.itasca.mn.us

BOARD OF APPEAL AND EQUALIZATION

If Board wants explanation of what to do-

- Typically Board opens meeting and takes care of whatever business they have.
- Board then turns meeting over to Assessor Staff.
- Thank the Board

Welcome to the 2016 Local Board of Appeal and Equalization for XXXX Twp/City.

**Introduce Assessor Staff.

We are here to help with taxpayer concerns and also give an on site property review if necessary.

This is the Township/City meeting. The Assessor staff is here to advise and assist the Local Board with any questions or information regarding the valuation and classification of properties. Any changes to the valuation or classification of a property will require a Local Board action via a motion being made, seconded, and passed.

The Local Board may not take action after adjourning today. All issues must be resolved before the meeting is adjourned. Once adjourned, they cannot reconvene. If necessary to reconvene, the initial meeting must be recessed and the reconvened meeting must be held and all business of the local board must be concluded within 20 calendar days (including the day of the initial meeting) unless the board requests a time extension in writing from the DOR and the time extension is granted by the department. The date and time of the reconvened meeting must be determined before the initial meeting is recessed.

- It is a requirement that at least one voting member present at the meeting has attended BOA training under MN Statute 274.014 within the last four years, and every four years thereafter. The board **has/has not** certified that these requirements have been met or it will become an open book meeting.

Per MN Statutes, section 274.14, subdivision 1:

“A board member shall not participate in any actions of the board which result in market value adjustments or classification changes to property owned by the board member, the spouse, parent, stepparent, child stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew, or niece of a board member, or property in which a board member has financial interest. The relationship may be blood or marriage.”

The appeal shall be handled solely by the remaining members of the board who have no such interest in the property. It is recommended to affirm the valuation or classification to allow the appeal to be handled at the County Board of Appeal to reduce the appearance of any impropriety and promote transparency and the public trust.

In conclusion: there are only 2 items the Board is authorized to change today:
Classification and/or the valuation of property for the 2016 assessment, for taxes payable in 2017.

First, we will explain the County-Wide changes (land and site)

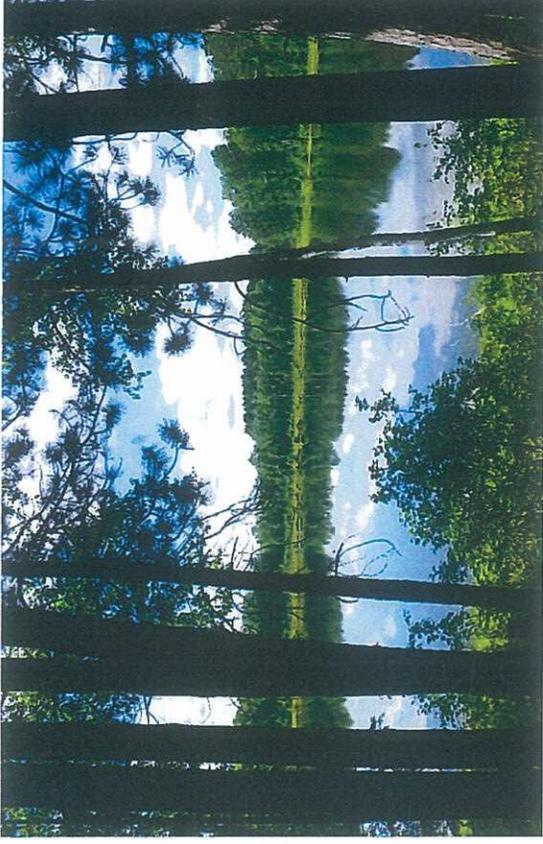
(Turn over to appraiser to explain township/city changes, sales analysis)

(Taxpayer concerns)

(Letters)

Assessment notice changes – correct in red on taxpayers assessment notice.

Board adjourns the meeting-**note the time adjourned on the Local Board of Appeal and Equalization Certification form.**

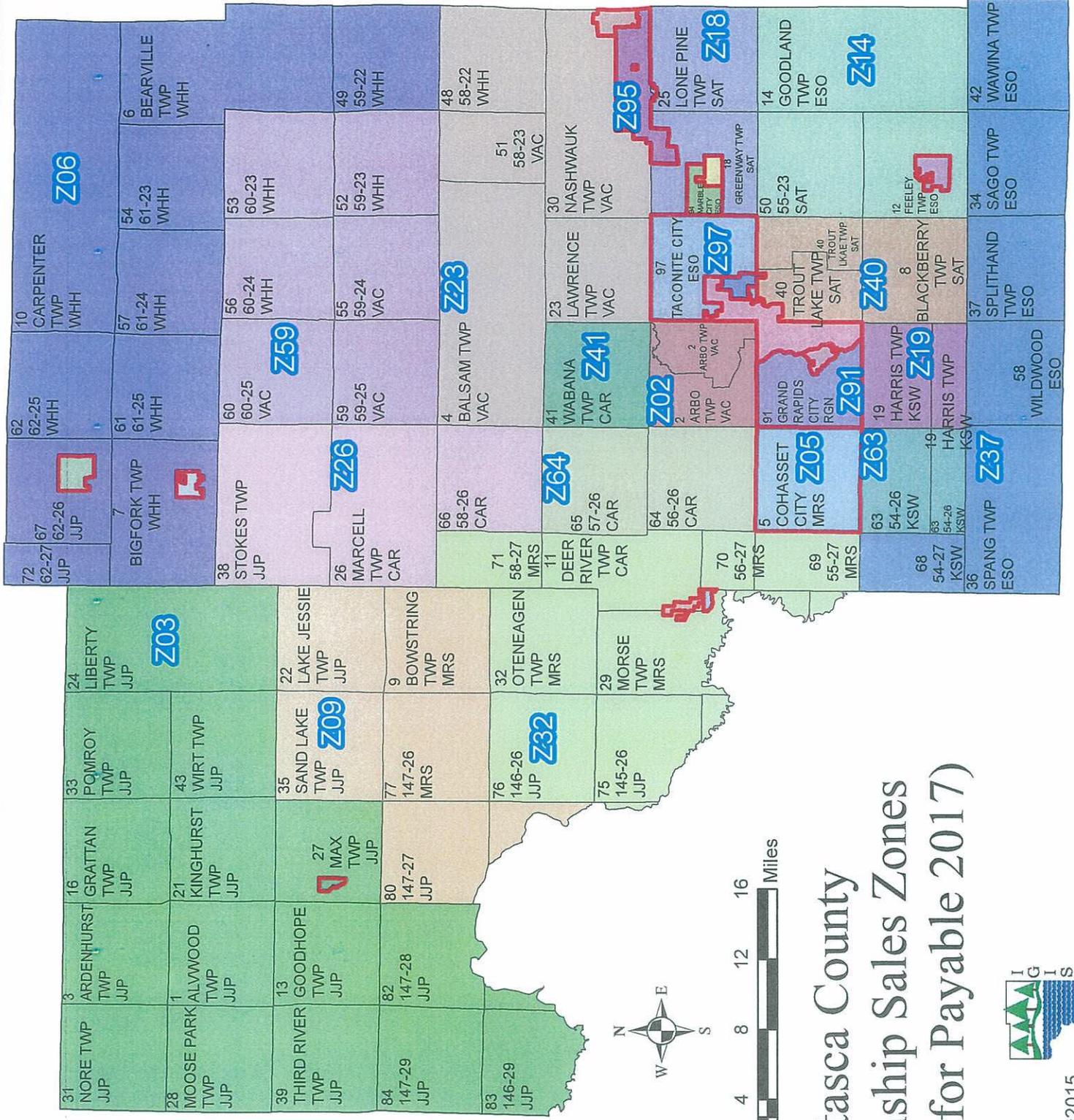


2016 LBAE

Harris Township

May 4, 2016

Itasca County Assessor's Department



Itasca County Township Sales Zones (2016 for Payable 2017)



2015 Sales Study for 2016 Assessment
October 2014 - September 2015

Group	PID #	MP	DATE OF SALE	CRV #	BUYER	SELLER	ACRES	LAKE #	SALE PRICE	EMV @ SALE	RATIO @ SALE	EMV 2016	2016 RATIO
Z19	19-005-1360		2015-08-14	72059	GILBERT, DANIEL L	KANE, RICHARD J	1	0	\$184,203	\$130,400	70.79%	\$140,400	76.22%
Z19	19-008-4305		2015-06-01	71856	PETERSON	BRADEN	1	POKEGAMA	\$310,000	\$356,700	115.06%	\$344,600	111.16%
Z19	19-008-4313		2015-04-01	71608	PETERSON	KANTOS	2	0	\$235,000	\$167,100	71.11%	\$159,900	68.04%
Z19	19-011-4404		2015-06-01	71794	BROWN	TOBECK	4	0	\$151,000	\$116,100	76.89%	\$139,800	92.58%
Z19	19-012-4301		2014-11-01	71205	COCHRAN	JULIEN	3	0	\$35,000	\$45,000	128.57%	\$48,900	139.71%
Z19	19-013-1301		2015-01-01	71395	JOHNSON	GUNDERSON	5	0	\$189,000	\$147,700	78.15%	\$174,000	92.06%
Z19	19-015-3409		2015-06-01	71783	GRAFFWEG	SORENSON	2	0	\$164,500	\$146,000	88.75%	\$153,300	93.19%
Z19	19-017-3303	+	2014-12-01	71186	LAPLANT	KROOK	9	0	\$125,000	\$115,300	92.24%	\$120,000	96.00%
Z19	19-018-2109		2015-04-01	71663	FELTUS	TRAVICA	4	0	\$165,676	\$142,100	85.77%	\$147,300	88.91%
Z19	19-019-4401		2015-05-01	71818	HEINRICH	LAPOS	1	0	\$181,390	\$124,600	68.69%	\$130,800	72.11%
Z19	19-021-2140		2015-07-24	72069	LASECKI, ALISON	MAJOR, TODD B.	6	0	\$184,300	\$146,300	79.38%	\$146,300	79.38%
Z19	19-022-1101		2015-07-01	71901	LICK	KEILEN	1	POKEGAMA	\$385,000	\$398,600	103.53%	\$356,400	92.57%
Z19	19-022-3401	+	2015-09-14	72259	BREY	ERICKSON	105	0	\$430,000	\$312,900	72.77%	\$336,600	78.28%
Z19	19-024-2111		2015-06-01	71765	ABBOTT	SJOSTRAND	1	HALE (54-25)	\$259,500	\$214,800	82.77%	\$217,700	83.89%
Z19	19-029-2201	+	2015-06-01	71937	JOHNSON	BUTSON	111	0	\$273,400	\$298,200	109.07%	\$302,400	110.61%
Z19	19-030-2205		2015-05-01	71877	HOPKINS	BANDELIN	2	0	\$180,500	\$117,700	65.21%	\$131,500	72.85%
Z19	19-030-3103	+	2015-06-01	71881	CHARLTON	BISHOP	4	0	\$145,000	\$77,600	53.52%	\$86,800	59.86%
Z19	19-030-3108		2015-05-01	71696	AMUNDSON	HANSEN	5	NO NAME (54-25)	\$165,100	\$162,200	98.24%	\$159,000	96.31%
Z19	19-033-2300		2015-05-01	71954	HOERLER	BROUSE	41	0	\$84,000	\$109,400	130.24%	\$109,400	130.24%
Z19	19-033-2403		2015-08-17	72305	BUNKER	KASTENDICK	5	0	\$190,000	\$147,700	77.74%	\$157,200	82.74%
Z19	19-033-3103		2015-05-01	71691	SOLEM	HOUWMAN	13	0	\$237,400	\$193,800	81.63%	\$196,100	82.60%
Z19	19-430-0120		2015-09-01	72308	CARLSON	SPANDAU	7	0	\$139,900	\$139,600	99.79%	\$145,300	103.86%
Z19	19-430-0240		2015-07-01	71969	WASUT	VOGEL	2	0	\$190,497	\$147,200	77.27%	\$155,000	81.37%
Z19	19-450-0050		2014-10-01	70970	HAGER	WESTERLUND	3	0	\$163,000	\$136,600	83.80%	\$143,200	87.85%
Z19	19-450-0050		2015-07-30	72071	EDMUNDSON, JUSTIN A.	HAGER, JUSTIN A.	3	0	\$170,000	\$136,600	80.35%	\$143,200	84.24%
Z19	19-465-0180		2014-10-01	70982	KOTULA	RANDALL	1	0	\$88,949	\$81,200	91.29%	\$84,600	95.11%
Z19	19-475-0150		2015-02-01	71528	HUFFMAN	TOWNSEND	2	CARLSON	\$267,400	\$271,300	101.46%	\$284,400	106.36%
Z19	19-475-0221		2015-06-01	71789	DEYO	LABATT	4	0	\$166,000	\$115,000	69.28%	\$120,300	72.47%
Z19	19-480-0116		2015-09-01	72192	BURFEIND	COLTER	1	POKEGAMA	\$285,000	\$191,300	67.12%	\$184,900	64.88%
Z19	19-485-0110		2015-09-18	72091	OHMAN	KNIES	1	POKEGAMA	\$250,000	\$290,600	116.24%	\$285,800	114.32%
Z19	19-495-0296		2015-09-09	72218	KENT	KLEIN	1	POKEGAMA	\$225,000	\$254,000	112.89%	\$246,600	109.60%
Z19	19-497-0160		2015-07-02	72031	STOLTZ, GARY D	SMOKROVICH, JAMES T	3	0	\$340,000	\$238,300	70.09%	\$250,300	73.62%
Z19	19-500-0110		2015-06-01	71768	BRANDT	PERSONS	1	POKEGAMA	\$190,000	\$199,400	104.95%	\$198,300	104.37%
Z19	19-515-0320		2015-08-06	72097	NEWSUM	OLSON	3	0	\$212,300	\$153,100	72.11%	\$160,700	75.69%
Z19	19-520-0230		2015-06-01	71872	STEVENSON	OLSON	1	POKEGAMA	\$380,000	\$444,200	116.89%	\$428,900	112.87%
Z19	19-520-0260		2015-09-04	72215	LUND	BAGLEY	1	POKEGAMA	\$316,000	\$317,600	100.51%	\$309,000	97.78%
Z19	19-535-0175		2015-04-01	71569	MADDEN	JOHNSON	1	0	\$133,000	\$90,400	67.97%	\$94,500	71.05%
Z19	19-545-0135		2015-04-01	71602	PROTELSCH	LOCKS	1	POKEGAMA	\$310,400	\$420,500	135.47%	\$411,600	132.60%
Z19	19-545-0140		2015-01-01	71392	GARNER	JBS HOLDINGS LLC	1	POKEGAMA	\$296,267	\$343,400	115.91%	\$337,100	113.78%
Z19	19-555-0120		2014-12-01	71215	SULLIVAN	JAGODZINSKI	1	POKEGAMA	\$312,500	\$369,900	118.37%	\$358,800	114.82%

2015 Sales Study for 2016 Assessment
 October 2014 - September 2015

Group	PID #	MP	DATE OF SALE	CRV #	BUYER	SELLER	ACRES	LAKE #	SALE PRICE	EMV @ SALE	RATIO @ SALE	EMV 2016	2016 RATIO
Z19	19-590-0041		2015-04-01	71733	KUNTZ	CLARK	0	0	\$140,500	\$122,000	86.83%	\$116,600	82.99%
Z19	19-600-0090		2015-07-01	71869	KEILEN	BECKER	1	POKEGAMA	\$235,000	\$344,300	146.51%	\$339,000	144.26%
Z19	19-610-0050		2015-04-01	71558	SCHLICHT	HELVIG	1	POKEGAMA	\$330,000	\$392,800	119.03%	\$382,800	116.00%
Z19	19-610-0140		2015-04-01	71596	LLOYD	GERMAN	1	POKEGAMA	\$303,000	\$381,200	125.81%	\$371,900	122.74%
Z19			47								87.79%		92.58%

2015 Sales Study for 2016 Assessment
October 2014 - September 2015

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19	19-008-4305		2015-06-01	71856	PETERSON	BRADEN	POKEGAMA	\$310,000	\$356,700	115.06%	\$344,600	111.16%
19	19-008-4313		2015-04-01	71608	PETERSON	KANTOS	0	\$235,000	\$167,100	71.11%	\$159,900	68.04%
19	19-011-4404		2015-06-01	71794	BROWN	TOBECK	0	\$151,000	\$116,100	76.89%	\$139,800	92.58%
19	19-012-4301		2014-11-01	71205	COCHRAN	JULIEN	0	\$35,000	\$45,000	128.57%	\$48,900	139.71%
19	19-013-1301		2015-01-01	71395	JOHNSON	GUNDERSON	0	\$189,000	\$147,700	78.15%	\$174,000	92.06%
19	19-015-3409		2015-06-01	71783	GRAFFWEG	SORENSEN	0	\$164,500	\$146,000	88.75%	\$153,300	93.19%
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19	19-018-2109		2015-04-01	71663	FELTUS	TRAVICA	0	\$165,676	\$142,100	85.77%	\$147,300	88.91%
19	19-019-4401		2015-05-01	71818	HEINRICH	LAPOS	0	\$181,390	\$124,600	68.69%	\$130,800	72.11%
19	19-021-2140		2015-07-24	72069	LASECKI, ALISON	MAJOR, TODD B.	0	\$184,300	\$146,300	79.38%	\$146,300	79.38%
19	19-022-1101		2015-07-01	71901	LICK	KEILEN	POKEGAMA	\$385,000	\$398,600	103.53%	\$356,400	92.57%
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19	19-030-2205		2015-05-01	71877	HOPKINS	BANDELIN	0	\$180,500	\$117,700	65.21%	\$131,500	72.85%
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19	19-030-3108		2015-05-01	71696	AMUNDSON	HANSEN	NO NAME (54-25)	\$165,100	\$162,200	98.24%	\$159,000	96.31%
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19	19-450-0050		2014-10-01	70970	HAGER	WESTERLUND	0	\$163,000	\$136,600	83.80%	\$143,200	87.85%
19	19-450-0050		2015-07-30	72071	EDMUNDSON, JUSTIN A.	HAGER, JUSTIN A.	0	\$170,000	\$136,600	80.35%	\$143,200	84.24%
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19	19-475-0150		2015-02-01	71528	HUFFMAN	TOWNSEND	CARLSON	\$267,400	\$271,300	101.46%	\$284,400	106.36%
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19	19-480-0116		2015-09-01	72192	BURFEIND	COLTER	POKEGAMA	\$285,000	\$191,300	67.12%	\$184,900	64.88%
19	19-485-0110		2015-09-18	72091	OHMAN	KNIES	POKEGAMA	\$250,000	\$290,600	116.24%	\$285,800	114.32%
19	19-495-0296		2015-09-09	72218	KENT	KLEIN	POKEGAMA	\$225,000	\$254,000	112.89%	\$246,600	109.60%
19	19-497-0160		2015-07-02	72031	STOLTZ, GARY D	SMOKROVICH, JAMES T	0	\$340,000	\$238,300	70.09%	\$250,300	73.62%
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19	19-520-0260		2015-09-04	72215	LUND	BAGLEY	POKEGAMA	\$316,000	\$317,600	100.51%	\$309,000	97.78%
19	19-535-0175		2015-04-01	71569	MADDEN	JOHNSON	0	\$133,000	\$90,400	67.97%	\$94,500	71.05%
19	19-545-0135		2015-04-01	71602	PROTELSCH	LOCKS	POKEGAMA	\$310,400	\$420,500	135.47%	\$411,600	132.60%
19	19-545-0140		2015-01-01	71392	GARNER	JBS HOLDINGS LLC	POKEGAMA	\$296,267	\$343,400	115.91%	\$337,100	113.78%
19	19-555-0120		2014-12-01	71215	SULLIVAN	JAGODZINSKI	POKEGAMA	\$312,500	\$369,900	118.37%	\$358,800	114.82%
19	19-590-0041		2015-04-01	71733	KUNTZ	CLARK	0	\$140,500	\$122,000	86.83%	\$116,600	82.99%
19	19-600-0090		2015-07-01	71869	KEILEN	BECKER	POKEGAMA	\$235,000	\$344,300	146.51%	\$339,000	144.26%
19	19-610-0050		2015-04-01	71558	SCHLICHT	HELVIG	POKEGAMA	\$330,000	\$392,800	119.03%	\$382,800	116.00%

2015 Sales Study for 2016 Assessment
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19	19-610-0140		2015-04-01	71596	LLOYD	GERMAN	POKEGAMA	\$303,000	\$381,200	125.81%	\$371,900	122.74%
19	Harris Twp											
										87.79%		92.58%

2015 Sales Study for 2016 Assessment
 October 2014 - September 2015

LAND ZONE	PID #	MP	DATE OF SALE	CRV #	BUYER	SELLER	ACRES	LAKE #	SALE PRICE	EMV @ SALE	RATIO @ SALE	EMV 2016	2016 RATIO
Z10	05-019-3201		2015-05-01	71630	NIKKEL	TRUE	21	0	\$69,000	\$50,100	43.62%	\$46,000	66.67%
Z10	05-020-4203	+	2014-10-01	70967	BOTHMA	GRAFF	10	0	\$30,000	\$52,100	173.67%	\$52,100	173.67%
Z10	05-033-2200		2014-11-01	71181	MANSKA	BACKWOODS	3	RICE	\$45,000	\$59,600	132.44%	\$59,600	132.44%
Z10	19-012-4321		2015-09-24	72088	RANDALL	JULIEN	3	0	\$19,000	\$19,400	102.11%	\$26,300	138.42%
Z10	19-015-3105		2014-11-01	71241	MANLEY	MORNES-	3	0	\$17,500	\$27,300	156.00%	\$21,400	122.29%
Z10	19-017-3211		2015-06-01	71814	SALO	MARCHEL	1	0	\$30,000	\$24,900	83.00%	\$24,900	83.00%
Z10	19-018-4203		2014-10-01	70969	WEISS	NIEMI	10	0	\$26,000	\$43,700	168.08%	\$20,500	78.85%
Z10	63-004-3402		2015-01-01	71396	RILEY	TUTTLE	15	0	\$30,000	\$56,600	188.67%	\$44,300	147.67%
Z10	63-005-4301		2014-11-01	71139	MILTICH	HARRISON	20	0	\$62,000	\$38,600	62.26%	\$40,400	65.16%
Z10	63-443-0150	+	2015-03-01	71579	LANZO	MARSHALL	15	0	\$85,000	\$44,800	52.71%	\$44,800	52.71%
Z10	88-035-1400		2015-07-01	71899	TROUMBLY	ALLEN	40	0	\$100,000	\$91,700	91.70%	\$91,700	91.70%
Z10											102.11%		91.70%

2016 Schedule (Payable 2017)

Total Cont. Acres	0 to 1 (Base)	1 to 2	2 to 5	5 to 10	10 to 20	20 to 35+
Land Type	100% Access 1	85% Access 1	70% Access 1	55% Access 1	40% Access 1	25% Access 1
	Zone 1					
UP	10100	8600	7000	5500	4000	2600
LO	5500	4700	3800	3000	2200	1400
NP	2000	1700	1400	1100	800	500
FD	10100	8600	7000	5000	3600	2300
	Zone 2					
UP	7600	6400	5300	4100	3000	1900
LO	4100	3500	2900	2300	1600	1100
NP	1500	1300	1100	800	500	400
FD	7600	6400	5300	3700	2700	1700
	Zone 3					
UP	5400	4600	3800	3000	2300	1500
LO	3000	2600	2100	1700	1300	900
NP	1100	1000	800	600	400	300
FD	5400	4600	3800	2600	2100	1400
	Zone 4					
UP	5000	4300	3500	2800	1800	1350
LO	2800	2300	2000	1500	1000	625
NP	1000	900	700	600	400	250
FD	5000	4300	3500	2500	1700	1175
	Zone 5					
UP	4600	3900	3200	2600	1600	1225
LO	2500	2100	1800	1400	900	575
NP	900	800	600	500	400	250
FD	4600	3900	3200	2300	1500	1050

Access 2 is 80% of Access 1 Rates are also subject to neighborhood adjustments

Access 3 is 60% of Access 1

UP = Upland High ground vegetation, upland brush, cleared but not tillable
 LO = Lowland Lowland vegetation, lowland grass, brush, timber producing swampland
 NP = Non-Productive Floating bog, bareland swamp, stagnant spruce/tamarack swamp
 FD = Field Readily usable cropland

REQUEST FOR BOARD ACTION
May 11, 2016
Regular Meeting of the Harris Town Board

Consent Agenda item #1:

REQUEST:

To approve the following compensation for the two full-time Maintenance Workers and the part-time Town Hall Caretaker of Harris Township, as recommended by the Board at the April 22nd Planning & Development Meeting after having completed the Employee Performance Evaluations during a closed work session earlier that same evening.

EFFECTIVE DATE:

Rates to be effective for use in calculating employee claims processed for the **May 2016 check run**, and there foreword until the next annual employee review meeting in April 2017.

COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

Derrick Marttila	Full-time Maintenance Worker	\$19.26 per hour Vision insurance benefit added (EE only)
Dan Key	Full-time Maintenance Worker	\$19.26 per hour Vision insurance benefit added (EE only)
Amber Hartel	Part-time Town Hall Caretaker	\$12.00 per cleaning hour and showing

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2016-005

**A RESOLUTION DESIGNATING THE COMPENSATION
FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2015-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on March 30, 2016;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be **used in calculating all claims paid during the May 2016 check run, and there forward until the next annual review** of Township Officer compensation in April 2017:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2016 – April 2017

Township Board Supervisor Serving as Chairman:	\$450.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	\$800.00 per month (\$100 of this is allocated to cemetery) and \$ 18.70* per hour for allocated labor**, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Treasurer:	\$600.00 per month, plus \$ 18.70* per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed.

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

* *There was no change to the allocated labor rates this year*

** *The Clerks 'allocated labor' includes, but is not limited to, time spent on minute preparation for non-regularly scheduled meetings and work sessions, website updates, newsletter preparation and coordination, and documented salaried work duties that exceed 40 hours per month.*

Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter and Website Updates

The Town Board approved (in April 2008) that hours worked to prepare the newsletter and to maintain/update the website could be claimed as allocated labor. (This is currently done by the Clerk)

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Life Insurance

A group life insurance policy through the Minnesota Benefit Association, in an amount to be determined by the Town Board, will be provided for each Town Supervisor, Clerk and Treasurer (Deputies are not covered). Currently, the Life Insurance for officers is a \$20,000 Term Life Policy.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this ____ day of _____, 2016.

By the Board Chairman,

Gary Rosato

Attest: _____
Cari Ann Alleman, Clerk

Supervisor _____ seconded the foregoing resolution, and the following voted in favor thereof: _____; and the following voted against the same: _____, whereby the resolution 2016-007 was declared _____.

Harris Township EMPLOYEE COMPENSATION POLICY

- ◆ **Regular Full-Time Employees:** **As of May 2016** (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 2016** (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 January 2016** (to be reviewed again in April 2017)
 - Skating Rink Attendant: Wage will be \$9.00 per hour
 - 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 \$11.00 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.
 - Head Election Judge: Wage will be included in the "Request for Board Action" to approve the Clerk's list of election judges. The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.
 - Assistant Clerk (*new as of 3/2016*): Wage will be the same as the allocated hourly rate for the town clerk, for hours spent assisting the clerk during training, website maintenance, or other projects as needed for up to one year.

- ◆ **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, 2008, 2009, 2010, 2012
- Amended April 14, 2015
- Amended January 13 and March 23, 2016, May 11, 2016

Resolution 2016-006

A Resolution to Update the ADMINISTRATIVE POLICY for

Board Meetings and Access to Public Information

(This resolution will replace the former Administrative Policy via Resolution #2013-004)

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: The Town is *rural in nature, has a limited budget which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RSOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2003-008, regarding board meetings and access to public information:

1. **Scope:**

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

1.1 **Data Practices Act.**

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

2. **Meeting times and location:**

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

a. **Exceptions:**

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board ruing the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

3. Holidays

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat 645.44 subd.5.

4. Calling a special board meeting or work session:

The Board will generally call for special meetings or work sessions during the Regular or P&D meeting. However, the board chairperson may, upon his/her own initiative, call a special meeting of the board to address an issue or issues that requires consideration before the next board meeting. The chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the clerk will notify the other board members of the date, time and place of the meeting. The chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 3 days in advance, as required by the open meeting law.

5. Presiding officer:

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the chairperson, the vice-chairperson shall preside. The presiding officer shall have the power to preserve order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the board on appeal, all questions of procedure and order.

a. Appeal of presiding officer's ruling:

Any member of the board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the board shall determine the question.

b. Rights of presiding officer:

The presiding officer is a full member of the board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting, and provide in advance to all board members, along with any supporting materials that she has in her possession, on the Monday before the Regular Meeting. Copies of the agenda and supporting materials will be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Approve the minutes of the Regular Meeting, the P&D Meeting, and any work sessions or special meetings held since the last Regular meeting
3. Business from the floor
4. Consent Agenda
5. Roads

6. Recreation
7. Correspondence
 - Board Action items:
 - *Noteworthy items:*
 - *Non-action items*
8. Old Business
9. New Business
10. Treasurer's Report
11. Approve payment of bills for the month
12. Public Input (limit of 5 minutes)
13. Adjourn
 - Upcoming meetings will be listed at the bottom of the agenda.

If someone contacts the clerk and asks to be placed on the agenda, they will be generally be included just *before* "3. Business from the floor".

6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P&D meeting, and provide to all board the night of the meeting, along with any supporting materials that she has in her possession. The Clerk may, at her discretion, provide an agenda packet in advance of the meeting if he/she feels additional time is needed to review information on the agenda. Copies of the agenda and supporting materials will be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Business from the Floor
3. Consent Agenda
4. Roads
5. Recreation
6. Town Hall Report – for month/date/year to month/date/year
7. Maintenance Report
8. Old Business
9. New Business
10. Public input (limit of 5 minutes)
11. Adjourn
 - Upcoming meetings will be listed at the bottom of the agenda.

If there are items that have been tabled from the Regular meeting, these will also be included where appropriate.

a. **Varying order of business:**

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

b. **Consent agenda:**

The board may employ the use of a consent agenda during the Regular meeting (only), to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

7. **Rules of parliamentary procedure:**

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. Citizens addressing the Board shall confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

Record

9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the reconvened meeting. Whether notice of the reconvened meeting will be provided is left to the discretion of the Board.

12. Access to public information:

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

A . Request for Information.

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (*Appendix B*) detailing the information requested.

a. Fees for Photocopies.

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

b. Prepayment of Fees

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

Adopted this 13th day of May, 2015

Town Chair

Attest: _____

Cari Ann Alleman, Clerk

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: [] Approved, [] Approved in Part, or [] Denied. Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____		_____	_____
	# Hours Hourly Rate			
Photocopying	_____ x _____		_____	_____
	Rate Hourly Rate			
Mailing	_____		_____	_____
Other Costs	_____		_____	_____
	_____		_____	_____
		Totals:	_____ *	_____

Difference: _____ [] To be paid by requestor.
[] To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.

Cari Ann

From: Shannon Fidely <sfidely@isd002.org>
Sent: Monday, May 09, 2016 2:51 PM
To: harristownshipclerk@gmail.com
Subject: Spraying roads for dust.

Hi,

We live on Schmidt road and last year our road was not sprayed. Who would I talk to about having it sprayed this year?

Thanks,
Shannon Fidely

Cari Ann

From: Itasca Little League <itascall@msn.com>
Sent: Saturday, April 30, 2016 12:47 PM
To: harristownshipclerk@gmail.com
Subject: field request

Hi Cari Ann,

Just wanted to touch base with you about using Crystal Springs and Wendigo field for practice for Itasca Little League.

Little League would like to reserve both fields for M - Th from 5:00-8:00 pm beginning May 1st through the July 29th. We send a request every year for as much time as we can get, then when we get our practice schedules complete, we will adjust accordingly. We don't have our schedules completed yet, but hope to do so by May 4th. I can email you one after we are set up if need be. If you could please check with your maintenance crew to make sure they are in playing condition; and if they plan on maintaining them throughout the summer, it would be greatly appreciated! .

Thanks,
Connie Sutherland
Itasca Little League
218-326-0032



ITASCA COUNTY
HISTORICAL SOCIETY

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

April 4, 2016

From: Lilah J. Crowe
Executive Director
Itasca County Historical Society

To: Harris Township

Regarding: Towns \$3253.00 Donation

On behalf of the Board of Directors I would like to thank the township supervisors and voters for supporting the Historical Society. This will help us meet our mission of connecting people to the history of Itasca County.

Please join us this year in celebrating Itasca County and Grand Rapids Quasquicentennial! Events will be happening during the whole year celebrating this 125th Birthday. Check out our web site for details about each event.

We provide the facilities for Research and Documentation of Historical and Genealogical information, photos and artifacts about and within Itasca County. The Karjala Genealogy and History Research Center has available on two public computers *Ancestry.com*. I invite each and every one of you to stop in and tour the new museum and Quasquicentennial FIRSTS of Itasca County Exhibit. We are open Monday through Friday 9:00 to 5:00 and Saturdays 10:00 to 4:00.

Thank you again,

Lilah J. Crowe
Executive Director

P.S.

First big event is the 125 YEARS OF FASHION April 23rd, with 125 YEARS OF TRANSPORTATION on June 23rd. Mark your calendars!

ITASCA MUSEUM ■ JUDY GARLAND GALLERY ■ MUSEUM STORE
ichs@paulbunyan.net ■ research@paulbunyan.net
itascahistorical.org
218-326-6431

Dear Township

Thank you again for supporting the Itasca County Fair. Remember from now until a change is made the walk-on admission is FREE. So, let your folks know and come visit the many exhibits, rides, and performances we have to offer since 1892.

Sincerely,



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

"Grace" - a photograph, taken in 1918 by Eric Enstrom of Bovey, Minnesota. It depicts Charles Wilden, a shoe-scraper salesman, being thankful for what he had.





Quote

Quote Number: 521

Payment Terms:
Expiration Date: 05/21/2016

Quote Prepared For

Cari Alleman
Harris Township
 C/O Michelle Smith
 30037 Harristown Road
 Grand Rapids, MN 55744
 United States
 Phone:(218) 327-9930
 harristownshipclerk@gmail.com

Quote Prepared By

Denny Gibbons
Computer Enterprises
 223 NW 1st Ave
 Grand Rapids, MN 55744
 United States
 Phone:218-212-1039
 Fax:
dagibbons@compent.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	HP LaserJet M277 Color MFP HP LaserJet M277 Laser Multifunction Printer - Color - Plain Paper Print - Desktop - Copier/Fax/Printer/Scanner - 19 ppm Mono/19 ppm Color Print - 600 x 600 dpi Print - 19 cpm Mono/19 cpm Color Copy - Support Plain Paper, Brochure Paper, Inkjet Paper, Photo Paper, Premium Paper, Panoramic Media, Envelope, Label, Card Stock, Greeting Card, Index Card, ... - 1 x Input Tray 150 Sheet, 1 x Multipurpose Tray 1 Sheet, 1 x Output Tray 100 Sheet, 1 x Automatic Document Feeder	\$459.95	\$0.00	\$459.95	\$459.95
2)	1	HP INC TONERS 201X Toner - Black HP INC. - LASER JET TONERS HP 201X Toner Cartridge - Black - Laser - High Yield - 2800 Page - 1 / Each LASERJET	\$95.95	\$0.00	\$95.95	\$95.95
3)	1	HP INC TONERS 201X Toner - Cyan HP INC. - LASER JET TONERS HP 201X Toner Cartridge - Cyan - Laser - High Yield - 2300 Page - 1 / Each LASERJET	\$106.95	\$0.00	\$106.95	\$106.95
4)	1	HP INC TONERS 201X Toner - Magenta HP INC. - LASER JET TONERS HP 201X Toner Cartridge - Magenta - Laser - High Yield - 2300 Page - 1 / Each LASERJET	\$106.95	\$0.00	\$106.95	\$106.95
5)	1	HP INC TONERS 201X Toner - Yellow HP INC. - LASER JET TONERS HP 201X Toner Cartridge - Yellow - Laser - High Yield - 2300 Page - 1 / Each LASERJET	\$106.95	\$0.00	\$106.95	\$106.95
One-Time Subtotal						\$876.75
Total Taxes						\$46.33
One-Time Total						\$923.08
Total						\$923.08

Authorizing Signature _____

Date _____

This Quote is valid for 15 days from quote date unless changed or withdrawn at an earlier date. Computer Enterprises reserves the right to withdraw the quote at any time due to availability or price fluctuations. All quoted items are considered Special Order items and thus would require a 25% restocking fee if returned or cancelled. Onsite installation is billed at going hourly rate unless otherwise noted in the quote, or covered by a managed service contract.