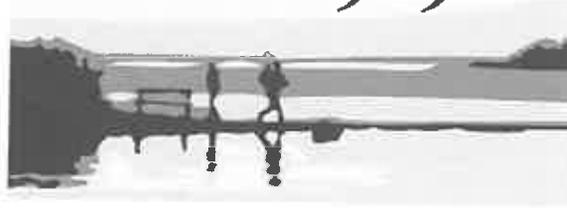


Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

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

Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

www.harristownshipmn.org

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.

Harris Township Reorganization and Planning & Development Meeting March 23, 2016, 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Oaths of Office:**
 - ◆ Supervisor Ken Haubrich
 - ◆ Clerk Cari Ann Alleman
3. **Re-organizational items:**
 - ◆ Elect Chairman
 - ◆ Elect Vice Chairman

 - ◆ Appoint Deputy Clerk
 - ◆ Appoint Deputy Treasurer

 - ◆ Designate official newspaper
 - ◆ Designate a township attorney
 - ◆ Designate a township road engineer (*see reappointment request letter from SEH*)
 - ◆ Designate a bank as the town depository
 - ◆ Designate official posting sites

 - ◆ Affirm / appoint members to committees/boards:
 - a. Weed Inspector
 - b. Collaborative Opportunities Team (or similar)
 - c. Trails Task Force
 - d. Maintenance Crew Leader
 - e. Safety Representative
 - f. Human Resource / Personnel Representative
 - g. Cable Commission Representative
 - h. County zoning and environmental services representative (to attend meetings)
 - i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)
 - j. Firewise
 - k. IRRRB Residential Redevelopment Program
 - l. Temporary assistant clerk, for up to 1 year
 - m. Other?

- ◆ Review board policies; discuss if any should be re-examined in detail, or amended:
 - Administrative Policy via Resolution #2015-007, regarding board meetings and Access to Public Information:
 - Consent Agenda Policy via Resolution #2014-001
 - No Donation / Contribution Policy via Resolution #2008-004
 - Road Establishment Policy via Resolution #2014-009
 - Road Vacation Policy
 - Culvert Policy via Resolution #2015-005
 - Road Sign Policy via Resolution 2012-001
 - Town Hall Policy
 - Cemetery Policy / Fee Schedule
 - Any new policies needed?
- ◆ Review Town Ordinances:
 1. Ordinance No. 1 – Consumption of Intoxicating Beverages
 2. Ordinance No. 2 – Subdivision Bituminous Surfacing
 3. Ordinance No. 3 – Lodging Tax in Harris Township
- 4. Business from the floor
 - Larson Hayes: Request for approval of Liquor License for The Pickled Loon Saloon (*in the old Harbor*)
- 5. Consent Agenda
- 6. Roads
 - Matt Wegwerth – SEH Road Engineer
 - Update on bid advertisement for 2016 Road Projects (*see affidavit of publication*)
 - Discuss seasonal road restrictions, and who is exempt (*see Mn Statue 169.87*) - Jim
 - Consider signing annual Road Contract with Itasca County for Snowplowing (due April 12th)
 - Consider proposal from Schwartz Excavating for grading township gravel roads
 - Other road questions/concerns/updates
- 7. Recreation
- 8. Town Hall Report
 - Review town hall report dated 3/3/2016
 - Consider hiring Amber Hartel directly as the Town Hall Caretaker, as her 90 day anniversary with Personnel Dynamics is April 4th, 2016
- 9. Maintenance Report
- 10. Old Business
 - Consider email options through JDI Net, PC Refresh, and Gmail (*as tabled from 3/23 P&D meeting*)
 - Itasca County Township Association Dinner, April 11, 2016 at Wabana Town Hall; registration is at 5:00pm with dinner at 6pm
 - Who's going?
 - Door prize?

11. New Business

- Review resident request to vacate a 20 foot wide strip between properties of Kaynosh Beach plat
- MN Association of Townships Short Course: Thursday, March 31st at the Sawmill Inn; 9am-3pm
- Consider calling for portable bathroom bids at landings, parks, and cemetery
- Notice received of rate increase to Paul Bunyan Television services (FYI only)
- Consider setting a date in April for preparation of annual review of Township employees, and the review of Township Officer compensation
- Notice from Itasca County Auditor/Treasurer's Office regarding new online training option for election judges and clerks. See also, the need for judges and a request for anyone interested to please fill out an Election Judge form and return to the county by 3/25/2016

12. Public Input

13. Adjourn

UPCOMING MEETING / EVENT DATES:

Thur Mar 31	MN Association of Townships Short Course Training.....	9:00am	Sawmill Inn Grand Rapids
Mon Apr 11	Itasca County Twp Association Annual Dinner & Meeting.....	6:00pm	Wabana Town Hall
Wed Apr 13	Regular Meeting	7:30pm	Harris Town Hall
Wed Apr 27	Planning & Development Meeting.....	7:30pm	Harris Town Hall
Thur Apr 23	Local Board of Appeal and Equalization.....	9:00am	Harris Town Hall



Building a Better World
for All of Us®

March 10, 2016

RE: Harris Township
2016 Township Engineering Services

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

Dear Chairman and Board Supervisors:

Short Elliott Hendrickson, Inc.® (SEH), Inc. would like to take this opportunity to thank Harris Township for utilizing our engineering services in 2015 and previous years. It was a pleasure this past year to work with the Board and staff on the 2015 pavement rehabilitation project, on 5-year road planning efforts, on the Sunny Beach Road project, and with other miscellaneous matters.



At this time, we are requesting the Board to consider SEH for reappointment as your 2016 Township Engineer. Similar to past years, we propose the following procedures for the authorizing the Township's engineering work:

Project Work (annual road projects, major construction projects)

- Upon authorization from the Board, SEH will prepare and present to the Board a letter proposal with a lump sum fee for each project. SEH will conduct no work until a proposal is approved by the Board.

Miscellaneous Engineering Work (for example: continued 5-year road plan development, land use or road reviews, auditor documentation, meetings)

- Upon authorization from the Board, SEH will complete the requested work on an hourly basis at rates shown on the attached table. Several of the billing rates increased slightly from last year's rates, but we do not expect the overall cost of our services to increase for 2016.

Thank you again for allowing us to serve you.

Sincerely,

Matt Wegwerth, PE
Associate / Project Engineer

Attachment: 2016 Harris Rate Table

P:\FJ\HARRT\132049\1-gen\10-setup-cont\03-proposal\2016 Township Engineer Proposal.docx

Engineers | Architects | Planners | Scientists

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



Multidisciplinary. Single Source.
Trusted solutions for more than 75 years.

2016 Harris Township Engineer Hourly Rate Schedule

CIVIL/MUNICIPAL

Senior Professional Engineer	\$135.00
Professional Engineer	\$105.00
Staff Engineer (EIT)	\$ 90.00
Senior Professional Land Surveyor	\$110.00
Professional Land Surveyor	\$ 95.00
Lead Technician	\$ 90.00
Senior Technician	\$ 80.00
Technician	\$ 70.00
Survey Crew Chief	\$ 80.00
Survey Assistant	\$ 45.00
Senior Administrative Technician	\$ 70.00
Administrative Technician	\$ 50.00

Reimbursable expenses

Mileage	No Charge
Global Positioning System (GPS)	\$25.00/hour
Robotic Total Station	\$25.00/hour
Total Station	\$10.00/hour
ATV	\$100.00/day
Full Size Reproductions	\$5.00/sheet
Sub consultants	10% administrative markup

**Harris Township
Resolution #2013-007**

Northwest
Gas

JOINT POWERS AGREEMENT TO REGULATE UTILITY RATES

AGREEMENT made this 12th day of June, 2013, by and between Harris Township and the City of Grand Rapids, collectively known as the "Cities."

RECITALS

A. Grand Rapids has passed an ordinance granting to Gorhams', Inc., a Minnesota corporation (d/b/a Northwest Natural Gas), a non-exclusive right for a period of 22 (twenty-two) years to erect and maintain a gas system (the "Gas system") to distribute and sell natural gas in the Grand Rapids. Harris will likewise be entering into an agreement with Gorhams', Inc. to provide the same service in Harris Township.

B. There has previously been filed with the Public Utilities Commission a resolution exempting Northwest Natural Gas from the regulatory provisions of *Minnesota Statute Sec. 216B*. Accordingly, Harris Township and the City of Grand Rapids have the authority under Minnesota Law to set the rate that Gorhams's Inc. is allowed to charge its customers in the territorial boundaries of both entities.

C. The Harris and Grand Rapids believe it is in their best interest that they act in concert and unity regarding their regulation of the rates and other activities of Northwest Natural Gas and the Gas System. By establishing a joint powers board pursuant to the authority granted in Minn. Stat. §471.59, the entities believe their joint regulation will yield a consistent rate within both jurisdictions whose residents will share in the benefits of this utility.

TERMS

NOW, THEREFORE, in consideration of the promises, covenants and agreements herein contained, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish a Joint Powers Gas Board (the "Board") that has the exclusive right and power to regulate the rate that Gorhams', Inc, pursuant to state law, be allowed to charge its' customers. Both entities will act in accordance with *Minnesota Statute 216B.03, subd.4, et. al*, as they may be modified from time to time.

2. The Board. There is hereby established a Board to act as the governing body to enforce the terms of this Agreement. The Board shall consist of five (5) members. Harris and

(N/A 2016) →

Grand Rapids shall each be represented by two (2) members on the Board, with the members appointed by the Township Board and the City Council respectively. The fifth Board Member will serve a one-year term and in even years will be the Mayor of the City of Grand Rapids, and in odd years will be the Board Chairman of Harris Township. A majority of the members shall constitute a quorum for the transaction of business. No member of the Board shall be eligible to vote on any matter brought before the Board if the entity which he or she represents shall be in default on any financial payment required to be paid under the terms of this Agreement. A vacancy on the Board shall be filled by the applicable governing body.

3. Execution of Agreement. Grand Rapids and Harris shall approve this Agreement by the adoption of an appropriate resolution by its governing body. Certified copies of the resolution shall be filed with each entity. Appropriate officials from each of the entity shall execute this Agreement on behalf of their respective governmental unit.

4. Meeting and Election of Officers. The business of the Board shall be conducted in accordance with Robert's Rules of Order, as well as, in accordance with the Minnesota Open Meeting Law. A Chairperson and a Secretary shall be elected annually by the Board from among its members.

The Board shall meet at least annually and more often as required to conduct business. Special meetings may be called by any two Board members. Notice of all meetings shall be sent to all members of the Board by the Secretary at least three (3) days prior to the meeting.

5. Powers and Duties of the Board.

a. Harris Township and the City of Grand Rapids hereby appoints the Board as its exclusive agent to deal with Gorhams' Inc. regarding the regulation and operation of the Gas System, as it pertains to the setting of rates pursuant to *Minnesota Statute 216B.02, subd. 4, et. al*, as may be modified, and agrees to follow the orders of the Board regarding the setting of appropriate rates.

c. The Board shall have not have a specified budget. If monetary compensation is requested from either Harris or Grand Rapids, the same must meet with majority approval of both entities.

6. Distribution of Assets. Cash assets, if any, held by the Board shall be divided and distributed to both entities in proportion to the contributions of the entities at the time of the termination of this Agreement or earlier if the purpose of this Agreement has been completed.

7. Duration and Termination. This Agreement shall become effective upon execution of this Agreement by Harris and Grand Rapids and shall remain effective until terminated. Termination become effective upon one party providing the other party 30 (thirty) days written notice to the other of their desire to terminate said Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year set forth below.

Agreed to by the Town Board of Supervisors for the Town of Harris the 12 day of

June, 2013.

ATTEST:

Michelle R Smith
Town Clerk - Harris

Dennis Kortbeas
Chairman

Approved as to form:

[Signature]
Town Attorney

Larry Key
Town Board Member

[Signature]
Town Board Member

Agreed to by the City Council for the City of Grand Rapids the 20th day of JUNE, 2013.

[Signature]
Grand Rapids City Attorney

Dale Adams
Mayor

[Signature]
City Administrator

**Harris Township
EMPLOYEE COMPENSATION POLICY**

◆ **Regular Full-Time Employees:**

As of May 2015 (to be reviewed annually)

Maintenance Crew:

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

◆ **Regular Part-Time Employees:**

As of May 2015 (to be reviewed annually)

Town Hall Caretaker:

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

◆ **Temporary Employees:**

As of January 2016 (to be reviewed again in May 2016)

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 \$10.00 per hour for training time and hours worked on election day.
- and -

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

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.

Head Election Judge:

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.

Consider adding:



Assistant Clerk

DRAFT

◆ **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, 2016

Resolution 2015-007

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 budged 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 during 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

(Approved
5-13-15)

Town Chair

Attest: _____
Town 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.

Resolution No. 2014-001

A RESOLUTION ADOPTING A REVISED CONSENT AGENDA

WHEREAS, use of a consent agenda is a part of the Harris Town Board's Administrative Policy, via Resolution #2013-004 during their Regular Meeting, held the second Wednesday of the month;

WHEREAS, the Harris Town Board wishes to update the Consent Agenda Policy previously adopted May 13, 1998, Resolution #98-3;

THEREFORE, BE IT RESOLVED by the Supervisors of Harris Township, to adopt the following revised Consent Agenda Policy:

CONSENT AGENDA POLICY

A consent agenda groups routine, procedural, informational, self-explanatory, and non controversial items typically found on an agenda. The consent agenda may also include items already discussed at a prior board meeting or work session, or that have been agreed to be placed on the consent agenda.

These items are then presented to the board in list format, for a single motion vote after allowing any of the Town Board officers to request a specific item be moved to the full agenda for individual attention.

The Consent Agenda may be used to approve of the following items, or others items as deemed appropriate by the Supervisors of the Harris Town Board:

1. Cemetery site purchases
2. Appointment of election judges and their compensation
3. Compensation changes for the township's maintenance workers and the town hall caretaker
4. Compensation changes via resolution for Officers of the Harris Town Board
5. Revisions to the Employee Compensation policy
6. Renewal of annual maintenance agreements, such as for snowplowing and grading
7. Renewal of annual fire contracts
8. Renewal of annual healthcare policies if the rate change is 10% or less, and if recommended by the township treasurer
9. Renewal of intoxicating and non-intoxicating liquor license
10. Renewal of gambling license or permit applications
11. Motions to authorize the Clerk to publish required notices
12. Issuance of duplicate checks that have been lost
13. Budgeted and/or usual fund transfers

Adopted this 8th day of January 2014

Approved Jan 8, 2014

Dennis Kortekaas, Chairman

Attest:

Michele R. Smith, Clerk

Supervisor _____ made a motion, seconded by Supervisor _____, to approve the foregoing resolution #2014-001, and the following voted in favor thereof: _____
Those opposed: _____. Thereby the resolution was declared _____ on January 8, 2014.

Chairman Rosato introduced the following resolution at the Regular Meeting held on September 10, 2014

Resolution No. 2014-009

A RESOLUTION to formally adopt HARRIS TOWNSHIP POLICY for ESTABLISHING TOWN ROADS

WHEREAS, an updated Harris Township Policy for Establishing Town Roads was adopted by motion of the Harris Town Board (but not by resolution) at the Planning and Development Meeting of July 27, 2005;

WHEREAS, the Harris Town Board wishes to replace former Policy on Establishment, Alteration or Vacation of Towns Roads via Resolution #99-1 dated January 13, 1999;

THEREFORE, BE IT RESOLVED by the Supervisors of Harris Township, to adopt the following revised Harris Township Policy for Establishing Town Roads:

Harris Township Policy for Establishing Town Roads

PURPOSE: The Harris Town Board has adopted the following policy to assist individuals and the Town Board with the procedures that are required for establishing a road under Minnesota State Statutes, section 164.07, *Establishment, Alteration or Vacation of Town Road*. This policy may be used in conjunction with the "Worksheet For Establishing, Altering, or Vacating Roads", written by Troy Gilchrist, Attorney at the Minnesota Association of Townships.

Prior to the acceptance of a road by Harris Township, the following road specifications and acceptance process guidelines must be satisfied. Please note the additional requirements for roads within a platted development that are included in this policy.

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

HARRIS TOWNSHIP ROAD SPECIFICATION REQUIREMENTS:

- **Minimum Road Standards:**
 - **ROW:** 66-foot wide, cleared of brush and debris
90-foot radius for cul-de-sacs
 - **Pavement Design:** 7-ton standard for aggregate- and paved-surfaced roads
 - **Driving Surface:** 24-foot wide aggregate-surfaced
50-foot radius in cul-de-sacs
 - **Shoulders:** 4-foot wide on each side; aggregate-surfaced
 - **Culverts:** 15" CMP culverts, banded 32' in length, with aprons on each end
 - **Ditches:** 3.2-foot depth from road centerline to ditch bottom
4-foot wide bottom
- See typical section for additional construction requirements (*Exhibit A*)
- Roads will not be accepted without permanent dedication or easement of the road right-of-way (ROW) granted to Harris Township
- Roads will not be accepted without a certificate of survey, or other evidence deemed acceptable by the town board, showing the proposed road lies within the dedicated ROW or easement

- Roads will not be not be accepted without waivers of damages from affected property owners or approval by the Town Board of a satisfactory method for determining and paying such damages.

ROAD ACCEPTANCE PROCESS

The road acceptance process shall be as set forth in Minnesota Statutes, Section 164.07 and other applicable law. The following guidelines are intended to help clarify this process as it relates to establishing a town road.

Process Guidelines:

1. A **petition** must be presented to the Clerk of Harris Township that includes the following: (see *Exhibit B* - sample petition)
 - Name, addresses and signatures of at least 8 voters of Harris Township who own or occupy real estate within 3 miles of the proposed road;
 - A description of the road, including its point of beginning, general course, termination point and length;
 - The purpose and necessity of the requested road establishment; and
 - Descriptions of the tracts of land over which the road passes, and their owners.

The clerk will present the Harris Town Board with the petition at the next regularly scheduled meeting after being presented with it.

2. The Board, within 30 days of being presented with the petition, will make an *Order* for a public hearing, specifying the date, time and place for the hearing. The clerk will send the petitioner five copies of the Order at least 20 days prior to the hearing date.
3. **The Petitioner is responsible for** personally serving the hearing *Order* upon each affected owner-occupant of the land affected, at least 10 days prior to the hearing.
4. **The Petitioner is responsible for** completing an *Affidavit of Service* (form will be provided by the Clerk), which serves as proof that the appropriate owners were served notice.
5. The clerk will post and publish notice at least 10 days prior to the public hearing.
6. At the hearing, **the petitioner will** present the Board with the *Affidavit of Service* and the Clerk will present the *Affidavits of Posting and Publishing*.
7. Prior to acceptance of the roadway, **the Petitioner is responsible for** providing the Board with *certification* by a licensed civil engineer in the State of Minnesota, that the road was constructed according to *Harris Township Road Specification Requirements*, as stated above.
8. Prior to acceptance of the road, the Harris Town Board will examine the road, review the certification letter, hear from interested parties, and decide whether to grant or deny the petition.
9. **If accepted**, the Harris Town Board will adopt a *Resolution* and develop a *Road Order*, establishing the road as a Township Road (these will be sent to the county auditor and recorder)

If denied, the Board's decision is final unless appealed, for one year (i.e. a similar petition may not be brought before the Board for one year).

ADDITIONAL REQUIREMENTS FOR ROADS WITHIN A PLATTED DEVELOPMENT:

Roads within platted developments in Harris Township are required to satisfy all of the road specifications and go through the road acceptance process listed above. Prior to acceptance, the developer of a road

within a platted development will also be required to provide up-front payment to Harris Township in the form of a certified cashier's check, in the amount determined by the following conditions:

- For signage, payment in the amount of \$200.00 per sign as required by the Harris Town Board.
- For road maintenance, payment in the amount of \$1,500.00 per mile of road per year for two years from the date of acceptance. (Mileage will be prorated)
- For drainage, payment in an amount of one 15" CMP culvert, banded 32' in length, and 2 - 15" CMP aprons for each lot, sold or not, within the development at the current rate to be determined by the Harris Town Board at the time the petition is presented to them.

[Adopted by the Harris Town Board on the 27th day of July, 2005]

Formally adopted via Resolution #2014-009 this 10th day of September, 2014

Attest:

Michele R. Smith, Clerk

Gary Rosato, Chairman

*Approved
Sept 10, 2014*

Supervisor _____ made a motion, seconded by Supervisor _____, to approve the foregoing resolution #2014-008, and the following voted in favor thereof: Rosato, Key, Kortekaas, Kelley and Ives.

Those opposed: (none)

Thereby the resolution was declared passed and adopted this 10th day of September 2014.

TOWN ROAD ESTABLISHMENT PETITION

(Exhibit B)

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

The undersigned legal voters of the Town who own real estate or occupy real estate under the homestead or preemption laws, or under contract with the state, within 3 miles of the road described below, hereby petition you to establish the following described road as a Township road:

(Describe the road's point of beginning, its general course, its termination, and it's length)

The purpose and necessity of the requested road establishment are: _____

The description of the of land over which the road passes, and their owners, are as follows:

Owner(s)	Description of land:
_____	_____
_____	_____
_____	_____

We ask that you proceed with such establishment, pursuant to M.S. § 164.07

Dated this _____ day of _____, 200__.

Petitioner SIGNATURE

Address of land owned (must be within 3 miles of road being petitioned)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

NOTE: Only legal voters of the Harris Township who own real estate or occupy real estate under the homestead or preemption laws or under contract with the state within three miles of the road may sign the petition. At least eight signatures are required.

Harris Township Policy for Vacating Town Roads

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

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

ROAD VACATION PROCESS:

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

INITIATION OPTIONS FOR A TOWN ROAD VACATION:

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

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

PROCESS GUIDELINES

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

Prior to ruling on a vacation, the Board will:

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

At the hearing, the Harris Town Board will:

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

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

Adopted September 14, 2005

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

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

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

Harris Township
CULVERT POLICY

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

Adopted this 22nd day of April, 2015

Attest:

*Approved
April 22,
2015*

Gary Rosato, Chairman

Michele R. Smith, Clerk

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

Resolution No. 2012-001

Harris Township ROAD SIGN POLICY For Inventory, Retro-Reflectivity Compliance Evaluation, and Replacement Policy

WHEREAS it is the stated objective of Harris Township, Itasca County, MN to maintain its town roads in a safe but cost effective manner;

WHEREAS as part of its maintenance efforts, Harris Township recognizes that regulatory , warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retro-reflectivity standards, maintained, and replaced from time to time;

WHEREAS Harris Township further recognizes that when signs are installed within town road rights-of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices;

WHEREAS the Federal Highway Administration are required to adopt a road sign policy prior to January, 22, 2012;

THEREFORE, BE IT RESOLVED that as part of its efforts to comply with applicable regulations, the Town Board of Harris shall be guided by the following plan (see white binder, titled "Sign Replacement"), which includes an inventory of all signs by location, an assigned ID#, and an inspection log with date inspected, condition – including reflectivity - and any action taken. This plan is being adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices.

Adopted this 11th day of May, 2011

Attest:

Approved May 11, 2011

Gary Rosato, Town Board Chairman

Michele Smith, Town Clerk

Supervisors	VOTE			
Dennis Kortekaas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Gary Rosato	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Larry Key	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

State of Minnesota, County of Itasca, Town of Harris

Harris Town Hall Policy



OBJECTIVE

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

PURPOSE

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

POLICY

DISCLOSURE

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

PRIORITY

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

RESPONSIBILITIES OF THE USER

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

CARETAKER

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

LEASE AGREEMENT

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

TYPES OF APPROVED ACTIVITIES

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

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

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

SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales

TOWN HALL RENTAL FEES (per use/day)

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

GENERAL GUIDELINES

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

Please call or text the TOWNHALL CARETAKER for more information on renting the Harris Town Hall: AMBER HARTL - (218) 398-5033

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



HARRIS TOWNSHIP CEMETERY POLICY

Amended on August 13, 2003 | Amended on July 27, 2005 | Amended on June 20, 2006 | Amended on July 11, 2007 | Amended Grave Opening Fee Schedule July 23, 2008 | Amended Grave Opening Fee Schedule August 12, 2009 | Amended Grave Opening Fee Schedule, May 25, 2011 | Amended Grave Opening Fee Schedule, October 12, 2011 | Amended to restrict Section 1 burials, September 25, 2013 | Amended winter notification requirements, Dec 10, 2014 | Amended "Fees per grave" and "Contact persons", April 22, 2015; Amended to delete "no granite footings" restriction, May 13, 2015.

Harris Township maintains a cemetery for its residents and others. The location is attractive to many people and therefore new additions to the cemetery have been created and additional land has been purchased. The town Board has control of this cemetery without many restrictions or mandates, but the few requirements needing to be met is outlined below.

The importance of uniformity and efficiency in maintaining a cemetery requires certain rules and regulations to be documented. All parties must adhere to these guidelines to ensure property notification, placement, and documentation of any interment.

HOURS:

The cemetery is accessible to anyone every day from Dawn to Dusk.

PURCHASING, SALE OR TRANSFER:

All burial sites will be purchased through the Town Clerk or designated appointee. Persons desiring to purchase lots are invited to visit the cemetery, where the Clerk will aid in making a selection. After the selection is made, and purchase price is paid, a deed will be issued and copies of the deed will be recorded at Itasca County Courthouse. The record of signing the deed will be noted in the board meeting minutes at the next Regular Monthly Board meeting.

A maximum of four (4) graves can be purchased by one person per deed. Purchased burial sites can not be transferred, assigned, or pledged to another interest without the consent of the Town Board.

The private sale of burial plots is prohibited. All sales must be transacted through the Town Board. The Township may re-purchase a site or sites with the compensation remaining the same as the original purchase price.

FEES PER GRAVE:

\$125.00 per site for residents and non residents (eff. 4/22/15); a \$46.00 recording fee per deed will also be charged.

GRAVE/BURIAL REGULATIONS:

It is the responsibility of the Funeral Home/Director to notify the Town Clerk of any activity planned or taken to any gravesite at anytime.

1. Vaults are required, except for cremations.
2. Bodies per grave:
 - o 1 adult casket OR up to 2 infant caskets, one level (not stacked);
 - o Up to 4 cremations, with or without urn vaults
 - o Up to 4 cremation urns WITHOUT vaults may be placed over an existing buried casket vault.
3. *Only cremation burials are allowed in sites of Section 1 (original cemetery) if purchased after October 1, 2013*
4. The Township Clerk must be notified before any interment is held.
5. Personal excavating of the grave is strictly prohibited.
6. No grave or burial will be allowed above ground.
7. Burial of pets are NOT allowed.
8. Cremation remains are not allowed to be placed or spread above ground, unless they are in a sealed container attached to the headstone.

GRAVE OPENING AND CLOSING:

Fees for excavating a burial site will be set by the Harris Town Board and collected through the Funeral Director. For burial of urns, when not going through a Funeral Director, the Town Clerk must be contacted prior to the date of this burial and fee paid.

DISINTERMENT:

All requests for disinterment of remains (including cremated remains) will be directed to a funeral home, which will facilitate the process. A permit, signed by all family members will be required. There will be no disinterments on weekends, holidays or during the winter months (October through May). The cost to disinter will be double that of the current opening costs. Harris Township, its officers or employees, will not be held responsible for any damages that may occur to a headstone, vault, casket or remains during a disinterment process. If it is deemed that a vault is unable to be removed, the site will be considered unsellable and maintained by the owners of the site.

WINTER RESTRICTIONS:

Due to the harsh winters and frost thickness, grave openings could delay funeral activities. The Funeral Director will need to communicate with the Township regarding this time frame so adjustments can be made for the services. Four (4) full working days (i.e. Monday-Friday and non-holidays) are needed to prepare a site, not including the day of notification or the day of the funeral. Thus, adequate notice is required by the township.

HEADSTONES, FOOT STONES, AND OTHER MARKERS:

Head and foot stones will be placed in such a manner to align themselves with existing markers and/or walk ways and lot lines designed into the cemetery. Headstones will be placed at the head of the grave and footstones will be placed at the foot of the grave. **Only one upright marker per grave is allowed. In case of multiple burials in one site, additional markers must be flat, and level with the ground.** The Township maintenance workers will install foot markers as they are received from the County Veterans Office. The Township will not be held responsible for vandalism and normal wear and tear caused by weather or any other act of God.

TREES OR SHRUBS:

In order to obtain uniformity and efficiency in maintenance, the following rules will be in effect: There shall be no planting of shrubs and trees on graves or lots, effective August 13, 2003. Any existing trees or shrubs that are already on lots, should they die, shall not be replaced. Maintenance of trees and shrubs currently planted at the cemetery will be done only if they become a menace to other sites, pedestrians, or create an unpleasant atmosphere. An existing tree or shrub may have to be removed to allow for excavation of an adjoining grave, and the Township will not guarantee that it will be replanted or of its survival if it is replanted.

FLOWERS AND OTHER DECORATIONS:

Flowers and decorations are allowed from April 1 until the day after Labor Day. All must be removed by this date or will be removed and disposed of by the Township. If flowers or decorations become unmanageable or unpleasantly deteriorated, they can be removed at any time by the Township. Two flower boxes or containers are allowed per gravesite. Real or artificial flowers must be in removable containers or on shepherd hooks or flower stands, but can not contain more than two flower arrangements on one stand. The loss of any flowers or decorations will not be the responsibility of the Township. The Township Cemetery workers will make every effort to protect and move decorations during maintenance procedures. Flowerbeds are permitted next to the headstones on the gravesite. This bed must be maintained within the gravesite and be kept clean and free of weeds.

SPECIAL ORNAMENTATION:

Special ornamentation is allowed during funerals, but must be removed within one week. Also, during the Christmas holidays, special ornamentation is allowed from December 1 to January 30. If these are not removed by the date specified, Township Cemetery workers may remove these ornamentations and the Township is not liable to return these to the owners.

SUPERVISION OF CEMETERY:

The Harris Town Board supervises all transactions and maintenance of the cemetery. The Board has the right to correct any error that may be made by it, either in making interments or dis-interments, by substituting interment rights of equal value and similar locations as far as possible refund purchase price by the sole discretion and selection of the board.

In the case where a regulation may cause undue hardship, the Board has the right, without notice, to make exceptions, suspensions or modifications of any of the rules and regulations. Upon doing so such temporary exceptions, suspension, or modification shall in no way be construed as affecting the general application of this policy.

DISCLOSURE:

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

CONTACT PERSONS:

The following persons can be contacted regarding the Cemetery:

Michele Smith, Clerk 218-327-9930
Township Maintenance Crew: 218-326-6190

Harris Cemetery

Grave Opening FEE SCHEDULE As December 12, 2012

OPENING TYPE	SEASON	DAY OF THE WEEK FOR BURIAL (see holidays listed below)***	Standard COST Burial/service Start time: 9am-3pm	Overtime COST during daylight savings only Burial/service start time: 3:15pm-5pm**
Grave Opening – adult (casket and vault)	Year-round	Monday – Friday Saturday or Sunday	\$500 \$650	\$650 Not an option
Grave opening – infant <i>An infant casket/vault combination is defined as being 3 feet or less in length.</i>	Summer	Monday – Friday Saturday or Sunday	\$125 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Burial DISINTERMENT	as noted above	as noted above	DOUBLE the opening costs above	Not an option
Cremation – opening for urn only	Summer	Monday – Friday Saturday or Sunday	\$50 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Cremation – opening for urn vault <i>Note: An urn vault cannot be placed over an existing casket vault</i>	Summer	Monday – Friday Saturday or Sunday	\$125 \$200	\$200 Not an option
	Winter *	Monday – Friday Saturday or Sunday	\$200 \$200	\$200 Not an option
Cremaains DISINTERMENT	as noted above	as noted above	ADD \$50 to the opening costs above	Not an option

* WINTER is defined as anytime the ground is frozen and needs to be thawed in order to open the grave.

** Burials or disinterments are not allowed after 5:00pm. Overtime is only an option from mid March through early November (standard daylight savings time)

*** HOLIDAYS: Burials will not be allowed on the following holidays:

New Year's Day	Good Friday	Easter Sunday	Memorial Day
Independence Day (4 th of July)	Labor Day	Thanksgiving Day	Christmas Day

Ordinance No. 1

Harris Township

Consumption of Intoxicating Beverages

Section 1.

This ordinance shall be known as the "Intoxicating Beverage" ordinance.

Section 2.

Definitions:

- a.) An ordinance prohibiting the consumption of intoxicating beverages and non-intoxicating malt liquor on the properties owned and maintained by the Town of Harris, and setting the penalties for violations thereof;
- b.) The Town Board of the Town of Harris, Itasca County, State of Minnesota does ordain as follows:

Section 3.

- a.) No person shall consume intoxicating beverages and/or non-intoxicating malt liquor upon public highways, within public right-of-ways, public parks, or other public places, including the properties owned by the Town of Harris.
- b.) It shall be unlawful for any person to possess an open container of intoxicating liquor or non-intoxicating malt liquor upon public highways, within public right of ways, public parks, or other public places, including the properties owned by the Town of Harris.
- c.) Penalty: Any violations of this section by anyone, shall constituted a misdemeanor, punishable on conviction by a fine of not more that \$500.00 or imprisonment not to exceed ninety (90) days, or both.

Section 4.

Effective date: This ordinance shall take effect and be enforced from and after its passage and publication; July 11, 1979.

Adopted and passed by the Town Board at a Regular Meeting held on the 11th day of July, nineteen hundred and seventy nine.

Ordinance No. 2

Harris Township

Subdivision Bituminous Surfacing

Section 1.

This ordinance shall be known as the "Harris Township Subdivision Bituminous Surfacing" ordinance.

Section 2.

Definitions:

- a.) "Subdivision" shall mean any subdivision as approved by the Itasca County Board;
- b.) "Developer" shall be that person who petitions the Itasca County Board for approval of the subdivision.

Section 3.

Bituminous surfacing in subdivided lands: Bituminous surfacing in subdivided lands is a direct benefit to those landowners adjoining the surfaced road.

Section 4.

Payment for bituminous surfacing:

- a.) The initial bituminous surfacing of subdivisions shall be shared in equal proportions by the developer/landowner and the township. This shall apply to any subdivision where there is a petition by the landowners to surface the roadway which has not previously been surfaced with bituminous material. No such roadway shall be surfaced unless a petition for the surfacing is signed by at least 50% of the landowners along the proposed surfacing, and upon an affirmative vote by the town board. Costs for surfacing shall be spread on a pro-rata basis, based on front footage.
- b.) All costs not paid in cash by the developer/landowner shall be assessed against the property in accordance with Minnesota Stat. annotated 429.

Section 5.

Effective date: This ordinance shall take effect and be in force and effect on and after March 11, 1986.

Adopted at an Annual Town Meeting held on the 11th day of March, nineteen hundred and eighty-six.

Ordinance No. 2004-003
An Ordinance to Establish
Lodging Tax in Harris Township

WHEREAS, the legislature has authorized the imposition of a tax upon lodging at a hotel, motel, rooming house, tourist court or other used space of a transient; and

WHEREAS, the imposition of such a tax would provide funding for a convention and tourism bureau to promote the Town as a tourist and convention center;

NOW THEREFORE, the Township of Harris hereby ordains the adoption of the Ordinance #2004-003, which in summary states:

Imposition of Tax: There is hereby imposed a tax of three percent (3%) on the rent charged by an operator for providing lodging to any person as of the date of this publication (November 3rd, 2004) of this ordinance for bed and breakfasts and for hotels. As for resorts, the tax shall be imposed as of October 15th, 2004. The tax shall be stated and charged separately and shall be collected by the operator for the lodger.

Use of Tax Proceeds: Five percent (5%) of the proceeds obtained from the collection of taxes pursuant to this Ordinance shall be paid to the City of Grand Rapids for the costs of collection. Ninety-five percent (95%) of the proceeds shall be used to fund the Grand Rapids Area Visitors and Convention Bureau, to be used solely in accordance with Minn. Stat. Sec. 477A.018, Subd. 3, for the purpose of marketing and promoting the town as a tourist or convention center.

A complete printed text copy of this ordinance is available for inspection by any person during a time arranged with the Clerk.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF ITASCA)

ADVERTISEMENT FOR BIDS

2016 Road Improvements
Harris Township, MN
SEH No. HARRT 134142

Notice is hereby given that sealed Bids will be received by the Township Engineer until 10:00 a.m., Tuesday, March 29, 2016, at the SEH, Grand Rapids office, at which time they will be publicly opened and read aloud, for the furnishing of all labor and material for the construction of the 2016 Road Improvements project. Major quantities for the Work include:

Excavation	8,800	CY
Full Depth Reclamation	57,910	SY
Aggregate Base, Class 5	1,370	CY
Select Granular Borrow	5,900	CY
Bituminous Pavement	19,260	Ton
Pipe Culverts	390	LF
Pavement Markings	108,000	LF

Bids shall be on the form provided for that purpose and according to the Bidding Requirements prepared by Short Elliott Hendrickson Inc. (SEH®) dated March 4, 2016.

The Bidding Documents may be seen at the Issuing Office of Short Elliott Hendrickson Inc. located at 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601, 218.322.4500.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the PROJECT BID INFORMATION link and by entering eBidDocTM Number 4330857 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

Paper copies of the Bidding Documents may be obtained from DocuNet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$150.00.

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

A Contractor responding to these Bidding Documents must submit to the Township a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.265, subdivision 3.

This Work shall be subject to minimum wages and labor standards in accordance with the Minnesota Department of Labor and Industry.

Bids shall be directed to the Township Engineer, securely sealed and endorsed upon the outside wrapper, "BID FOR 2016 Road Improvements, HARRT 134142."

The Township reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the Township.

Michele Smith, Township Clerk
Harris Township, MN

HR, March 6, 13, 201623543551

Mark Roy, being first duly sworn, on oath states as follows:

1. I am the Publisher of the Grand Rapids Herald Review, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

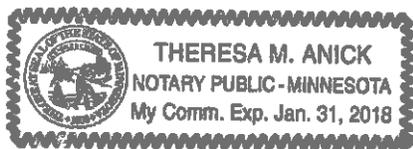
Sunday, March 6, 2016 and Sunday, March 13, 2016

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$2.00 per 1-col line.

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Mark Roy [Signature]



Subscribed and sworn to before me on this 14th day of March 2016.

Theresa M Anick
Notary Public

(Re: Road restrictions)

2015 Minnesota Statutes

Authenticate

169.87 SEASONAL LOAD RESTRICTION; ROUTE DESIGNATION.

Subdivision 1. **Optional power.** (a) Local authorities, with respect to highways under their jurisdiction, may prohibit the operation of vehicles upon any such highway or impose restrictions as to the weight of vehicles to be operated upon any such highway, whenever any such highway, by reason of deterioration, rain, snow, or other climatic conditions, will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced.

(b) The local authority enacting any such prohibition or restriction shall erect or cause to be erected and maintained signs plainly indicating the prohibition or restriction at each end of that portion of any highway affected thereby, and the prohibition or restriction shall not be effective unless and until such signs are erected and maintained.

(c) Municipalities, with respect to highways under their jurisdiction, may also, by ordinance, prohibit the operation of trucks or other commercial vehicles, or may impose limitations as to the weight thereof, on designated highways, which prohibitions and limitations shall be designated by appropriate signs placed on such highways.

(d) The commissioner shall likewise have authority, as hereinabove granted to local authorities, to determine and to impose prohibitions or restrictions as to the weight of vehicles operated upon any highway under the jurisdiction of the commissioner, and such restrictions shall be effective when signs giving notice thereof are erected upon the highway or portion of any highway affected by such action.

(e) When a local authority petitions the commissioner to establish a truck route for travel into, through, or out of the territory under its jurisdiction, the commissioner shall investigate the matter. If the commissioner determines from investigation that the operation of trucks into, through, or out of the territory involves unusual hazards because of any or all of the following factors: load carried, type of truck used, or topographic or weather conditions, the commissioner may, by order, designate certain highways under the commissioner's jurisdiction as truck routes into, through, or out of such territory. When these highways have been marked as truck routes pursuant to the order, trucks traveling into, through, or out of the territory shall comply with the order.

Subd. 2. **Seasonal load restriction.** (a) Unless restricted as provided in subdivision 1, between the dates set by the commissioner of transportation each year, the weight on any single axle shall not exceed:

(1) five tons on an unpaved street or highway; or

(2) ten tons on a paved street or highway.

(b) The gross weight on consecutive axles on an unpaved street or highway shall not exceed the gross weight allowed in sections 169.823 to 169.829 multiplied by a factor of five divided by nine. This reduction shall not apply to the gross vehicle weight.

Subd. 3. **School bus and Head Start bus.** Weight restrictions imposed pursuant to subdivisions 1 and 2 do not apply to a school bus or Head Start bus transporting students, Head Start children, or Head Start parents when the gross weight on a single axle of the school bus or Head Start bus does not exceed 14,000 pounds; provided that, road authorities may restrict any highway under their jurisdiction to a lesser axle weight by written order to school boards and Head Start grantees 24 hours in advance of required compliance with such reduced axle weight.

Subd. 4. **Vehicle transporting milk.** A weight restriction imposed under subdivision 1 by the commissioner of transportation or a local road authority, or imposed by subdivision 2, does not apply to a vehicle transporting milk from the point of

production to the point of first processing if, at the time the weight restriction is exceeded, the vehicle is carrying milk loaded at only one point of production. This subdivision does not authorize a vehicle described in this subdivision to exceed a weight restriction of five tons per axle by more than two tons per axle.

Subd. 5. Utility vehicles. (a) Weight restrictions imposed by the commissioner under subdivisions 1 and 2 do not apply to a two-axle or three-axle utility vehicle that does not exceed a weight of 20,000 pounds per single axle and 36,000 pounds gross vehicle weight for a two-axle vehicle or 48,000 pounds gross vehicle weight for a three-axle vehicle, if the vehicle is owned by:

- (1) a public utility as defined in section 216B.02;
- (2) a municipality or municipal utility that operates the vehicle for its municipal electric, gas, or water system; or
- (3) a cooperative electric association organized under chapter 308A.

(b) The exemption in this subdivision applies only when the vehicle is performing service restoration or other work necessary to prevent an imminent loss of service.

Subd. 6. Recycling and garbage vehicles. (a) Except as provided in paragraph (b), weight restrictions imposed under subdivisions 1 and 2 do not apply to a vehicle that does not exceed 20,000 pounds per single axle and is designed and used exclusively for recycling, while engaged in recycling in a political subdivision that mandates curbside recycling pickup.

(b) Weight restrictions imposed under subdivisions 1 and 2 do not apply to: (1) a vehicle that does not exceed 14,000 pounds per single axle and is used exclusively for recycling as described in paragraph (a); (2) a vehicle that does not exceed 14,000 pounds per single axle and is designed and used exclusively for collecting mixed municipal solid waste, as defined in section 115A.03, subdivision 21, while engaged in such collection; or (3) a portable toilet service vehicle that does not exceed 14,000 pounds per single axle or 26,000 pounds gross vehicle weight, and is designed and used exclusively for collecting liquid waste from portable toilets, while engaged in such collection.

(c) Notwithstanding section 169.80, subdivision 1, a violation of weight restrictions imposed under subdivisions 1 and 2 by a vehicle designed and used exclusively for recycling while engaged in recycling in a political subdivision that mandates curbside recycling pickup while engaged in such collection, by a vehicle that is designed and used exclusively for collecting mixed municipal solid waste as defined in section 115A.03, subdivision 21, while engaged in such collection, or by a portable toilet service vehicle that is designed and used exclusively for collecting liquid waste from portable toilets, while engaged in such collection, is not subject to criminal penalties but is subject to a civil penalty for excess weight under section 169.871.

Subd. 7. Cargo tank vehicles. (a) Weight restrictions imposed by the commissioner under subdivisions 1 and 2 do not apply to cargo tank vehicles with two or three permanent axles when delivering propane for heating or dyed fuel oil on seasonally weight-restricted roads if the vehicle is loaded at no more than 50 percent capacity of the cargo tank.

(b) To be exempt from weight restrictions under paragraph (a), a cargo tank vehicle used for propane must have an operating gauge on the cargo tank that shows the amount of propane as a percent of capacity of the cargo tank. Documentation of the capacity of the cargo tank must be available on the cargo tank or in the cab of the vehicle. For purposes of this subdivision, propane weighs 4.2 pounds per gallon.

(c) To be exempt from weight restrictions under paragraph (a), a cargo tank vehicle used for dyed fuel oil must utilize the forward two tank compartments and must carry documentation of the empty weight of the cargo tank vehicle from a certified scale in the

cab of the vehicle. For purposes of this subdivision, dyed fuel oil weighs seven pounds per gallon.

(d) To the extent practicable, cargo tank vehicles that are exempt from weight restrictions under paragraph (a) shall complete deliveries on seasonally weight-restricted roads by 12:00 p.m. and before the last week of April.

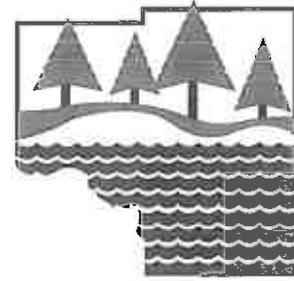
History: (2720-279) 1937 c 464 s 129; 1947 c 505 s 1; 1949 c 695 s 1; 1951 c 445 s 1; 1967 c 12 s 1; 1967 c 467 s 1; 1973 c 85 s 1; 1981 c 321 s 9; 1982 c 617 s 15; 1986 c 444; 1994 c 603 s 15; 1999 c 154 s 2; 1999 c 230 s 16; 2000 c 433 s 2-4; 2003 c 97 s 3; 1Sp2003 c 19 art 2 s 63; 2004 c 205 s 1; 2004 c 228 art 1 s 69; 2005 c 21 s 1; 2005 c 34 s 1; 1Sp2005 c 1 art 1 s 82; 2008 c 159 s 1; 2009 c 64 s 18; 2010 c 320 art 2 s 9; 2010 c 321 s 35; 2015 c 75 art 2 s 29

ITASCA COUNTY HIGHWAY DEPARTMENT

123 NE 4th Street
Grand Rapids, MN 55744-2600

Telephone: 218-327-2853

Fax: 218-327-0688



To: Township Boards

From: Karin Grandia, Itasca County Highway Engineer *KG*

Date: February 10, 2016

Re: Annual Grading, Snowplowing and Dust Control Contract Renewal

Current contracts for grading, snowplowing, and dust control of Township Roads by Itasca County are effective from May 1, 2015 through April 30, 2016.

The enclosed 2016/2017 Maintenance Contracts should be completed, approved, and signed should the County be chosen to provide the services indicated. Using the envelope provided, return both copies to the Itasca County Highway Engineer's Office by April 12, 2016 so that the Itasca County Board can approve the contracts at their April 26th County Board Meeting. A copy of the signed contract will then be returned to your Township Clerk. Please adhere to the April 12th date, as the Itasca County Board has given direction that no service may be provided if there is no contract in place.

Please be reminded that Minnesota Statute 164.03 governs contracting with Itasca County. Thus, this contract may need to be on your agenda at your annual meeting each year.

Along with Attachment "A" (which indicates which roads, and which services, we are currently under contract to maintain for you), we are providing a separate map for each service under contract. The reason for separate maps is to best indicate what portion of road is under contract to be maintained. For example: a TWP road is 3.00 miles in length, and the TWP contracts for .65 miles of grading once per month and 3.00 miles of snowplowing, the separate maps better indicate maintenance contracted for. Mark any changes/additions/deletions you may want to make to Attachment "A" in the comment section. We will make changes as marked and provide you with updated Attachment "A" and maps when returning your Board approved contract.

Please Note: This contract is the only opportunity to sign up for dust control in cooperation with the County. We use road names that reflect the name used for the 911 Emergency Programs. To help eliminate confusion, we ask that you refer to roads using only these names. Included in your packet is a copy of the Itasca County Snow Removal Policy which was last revised in 2014.

If there are any questions, please feel free to stop by our office or give Jeff Frazier, Engineering Administrative Tech, a call at (218) 327-2853.

AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this ____ day of _____, 2016, by and between the County of Itasca, hereinafter referred to as the "County" or "Itasca County", and the Township of _____, hereinafter referred to as the "Township".

Whereas, pursuant to the laws of Minnesota, the governing body of any Township may contract with Itasca County, in which the Township is situated, for the use of County equipment and operators, for snow removal from, for the blading of, and for application of dust control materials on any or all Township roads within the Township.

Whereas, pursuant to the laws of Minnesota, the contract price to be paid by the Township to Itasca County, shall not be less than the actual cost to the Transportation Department for the use of such equipment, operator, materials or contracted cost.

Now, wherefore, in consideration for such work the Township agrees to pay Itasca County at the rates shown in Attachment "A", for the said twelve-month period for snowplowing, grading and/or dust control application, subject to the following:

1. Term
This Agreement for grading, snowplowing and/or dust control application shall commence on the first day of May, 2016, and shall continue for a twelve (12) month period. This Agreement may be extended for additional twelve month periods upon the mutual consent of the Transportation Department and the Township.
2. Termination
Either party may cancel this Agreement upon Thirty (30) days notice, with or without cause. Notice shall be in writing served by mail or in person by the Township to the Itasca County Engineer, and by the Transportation Department to the Township Clerk. In the case of dust control, notice must be received by May 15 for the year of the agreement.
3. Employees
Transportation Department employees performing the work on Township roads as described in this Agreement shall be deemed Transportation Department employees for all purposes while so engaged. Dust control application shall be through an Itasca County contract.
4. Billing
The Township shall pay Itasca County upon receipt of invoice for services, snowplowing services are billed in January, grading services are billed in July, and dust control services are billed in August.
5. Attachment "A"
Attachment "A" shall be considered a part of this "Agreement for Work on Township Roads" and shall provide the information as follows:
 - a.) Annual rates (per mile) for grading gravel roads once per month and twice per month.
 - b.) Annual rate (per mile) for snowplowing.
 - c.) Application rate (per mile, 18 foot width, single application) of dust control.
 - d.) Township shall indicate which roads are included in this agreement, along with the length of each road.
 - e.) Maps of roads as required.

6. Time and Manner of Work

- A. The Transportation Department reserves the right to do the work described in this Agreement on Township roads at such time and in such manner so as to not interfere with, nor delay, the work schedule of County roads. The Transportation Department has an obligation to provide services first to Itasca County Roads. As it is likely that the services provided herein may be also needed at more than one location at any time, it shall be at the sole discretion of the County Highway Engineer or his designee to determine the allocation of resources available to provide services under this agreement. This determination shall be final. The Township hereby absolves and agrees to indemnify and hold harmless Itasca County, its agents, servants or employees from any liability arising from such decisions.
- B. Snowplowing will not be performed before November 1st, or after March 31st; unless determined to be necessary by the District Maintenance Foreman, the Highway Maintenance Superintendent, or the County Highway Engineer.
- C. Snowplowing for emergency situations will only be performed when the Sheriff's Office makes the request. For emergencies, call 911.

7. Unavoidable Delays

Itasca County shall not be held liable in accordance with this contract for unavoidable delays. Unavoidable delays can include delays which were beyond the power of Itasca County to control, with no fault or negligence on its part. Such delays can include acts of nature, i.e. severely inclement weather, floods, tornadoes and strikes.

8. Special Covenants

- A. Township covenants that each road identified in attachment "A", is a public highway which is open for public use, and which is subject to the jurisdiction and control of the Township.
- B. Township shall erect and maintain appropriate signs at the point of termination of each road identified in attachment "A".
- C. For each road identified in attachment "A", the Township shall provide a suitable turnaround site as close to the point of termination of said road as practical. The location and size of the turnaround space shall be subject to approval by the Itasca County Engineer in his/her exclusive discretion.
- D. Township covenants that any and all necessary consents have been obtained and remain in effect enabling entry of Itasca County equipment to land beyond the point of termination of any road identified in attachment "A", where such entry is necessary to reach the designated turnaround area.
- E. Township shall defend, indemnify, and save Itasca County harmless from any and all claims, demands and judgments based upon, right of way claims or arising under Minnesota Statute 160.05, with respect to any road identified in attachment "A", and further including any turnaround area and road leading thereto beyond the designated termination point of road.
- F. Nothing herein shall alter, limit, or diminish the duties and responsibilities of the Township with respect to the roads identified in attachment "A".

9. Indemnification and Hold Harmless

Except as otherwise set forth above in sections 6 and 8 each party shall fully indemnify and hold harmless the other against all claims losses, damages, liability, suits, judgments, costs and expenses by reason of the action, inaction, errors, omissions, or negligence of its employees. This agreement to indemnify and hold harmless does not constitute a waiver by either party of the limitations on liability provided by Minnesota Statutes Chapter 466 or of any defenses or governmental immunities as to third parties. Each party is responsible to maintain liability insurance in at least the amount of its maximum liability under Minnesota Statutes Chapter 466.

IN WITNESS WHEREOF, the parties hereunto have each caused this Agreement to be executed by their respective officers, hereby duly authorized, as of the date and year first above written.

I have reviewed the foregoing Agreement and I recommend that the Itasca County Board approve the same.

By: _____
Itasca County Highway Engineer

Date: _____

APPROVAL BY COUNTY OF ITASCA

County Board Chairperson

Date: _____

APPROVAL BY _____ TOWNSHIP

Motion
By: _____
TWP Board Member

Second
By: _____
TWP Board Member

Motion Passed:

TWP Board Chairperson



I, the undersigned, am the duly appointed Clerk or Deputy Clerk of the above referenced unit of government and attest that on the above referenced date, at a duly convened meeting of the Board, a resolution was duly adopted by the Board approving the agreement set forth above.

By: _____
Clerk/Deputy Clerk
Itasca County Board

By: _____
Clerk/Deputy Clerk
Township



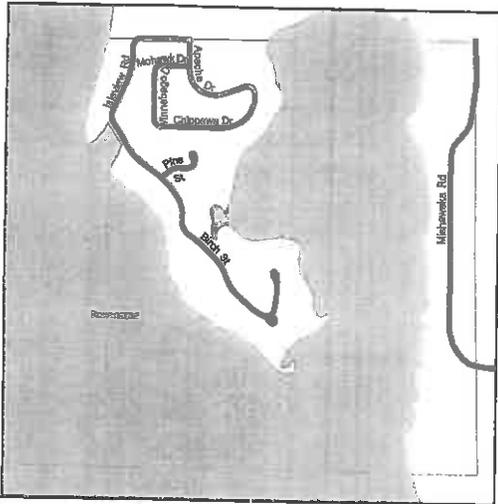
Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2016**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2016 to April 30th, 2017**. If there are changes, please note them in the comments section and we will adjust new contract. Rates for 2016 Grading are: \$700/Mile for one trip per month; and \$1400/Mile for two trips per month. Rate for 2016-2017 Snowplowing is: \$700/Mile. Estimated rate for 2016 Dust Control: \$2100/Mile (18 foot width, single application). Final rate for 2016 Dust Control will be determined by contract between Itasca County/Supplier and will include grading to prepare road for application.

HARRIS TWP - Attachment "A"

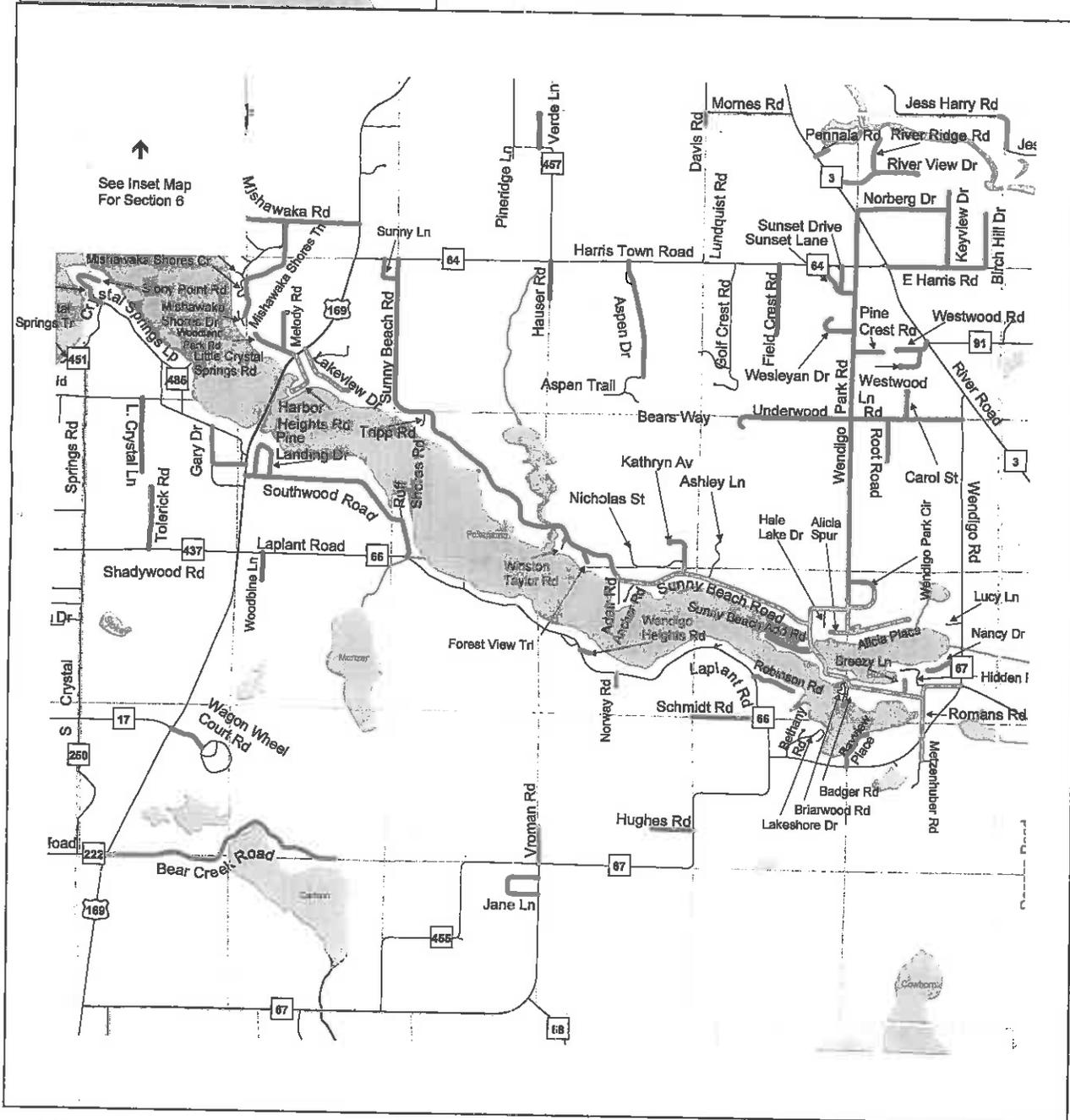
	Road Name	length of road	grading once	grading twice	snowplowing	dust control	Comments
		miles	per month	per month	miles	miles	
1	Alicia Place	0.55			0.55		
2	Alicia Spur	0.10			0.10		
3	Apache Drive	0.20			0.20		
4	Aspen Drive	0.75			0.75		
5	Bayview Place	0.30			0.30		
6	Bear Creek Road	1.70			1.70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

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

last updated: May 1, 2016



Harris Township



0 0.25 0.5 1 1.5 Miles



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

Legend

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

State Designated Information by State
"Noted" report through information
COPYRIGHT - TOSCA COUNTY
ALL RIGHTS RESERVED
The reproduction of this map is a breach of any
method to be used without written permission
to conduct field survey to verify.
This information is a compilation of
data from different sources with
varying degrees of accuracy and reliability.
Document Path: M:\proj\Harris_Snowplow_2016.mxd

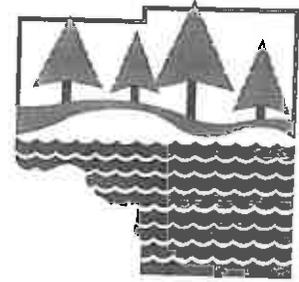
**ITASCA COUNTY
HIGHWAY DEPARTMENT**

123 NE 4th Street

Grand Rapids, MN 55744-2600

Telephone: 218-327-2853

Fax: 218-327-0688



2/10/2016

MEMO

TO: All candidates for public office

FROM: Karin Grandia, Itasca County Highway Engineer *KG*

SUBJECT: Campaign Signs within County Road Right Of Way

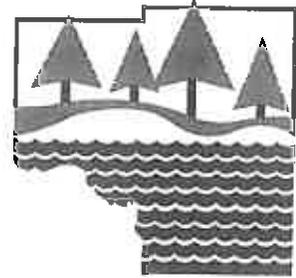
We have, in the past, received complaints concerning political campaign signs within County Road Right Of Way. These types of signs are prohibited by Minnesota Statute 160.2715; and notice of such is being given to each candidate when they file for public office.

Any such signs that are located within County Road Right Of Way will be removed by highway maintenance workers and stored (for a reasonable time) at the nearest Itasca County Highway Maintenance Facility. To recover such signs call 327-2853 and information will be given as to arrangements for recovering these signs.

**ITASCA COUNTY
HIGHWAY DEPARTMENT**

**123 NE 4th Street
Grand Rapids, MN 55744-2600**

Telephone: 218-327-2853
Fax: 218-327-0688



MEMO

TO: Itasca County Townships and Cities

FROM: Karin Grandia, Itasca County Highway Engineer *KG*

DATE: February 10, 2016

RE: Permits for work within County road right of way

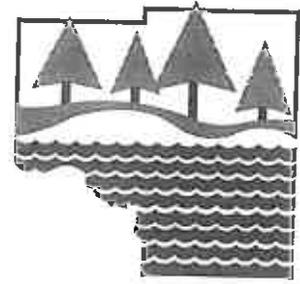
We are sending this memo as a reminder that any work within County road right of way requires a permit from the Itasca County Transportation Department. There are many reasons why a permit process is needed, and one of the main reasons is to prevent work within County road right of way that would be contrary to public safety. The permit process also provides for better communication between the County and other governmental agencies, private companies, and land owners. There have been cases where a homeowner (and a Township) paved their road to connect to a County road, only to discover that a few weeks later, the County had to dig up their road to replace a culvert.

Signs within County right of way are also included in the County Transportation Department Permit Policy. Actually, the County Policy does not allow anyone, except authorized County employees, to install signs within County road right of way. If you are considering the need for signs within County road rights of way, contact the County Transportation Department well in advance, so that your needs can be discussed. If you have existing signs that need to be replaced please contact us also, as some existing installations do not conform to County, State, or Federal standards.

**ITASCA COUNTY
HIGHWAY DEPARTMENT**

**123 NE 4th Street
Grand Rapids, MN 55744-2600**

Telephone: 218-327-2853
Fax: 218-327-0688



MEMO

TO: Itasca County Townships and Cities

FROM: Karin Grandia, Itasca County Highway Engineer *KG*

DATE: February 10, 2016

RE: Itasca County's Mailbox Policy

Several years ago, Itasca County adopted a policy governing the use of mailboxes & mailbox supports, located within the right of way of County highways. A copy of the ordinance and other information is enclosed. We request that you post this information on your bulletin board and/or use other means that you may have available, to inform residents in your area of the County's policy.

On County road construction projects, all mailbox supports are replaced with the steel pipe "swing-away" type supports, at no charge to the postal patron. Other hazardous mailbox installations will be identified, and the owners will be notified to replace them, on a case by case basis.

SNOW REMOVAL POLICY

ITASCA COUNTY TRANSPORTATION DEPARTMENT

Effective Date: November 1, 1989

Revised: November 18, 2014

Policy Number: Operations 89-4

Distribution: Commissioner's Office
Engineer's Office
All Garages

Number of Pages: 4

PURPOSE

To improve citizen awareness of snow removal procedures for increased safety to the motoring public.

APPLICABLE STATUTES N/A

POLICY

The following "press release" or modification thereof will be released at the beginning of each winter season:

ITASCA COUNTY SNOW REMOVAL POLICY

OVERVIEW

With the advent of each Minnesota snow season comes the concern about access to work, school and business. The safety and convenience of the traveling public is a main concern of the Itasca County Transportation Department. The goal of the Transportation Department is to have all County Roads passable within a reasonable amount of time after a snowfall has stopped.

THE COUNTY DOES NOT ASSURE A COMPLETELY BARE ROAD AND WILL NOT DEICE ENTIRE SECTIONS OF ROADWAY. USERS OF THE HIGHWAY SYSTEM ARE REMINDED TO EXERCISE CAUTION AND DRIVE WITH CARE. THE LEGAL SPEED LIMIT MAY NOT BE POSSIBLE AT ALL TIMES.

SNOW REMOVAL POLICY

SNOW REMOVAL POLICY

1. Dispatching of Snowplows

a. The County will usually not dispatch snowplows until after a snowfall has stopped. During extended periods of snowfall, exceptions may be made. Snowplows will not be sent out in situations that may be hazardous due to restricted visibility. If snowfall stops during regular working hours, plows may be dispatched at that time. If the snowfall stops during the night, or early morning hours, snowplows may be dispatched before the normal start of work time, as deemed necessary by the District Maintenance Foreman. Weekend plowing will be handled in a similar fashion.

b. Snowplowing for emergency situations will only be performed when the Sheriff's office makes the request. For emergencies, call 911.

c. Snowplows will not be dispatched before November 1st or after March 31st, unless determined to be necessary, by the District Maintenance Foreman.

d. Exceptions to the Snowplowing Policy may occur at times; when determined to be necessary by the County Maintenance Engineer or the County Highway Engineer.

2. Operations

Generally the clearing of roads will consist of three phases: making the road passable; widening and deicing; and cleaning up. Dependent upon the situation, more than one phase may be accomplished at one time. Private driveways under contract for plowing by the County will generally be plowed following the opening of County Roads and Township Roads under contract for County snowplowing.

a. Make the Road Passable.

Clean one lane in each direction. Generally plow and wing are used.

b. Widen the Lanes to Edge of Shoulder/Deicing

Deicing is done at problem locations on paved/roads including intersections, curves, hills and bridges. Appropriate deicing activities will be used based on

SNOW REMOVAL POLICY

anticipated pavement temperatures and accepted deicing practices. At pavement temperatures below +20 degrees, salt use will be limited, as it becomes ineffective at lower temperatures.

c. Clean Up

Remove ice and slush off roadway after deicing and sun have been allowed to work.

3. Personal Properties

a. Mailboxes and fences damaged during snow removal will be evaluated case by case. Only those mailboxes and fences that were properly located and installed, and which were damaged by actual contact with County equipment will be repaired at County expense.

b. As snow is plowed from roadways, operators leave as little snow across driveways as possible. County removal of this windrow is infeasible and remains the property owner's responsibility.

County residents are reminded that IT IS UNLAWFUL to plow snow from driveways onto or across County roads. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Accidents and damages caused by snow piles placed in the roadway may result in liability to the property owner. Piles of snow increase the chances of drifting snow onto the roadway.

c. County residents are reminded to remove parked vehicles from County roads to assist in snow removal.

d. The Transportation Department may assist stranded motorists by contacting law enforcement/emergency personnel. The Transportation Department WILL NOT ATTEMPT TO REMOVE STUCK VEHICLES from ditches, snow banks or any other impediment.

4. Sidewalks

Sidewalks on County or County State Aid Highways within municipalities are the responsibility of the municipality, just as any other public utility. Policy of individual municipalities regarding sidewalk snow removal may vary between municipalities.

SNOW REMOVAL POLICY

5. Information

Questions or concerns regarding snow removal and/or road conditions should be directed to County Highway Engineer at 327-2853.

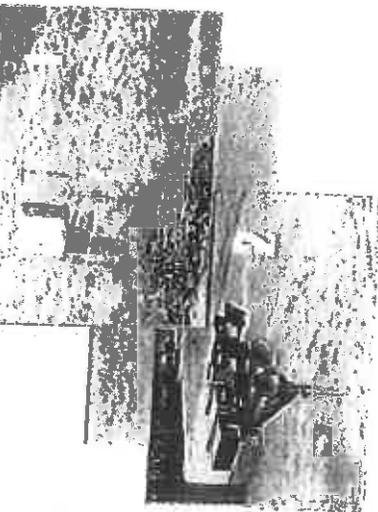
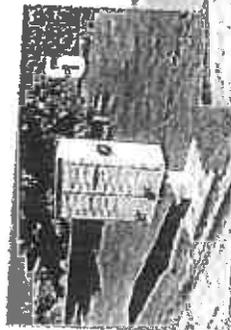
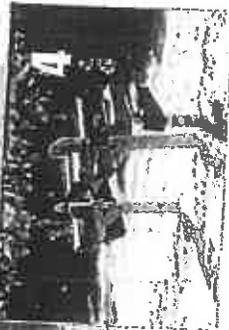
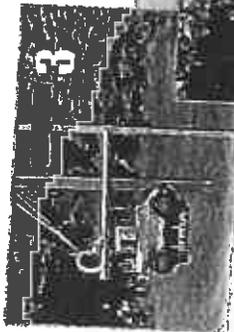
N:\JEFF F\Snowplow\County Snow Removal Policy News Release\IC Snow Removal 11-18-14.doc

Examples of Unsafe Installations

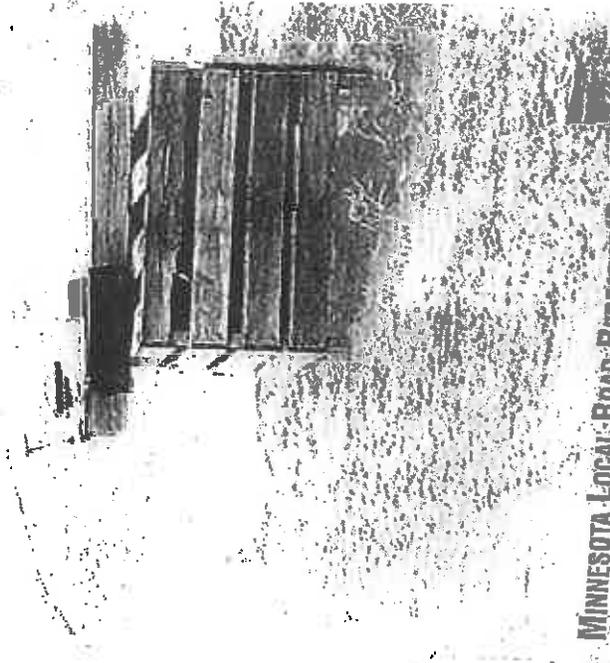
For the safety of the traveling public, the following installations are considered to be a road hazard on roads with a posted speed limit of 40 mph, or greater.

The following list illustrates examples of prohibited mailbox installations.

- 1) Installations with more than one vertical support.
- 2) A single support containing more than two mailboxes unless specifically approved by local road authority.
- 3) A mailbox that is not U.S. Postal Service approved.
- 4) Adjacent installations whose supports are closer than 30 inches measured from center-of-post to center-of-post.
- 5) Any neighborhood delivery or collection box unit (cluster boxes).
- 6) A support using unsafe materials stronger than the wooden 4 x 4-inch post or 2-inch diameter metal pipe.
- 7) Supports or mailboxes that encroach on a lane or shoulder of the roadway.



Is Your Mailbox a Hazard?



Unsafe mailbox installations cause property damage, injury and even death.

Awareness

No one wants to be responsible for a fatality, but sometimes the public is not aware of what might be a safety concern. Mailboxes (specifically their support tubes) often are constructed as a home decoration or are constructed to withstand snow removal efforts; unfortunately some of these designs are roadside hazards. To address this issue, State Legislation was enacted in 1991.

Legislation

Under Minnesota Statute 169.072 and Minnesota Rule 8818, local road authorities have the ability to develop and adopt rules regarding mailbox installations. The law, enacted by the 1991 Minnesota Legislature, advises that mailbox installations should meet both national and Federal Highway Administration (FHWA) standards and recommendations regarding breakaway installations and location. Installations that do not meet the standards and

recommendations may be removed and replaced at the owner's expense by the local road authority.

Steps for Replacing a Hazardous Mailbox

The general procedure for bringing a hazardous mailbox into compliance.

- Inform owner/resident that mailbox is non-conforming
- Inform owner/resident of mailbox installation standards
- Provide timeframe for replacement or modification
- If owner does not comply, agency will replace mailbox and may bill owner

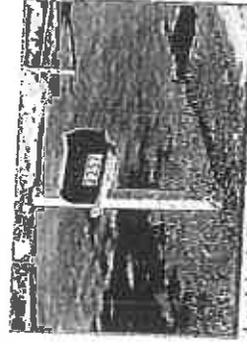
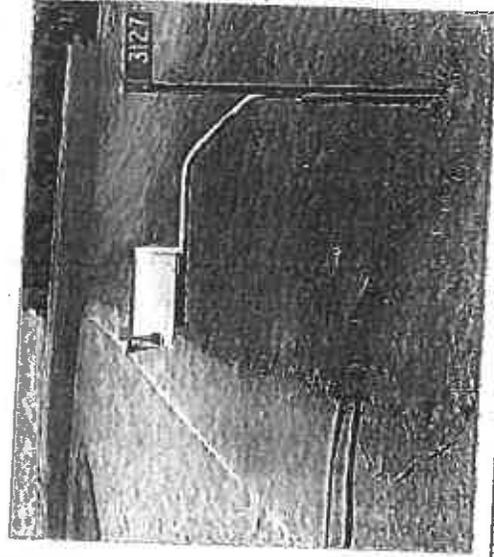
Acceptable Installations

Please contact your city or county engineer and post office for recommended specific installations. In general, installations should be light in weight, yet sturdy enough to resist sagging and able to stand up to snow thrown by snowblows. Moreover, they should break away when struck by an errant vehicle.

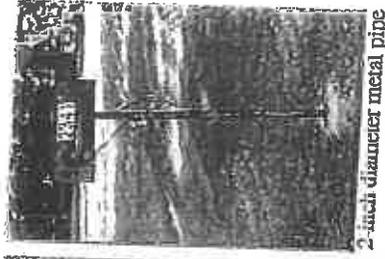
Accepted supports include:

- Swing-away type installation (preferred)
 - 4 x 4-inch wooden post (maximum size) or a 2-inch or less diameter metal pipe
 - Minimum spacing between multiple box supports is 30 inches
- Current standards allow no more than two mailboxes per single support; if more than two mailboxes are on a single support, support must meet national crash tests

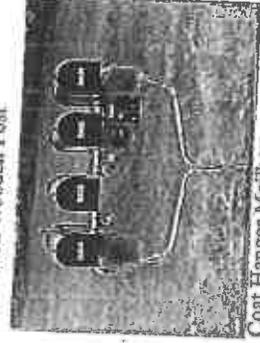
Example of Preferred Installation - Minnesota Swing-Away Mailbox



4 x 4-inch Wooden Post



2-inch diameter metal pipe



Coat Hanger Mailbox



Schwartz Excavating
Excavating & Septic Service
34882 Scenic Hwy, Bovey, MN 55709
Phone: (218)245-2165 Fax: (218)327-1698

February 18, 2016

Harris Township
20876 Wendigo Park Road
Grand Rapids, MN 55744

Harris Township Board

We would like to take a few moments and discuss the road maintenance program that we worked out with your township over the last couple of years. It was a pleasure to help you as Supervisors keep your roads in good condition throughout the 2015 season. Hopefully you & your residents were satisfied with our job performance and the quality of our work.

We are proposing the same maintenance program as last year with the rate staying at \$ 145/hour for grading and \$ \$150/hour for mobilization. Contracts generally run from May through October. Grading of specific roads will be determined by one of township Supervisors.

We will continue to offer quality service 7 days a week and are ready for emergency service in a prompt manner. We are also readily available to meet with you as Supervisors to discuss your road conditions and help remedy any problem spots.

We have appreciated working with you in the past and we also appreciate your desire to maintain quality roads in Harris Township. We would like to continue to work with you in this area of road maintenance. If you have any further questions, please feel free to give us a call. Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Bob Schwartz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bob Schwartz
Wm. J. Schwartz & Sons, Inc.

Harris Township Monthly Town Hall Report

Caretaker Amber Hart Date 3-3-16

General Cleaning 25 ish? hrs.

Miscellaneous Duties/Work lots hrs.

Inspections, Maintenance, Non-routine work, Board Meeting Functions.

Notes:

* Question... I'm not sure how you want me to put phone/text hours on my hours sheet thingy...

Total (All hours worked) _____ hrs.

it's small & I can't be very specific since calls/texts come in any time of day. I don't want you to think I'm taking advantage

Rentals

Resident's 7

No Charge/Discounted Only by board approval

2

Notes

Roland LaPlant ↑ funeral function.
Fly away reduced rate.

Non-Residents _____

Discounted Only by Board approval _____

Notes _____

Board Functions (meetings, scheduled hold, voting) 5

Total 14

Deposits Retained 1-25.00

Total money collected _____

Maintenance or Safety concerns:

Feb '16

Harris Township Cleaning List

Weekly:

**Sweep, mop and vacuum all rooms

2-3 Bathrooms-
2-9 2-19 2-27
✓ ✓ ✓ ✓ - Clean toilets 2-3 x wk.

✓ ✓ ✓ ✓ - Wipe down vanity, wash area

✓ ✓ ✓ ✓ - Windex mirrors

✓ ✓ ✓ ✓ - 409/disinfect all handles, knobs, changing table

✓ ✓ ✓ ✓ - Check paper supplies and deodorizer

✓ ✓ ✓ ✓ - Wipe and disinfect water fountain

Kitchen-

✓ ✓ ✓ ✓ - 409/disinfect all hard surfaces, handles, knobs, fridge door

✓ ✓ ✓ ✓ - Wipe down stovetop, hood, top of fridge, microwave, coffee maker

✓ ✓ ✓ ✓ - Check garbage bag supply

Office-

✓ ✓ ✓ ✓ - Straighten and dust as necessary

Meeting Area-

✓ ✓ ✓ ✓ - Wipe down all tables and chairs

✓ ✓ ✓ ✓ - Dust sills, chair rail, tops of picture frames

✓ ✓ ✓ ✓ - Empty garbage's and outside ashtray as needed

✓ ✓ ✓ ✓ - Dust and straighten above *hangers*

Harris Township Cleaning List

Monthly:

 - 409 inside of fridge and kitchen floor sides

✓ - Check and straighten cupboards as needed

2-3 Wash doors and windows ¹⁻²⁹ 2-28

2-19 Murphy the wood stuff, cupboards, chair rails etc. ¹⁻²⁹

✓ - Wipe down heat registers

2-28 Dust clock and make sure time is correct

✓ - Dust tops of blinds

✓ - Dust flag tops and bases

✓ - Clean oven and defrost freezer as needed

✓ - Check if supplies are needed: cleaning stuff, paper products, garbage bags etc.

Payment Request

Harris Township

Itasca County

Name: Amber Hartt

Address: Harris Twp. Hall

Date	Description	Amount
2-13	Darlene Figgins CK# 6150	50.00
2-20	Valeri Luthrop CK# 1699+1700(dep)	75.00
2-23	Flyaway Club CK# 8068	25.00
2-28	Terri Crowe CK# 14638	50.00
2-29	Shirley Wicklund CK# 18863	50.00
	Total	250.00
	pera	
	fica	
	medi	
	fed	
	state	
	Net Pay Total	

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid. Minn. Stat. § 471.391, subd. 1.

Amber Hartt

Monthly Maintenance Report for February 8th – March 4th

Road & Bridge:

- Put up temporary “BUMP” sign on a frost heave section of the Sunny Beach Rd.
- Plowed Ruff Shores Rd. when needed
- Installed a warning Yellow light on the “STOP AHEAD” sign on the Wendigo Park rd.
- Road inspections were made of all township roads.
- It was brought to Supervisor Rosato’s attention that the end area of the Tolerick Rd. is breaking apart and sinking at the end considerably.
- We noticed that the Bay View Rd. street name sign was broken off so we put up a temporary sign and ordered new Bay View Rd. signs on the 2nd of March
- An area at the start of the Aspen Rd. needs attention because it is producing several “spidercracks” and also an area towards the end of the road is doing the same thing.
- A culvert that was patched before on Wesleyan Dr. is starting to sink more and we will be watching it throughout the thawing period to see if it sinks any further
- The Wendigo Park Rd. cracks are starting to separate and move causing an abrupt dip in the road and several areas of the road are starting to produce “spidercracks”
- The culvert the crosses the road on Pine Landing is starting to sink more causing a considerable dip in the road

Equipment:

- Replaced the back left brake shoe on the Felling Trailer after the brake shoe had broken loose causing the wheel to lock up. The wheel bearings were also repacked
- Replaced the bearing and right drive sprocket on the ASV
- Replaced an “O” ring on the dump truck plow after it produced a leak

Cemetery:

- Burial for Virginia Eiden in section 3
- Burial for Roland LaPlant in section 3
- The road at the cemetery road needs attention because it is falling apart and certain spots where people have been driving is causing chunks of the pavement to pop out.
- Cleaned snow banks up to improve the drainage during thawing
- Weekly inspections were made

Recreation:

- Completed the new “Roger Bishop Memorial Field” sign for the baseball field at Wendigo Park that we have been working on. It will be put up in the spring
- Cleaned snow off of both rinks and flooded when needed.
- Cleaned up bad spots on the Wendigo rink
- Both Hockey rinks were closed on the 29th of February
- Inspections and garbage cleanup were made at both parks

Building & Grounds:

- Removed road salt buildup from the Service Center garage floor.
- Removed ice buildup in front of the Service Center garage doors
- Rearranged the Service Center garage
- Removed a dead bird from the grounds at the Town Hall
- Made a stand for the new floor heat water heater in the Service Center
- Adjusted the garage door on the ASV side after it wasn't closing correctly
- Cleaned up the mess that was left by Aspire. The floor was left with antifreeze all over the south side of the Service Center garage. Supervisor Rosato and Haubrich were notified of this incident.
- Weekly inspections were made of the Town Hall and Service Center

Public Accesses:

- Plowing at all landings when needed.
- Weekly inspections and garbage cleanup at all landings

Safety:

- No accidents or injuries

February 2016

100-General #Hrs-- 30.5

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

200-Road & Bridge #Hrs-- 30.5

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

300-Equipment #Hrs-- 38.25

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

400-Cemetery #Hrs-- 43.5

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

500- Recreation #Hrs-- 69.5

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

600-Buildings & Grounds #Hrs-- 107

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

- . Crystal Fencing labor
- . Park Inspections

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

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

- . Beaver Control at Accesses

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

Total 319.25

E-mail Types and Access Methods

Types of e-mail services:

- Webmail
- POP3
- Exchange

Software access:

- internet, using any browser
- Outlook
- Apps

Device access:

- Computers/laptops
- Tablets
- Phones



E-Mail Account Types

Webmail accounts

Google, Yahoo, etc.

- Free, but not domain specific

POP3 accounts

Domain specific, often comes with web hosting or internet services provider

Usually free, or very low cost

Sends an original copy of an email to a user device (no copy retained on server)

Exchange based accounts

Database server driven, domain specific

Accessed via Internet, Outlook, or through an "app" on multiple devices

Audit capable, with government certified compliance and information protection

Multiple account configurations can be coupled with Microsoft Office software

Government Plans and Options



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



Other Considerations

Base requirement: Compliance and information protection

- Online Plan 2 or Office E3

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

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

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

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



From: Roger L. Hoyum <roger@hoyum.com>
Sent: Sunday, October 25, 2025 6:34 PM
Subject: Email
To: Jim Kelley <jkelly@hoyum.com>, JIM KELLEY <jim.kelley@hoyum.com>

mail
options

Jim,

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

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

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

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

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

Have a great week!

Roger L. Hoyum

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 05/20/2014 BY 60322 UCBAW/STP/STP

PC Refresh

PC Refresh
 P.O. Box 284
 Hill City, MN 55748

(218)560-2172
 natsum@pcrefreshonline.com
 www.pcrefreshonline.com

REFRESH

Estimate

Date	Reference
11/09/2015	1013
	Exp. Date

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

Date	Activity	Quantity	Rate	Amount
11/10/2015	Business Service	2.5	50.00	125.00
11/10/2015	Setup Google Apps for Business. Work with Current hosting Company to point mail MX Records to Google Apps for Business. Create all Email accounts required.			
11/10/2015	\$5 per user per month - Billed Directly From Google to your Credit Card Google Apps for Work includes: Business email addresses (name@yourcompany.com) Video and voice calls Integrated online calendars 30GB of online storage for file syncing and sharing Online text documents, spreadsheets and slides Easy to create project sites Security and admin controls 24/7 phone and email support			
			Total	3125.00

Accepted By:

Accepted Date:

Michele Smith

From: Pat <phill@paulbunyan.net>
Sent: Tuesday, March 15, 2016 12:21 PM
To: Undisclosed-Recipient;;
Subject: Annual Dinner/Meeting

Hi Everyone,

I have not heard from very many people who plan to attend the ICTA annual dinner/meeting at Wabana Townhall on Monday 11 April 2016. I'd appreciate an RSVP as soon as possible so the caterer will know how many to plan to cook for.

Thanks so much,

Pat

[Print](#)[Close](#)

Vacate Property Question

From: Tanya Jackson (tanya.jackson@mchsi.com)

Sent: Mon 3/21/16 10:00 AM

To: michelesmithclerk@msn.com

Hello Miss Smith --

I'm looking to have the township vacate a 20 foot wide strip of property located between my parcel #19-485-0940 and my neighbors parcel #19-485-900. 10 feet would go to me. 10 feet to my neighbor. There is nothing built on the strip of land and I don't believe it will ever be developed into the road or access it was intended to be when the land on Stoney Point was platted.

I'm hoping you can point me in the right direction.....Garrett Ous the land manager for the county said I needed to speak to Harris Township -- His quote " To the best of my understanding, when a recorded plat identifies a strip of land dedicated to the public it falls under the first level of organized government. In this case....Harris Township."

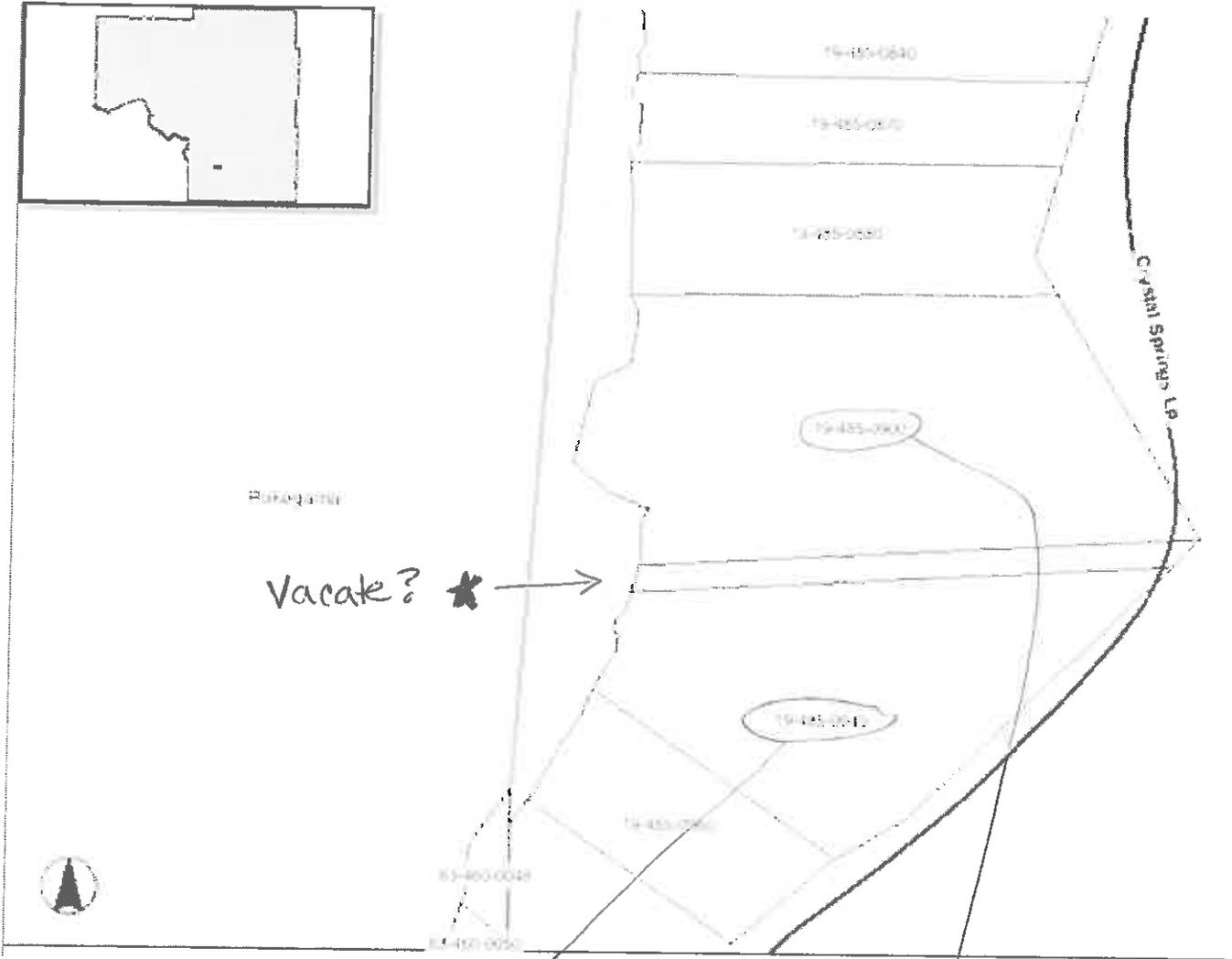
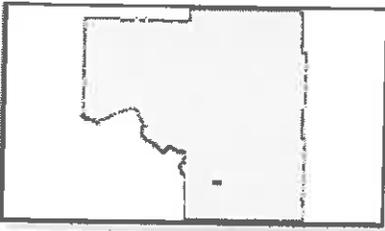
Would you be able to advise me on how I go about making this request of the township?

Thank you very much for your time and assistance with this matter :)

Tanya Jackson

work -218-326-2953

cell -- 218-969-2509



Tax Parcel	
Field	Value
#	1
PIN	19-485-0940
TaxPayerName	JACKSON, SCOTT & TANY,
Acres	1.2
Address1	20782 CRYSTAL SPRINGS
Address2	GRAND RAPIDS MN 55744
Address2	
Section	7
Township	54
Range	25
Tax_District	HARRIS TWP
LegalDesc	LOTS 94-95
PlatName	KAYNOSH BEACH
LakeName	POKEGAMA
LandEst	192700
BuildingEst	138500

Tax Parcel	
Field	Value
#	1
PIN	19-485-0900
TaxPayerName	CARTER, MARY ANN
Acres	1.8
Address1	20768 CRYSTAL SPRINGS
Address2	GRAND RAPIDS, MN 55744
Address2	
Section	7
Township	54
Range	25
Tax_District	HARRIS TWP
LegalDesc	LOTS 90-93
PlatName	KAYNOSH BEACH
LakeName	POKEGAMA
LandEst	253500
BuildingEst	142500

* (see attached Plat map)



60-10000

Purdegama

12

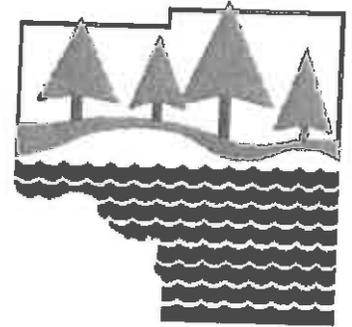


Scale 1" = 100' 1/4" = 1250'

1/4" = 1250'

Itasca County Auditor/Treasurer's Office

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN. 55744-2681
Phone 218-327-2860
Fax: 218-327-7426



To: Election Judges
From: Vicki Dabill 218-327-2849
Date: 2/22/2016
Re: Upcoming 2016 Elections

The 2016 Election season is upon on us all! It's hard to believe 2 years have gone by since the last election. You are receiving this letter because you served as an election judge 2 years ago or had taken the training with me. As in years past, I will be holding election judge training this summer. We have the opportunity as a County, to sign up our judges to do online training. With this training, you will be allowed to do it on your own time, your own pace and resume wherever you've left off. You can do it at home, the library or any other place that has the internet. The training would include video instructions from the Office of the Secretary of State, additional review of specific topics, workbook review and examples and assessment of each segment. You will all be given log-in and passwords upon set up.

I understand not all of you have computers or internet access. With that, I will hold one session of election judge training at the courthouse. I will also hold one session for clerks, head judges, HCF judges and new election judges.

I need to get a total number of people who would be interested in the online training and those who are not. I have attached a form that you will need to complete and return to me ASAP. Please make sure you answer all the questions at the bottom of the page. I need physical and mailing address if different. Also, if you want to do the online training, I will need an email address.

I am in need of judges this year so if you know of someone who would be interested, please hand out one of the attached sheets enclosed.

Thank you for your time being an Election Judge!

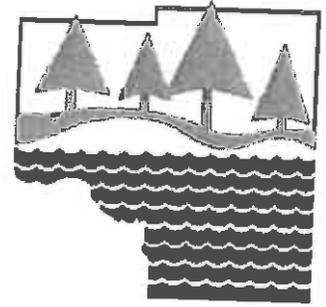
ELECTIONS 2016

PLEASE
RETURN
FORMS
BY
3/25/2016



Itasca County Auditor/Treasurer's Office

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN. 55744-2681
Phone 218-327-2860
Fax: 218-327-7426



Election Judge Information

Full Name:

Last *First* *M.I.*

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Mailing Address
if different

Address *City* *State* *Zip Code*

Home Phone:

Cell Phone:

Precinct Preference

Polling Place
Perferred:

Additional Questions

Have you served as a Health Care Facility Judge? YES NO

Have you served as a Head Judge? YES NO

What is your preference of work hours? ALL DAY HALF DAY

Are you interested in online election judge training?
If so, please provide email address above. YES NO

Party Affiliation (Circle One):

DFL Party
No Party

Independence Party
Other _____

Republican Party

Purpose & Audience	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
The purpose of the 2016 Short Course is to provide a one-day educational program for all township officers. Others interested in township government are also welcome to attend.	March 14 WINONA Riverport Inn 507-452-0606	March 15 ROCHESTER Event Center 507-529-0033	March 16 MANKATO Civic Center 507-389-3000	March 17 WINDOM Community Center 507-831-6149	March 18 GRANITE FALLS Prairie's Edge 320-564-2121
	March 21 BREEZY POINT Breezy Point 800-432-3777	March 22 ST CLOUD Holiday Inn 320-253-9000	March 23 HUTCHINSON Event Center 320-234-5656	March 24 WILLMAR Conference Center 320-235-6060	March 25 ALEXANDRIA Arrowwood 320-762-1124
To request disability accommodations or special diet needs (gluten free, etc.), please contact Scott Saloum at 1-800-228-0296 before March 1st. MAT is an equal opportunity educator and employer.	March 28 MAHNOMEN Shooting Star 866-345-4998	March 29 THIEF RIVER FALLS Engelstad Arena 218-681-2183	March 30 WALKER Northern Lights 866-652-4683	March 31 GRAND RAPIDS Sawmill Inn 218-326-8504	April 1 CARLTON Black Bear 888-771-0777

Minnesota Association of Townships
805 Central Avenue East
PO Box 267
St Michael, MN 55376

Township Officers 2016 Spring Short Courses

Nonprofit Organization
U.S. Postage
PAID
St. Michael, MN
Permit #12



5322*****AUTO**3-DIGIT 557

Michele Smith
Clerk
30037 Harris Town Rd
Grand Rapids, MN 55744-4697

Registration Opens: 8:00am
Sessions Begin: 9:00am
Sessions Adjourn: 3:00pm

Details of the 43rd Annual
Township Officers Spring Short Course
and the New Officer Training Incentive
are inside!

**Minnesota
Association of Townships**



Minnesota Association of Townships
2016 Spring Short Courses
March 14 - April 1, 2016

SESSION A

Clerks & Treasurers

Morning Session	
9:00	Director: Welcome/Pledge of Allegiance/Announcements
9:05	Legislative Update
9:45	Important Updates on Your Insurance Coverage
10:15	Break
10:30	Minnesota Benefit Association
10:45	Don't Miss a Thing
Noon	Lunch
Afternoon Session	
1:00	Putting the Township First - Fiduciary Duties of Board Members
2:00	It's Not a Secret
3:00	Adjourn

SESSION B

Supervisors

Morning Session	
9:00	Welcome/Pledge of Allegiance
	Minnesota Benefit Association
9:15	Board of Director Announcements
9:20	Township Responsibilities within the MPCA's Stormwater Permitting Programs
10:20	Break
10:35	The Importance of Maintaining your Road Ditches
Noon	Lunch
Afternoon Session	
1:00	The Town Board - King of the Road!
2:00	Legislative & Insurance Updates
3:00	Adjourn

SESSION C

Newly Elected Officials

Morning Session	
9:00	Welcome/Pledge of Allegiance
9:05	New Officer Orientation
10:15	Break
10:30	New Officer Orientation Continued
Noon	Lunch
Afternoon Session	
1:00	Board of Director Announcements
1:05	Township Association Basics
1:50	Minnesota Benefit Association
2:05	Township Officer Duties and Responsibilities
3:00	Adjourn

TOPIC DESCRIPTIONS

Important Updates on Your Insurance Coverage

Learn about updates in the MATIT insurance program, including expanded options in both deductibles and bond coverage. Plus reminders on how to help your township avoid claims.

Don't Miss a Thing - The MAT Calendar has a year's worth of important dates for clerk and treasurers to know. This course will highlight the most important things that all clerks and treasurers should know. It will also identify the latest updates to CTAS you should be aware of.

Putting the Township First - Fiduciary Duties of Board Members - Board members can be pulled in a lot of directions in the small communities of most townships. It's important to remember that taking the oath of office creates an obligation to township. Maintaining that obligation is key to holding the public's trust in the town board.

It's Not a Secret - Town residents can seem to have an endless number of questions. A lot times that includes requests to see town information. This course will present ideas on ways to respond to requests for town data and documents.

Township Responsibilities Within the MPCA's Stormwater Permitting Programs - Stormwater runoff impacts both the human and natural environments of Minnesota. This course will explain the three facets of the Minnesota Pollution Control Agency's stormwater permitting program: Construction, Industrial, and MS4 permits. It will also provide town officers with information about their responsibilities within those permitting programs and their role in protecting the clean water resources of our state.

The Importance of Maintaining your Road Ditches - The correct operation of roadside ditches are important to the integrity of your roads. But too often the attention devoted to roads is limited to the driving surface. Find out how to identify and correct common problems now to avoid expensive repairs later.

The Town Board - King of the Road - Even if yours is a town of means by no means, the powers and duties are the same. This course provides an overview of common right-of-way issues faced by town boards, and describes the solutions to those problems. Topics of discussion include: getting and vacating right of way; a town's duties and liabilities; addressing illegal activities and obstructions; resolving fence, tree, and mailbox issues; and more!

New Officer Orientation - A must-have class for ALL officers that have not attended it before. Two of MAT's attorneys cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail.

Township Association Basics - This class provides you with important background on townships and the many ways in which the Township Association supports townships and town officers.

Township Office Duties and Responsibilities - This class addresses the specific duties of clerks, treasurers and supervisors, as well as many township functions you may have not considered or even known about!

REGISTRATION (On-site only!)

Register on-site at each location on the morning of the Short Course beginning at 8:00 am. Registration fee is \$50 per person and includes training, handout materials, lunch, and refreshments.

Please have your checks prewritten to Minnesota Association of Townships (MAT) to help speed the registration process.

***Cancellation Policy:** Full refunds will be made only to those who have mailed their unused registration ticket(s) with a written request, post marked no later than May 6, 2016.

DRAWING

Minnesota Benefit Association (MBA) will be sponsoring a drawing for TWO \$500 vouchers good towards the MN Association of Townships Educational Conference and Annual Meeting held in St. Cloud in November 2016. A qualifying drawing will be held at each location, with the final drawing on April 1, 2016, in Carlton.

OATH OF OFFICE

If you have your Board of Canvass on the second day after the election (the 10th), you could receive your oath at the following locations: Granite Falls • Breezy Point • St. Cloud • Hutchinson • Willmar and Alexandria. If you held your Board of Canvass after the election on the 8th or on the day after (the 9th), you can receive the oath at these locations as well: Mankato and Windom. **In order to take your oath of office at the Spring Short Courses, your township must have held its Board of Canvass and you need to bring your Certificate of Election.**

MATIT SAFETY VESTS

New Officers who have just been elected, or are in their first term and have not attended the New Officer Session (Session C), are eligible to receive a MATIT Safety Vest. The Vests will be distributed during the session to those in attendance only.

NEW OFFICER TRAINING CREDIT

The Minnesota Association of Townships Insurance Trust (MATIT) will offer a credit for the Spring Short Course Registration to new township officers attending the New Officer Training Course...essentially making this a 'NO COST TRAINING'.

How it Works

- Your Township must have Consolidated Liability Coverage through MATIT to be eligible.
- At registration, all New Officers who are attending Session C (New Officer) will still need to pay the registration fee of \$50. That may still be paid via cash, check, or invoiced to the Township.
- The New Officer must attend Session C for the entire day.
- In Session C, a New Officer will need to complete the Sign-In Sheet at the beginning of the workshop.
- At the end of the workshop (3:00pm), the New Officer will have to sign-out verifying they have completed the New Officer Session C.
- A certificate of completion will be issued upon sign-out.
- MAT Agency Staff will verify the sign-in/out sheet for eligibility.
- The Township will receive a \$50 credit applied to their upcoming Consolidated Liability Coverage Renewal through MATIT.



Phone 218.444.1234
Toll Free 888.586.3100
Fax 218.444.1121

1831 Anne St. NW
Bemidji, MN 56601
paulbunyan.net

March 1, 2016

***** As required by our franchise agreement, we are providing you 30 day notice of a rate increase to Paul Bunyan Television services. All customers were sent a rate increase notification mailed out on/before March 1, 2016.

The following rates will be effective April 1, 2015:

PBTV Main Service	\$84 per month*
PBTV Fusion Service	\$89 per month
Digital Connection 1	\$98 per month*
PBTV Fusion Connection 1	\$103 per month
PBTV Lite Connection 1	\$67 per month*
PBTV Fusion Lite Connection 1	\$72 per month
Digital Connection 2	\$128 per month*
PBTV Fusion Connection 2	\$133 per month
PBTV Lite Connection 2	\$97 per month*
PBTV Fusion Lite Connection 2	\$102 per month
Digital Connection 3	\$135 per month*
PBTV Fusion Connection 3	\$140 per month
PBTV Lite Connection 3	\$104 per month*
PBTV Fusion Lite Connection 3	\$109 per month
Ultimate Connection	\$175 per month*
PBTV Fusion Ultimate Connection	\$180 per month
Ultimate Connection 2	\$190 per month*
PBTV Fusion Ultimate Connection 2	\$195 per month

All pricing above does not include taxes and other mandated service charges. These will also apply and are NOT included in the monthly service rates indicated above.

*These plans are no longer available to new customers as the TV system used is being phased out over the next several years. All new customers receive the PBTV Fusion system/pricing.

Contrary to popular belief, television service is not a large profit generator for the cooperative. In reality, our television service makes just slightly more than the cost to provide it. When television networks increase their prices, we are obligated to pass it along to consumers. The rising cost of television programming is one of the most challenging issues we face. Enclosed you will find more information on how the business of television service works and how rates are controlled by a handful of broadcast and cable networks. Unless/until lawmakers or the Federal Communications Commission act to change the current rules/regulations it is likely these rates will continue to rise in the future.