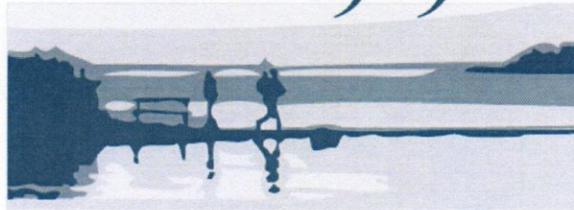


Chairman Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882  
Supervisor Mike Schack 340-8852  
Supervisor Ken Haubrich 327-1351  
Supervisor Peggy Clayton 326-1551  
Treasurer Becky Adams 259-1192  
Clerk Cari Ann Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

## Mission Statement:

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

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

## REGULAR MEETING November 8, 2017 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** –minutes from October 11, Regular meeting and the October 25, P & D meeting, October 10 Work Session, October 28, work session Road Tour, November 2 Work Session.
3. **Business from the floor**
4. **Consent Agenda**
  - Cemetery Deed- James & Judith Christenson
5. **Roads**
  - Memo S.E.H.
  - Wood Tick Update
6. **Recreation**
7. **Correspondence**
  - Board Action items:
  - Noteworthy items:
    - Letter Itasca County
    - Work Session Scheduled November 10 at 12 pm at the Town Hall; December 6 at 6:30 pm Town Hall.
    - Letter to DNR
    - Non-action items:
8. **Old Business**
  - Cemetery Policy update
  - Chain Saw
9. **New Business**
  - Insurance Employees
  - Update on Work Session-Roads
  - Township Snow Plowing

- Letter for Funeral Homes
- Meeting Dates for 2018
- Deputy Clerk Duties
- MNDot Map
- Voting Booth Curtains
- Office Items

**10. Treasurer’s Report** – dated November 8, October financials, 2017

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

**13. UPCOMING Events / Meetings**

Mon Nov. 13 Itasca County Township Association.....	7:00 pm Blandin Foundation
Fri. Nov. 10 Work Session.....	12:00pm Town Hall
Wed Nov. 29 Planning and Development meeting.....	7:30 pm Harris Town Hall
Mon. Dec. 6 Work Session.....	6:30 pm Town Hall
Wed Dec. 13 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan 10 Public Hearing .....	3:00 pm Harris Town Hall

**14. Adjourn**

**REGULAR MEETING**  
**October 11, 2017 at 7:30pm**  
**Minutes**

Present were: Supervisors, Haubrich, Clayton, Schack, Kortekaas, Kelley, Treasurer Adams, Clerk Alleman, multiple residents

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Add to the agenda** the email from maintenance crew new business; Business from floor lves, Beavers, Roads letter to MN Dot, Road Plans, Old business, cemetery policy, census, New business: Fire contract Law Books
2. **Consider approval of Minutes** –minutes from September 13, Regular meeting and the September 27, P & D meeting. Motion to approve minutes with the corrections made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
3. **Business from the floor**
  - a. lves: Update on the County, The county set the Levy of a 1.65% increase lowest levy in a long time. The departments come in with the tight % and the board tightened it up a little more. Communication with all the departments. One of the main things is the Blandin Court case we came to a settlement, not the best but not the worst. We came to a happy Medium, and some Townships are going to feel the settlement a little more. Blandin's property value was \$198 Million before the case, they fought the value of the land they went into tax court, \$60 million is the value we came to for the land value. Blandin wanted \$28 million we wanted \$100 million. The state agreed to PILT payment for the land, they will get PILT payments for their land over the 8 years. The Itasca County will some of the money out of the PILT payments. Conservation took a piece they put other contingents on the land. Some of the upcoming challenges as a county are Enbridge, suing 17 counties for the oil line they feel has been over assessed on their lines. Burlington Line did the same thing. They are going to court to so the state sets the land value not the county. ATV passed class 1 & 2 atv's posted speed on the road is also the same speed for the machines. Chippewa and ERP old MAG and ESSAR are still going strong, Mr. Clark just paid \$30 Million in back liens about ½ of what they are owed. Going on a good note, the County and State gave them an extension to be able to get the rest of the money. Trail issues, security systems trying to make the government buildings more secure.

**4. Consent Agenda**

**5. Roads**

- Metzenhuber washout- Hawkinson quote, wait to see what the culvert will cost before we move forward.
- Mishawaka washout- corner by Mishawaka road, recycled blacktop or something else in there to keep the road from washing away...Motion to clean out the spill way and put the rock back in and a couple of layers of recycle in there along with Lakeview trail and the Fieldcrest pot holes made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- Lakeview Trail/Lakeview Road washout
- Update on Woodtick culvert- a memo quotes we received this morning two separate actions Casper construction was the low quote \$74,657.50 reviewed the quotes and found no discrepancies. Do you know of any large items that are to showing up on the budget? What we see, we have about \$20K in major construction left, and we still have some in crack filling, and we have \$155 in road and bridge and \$72K is still in those two funds Major Construction and rubberized crack filled, and gravel will have about \$10K left. Motion to accept the quote in the amount of \$74,657.50 made by Supervisor Haubrich seconded by Supervisor Schack. S.E.H. it is a unit price quote, units of measure things can vary, confident that this is the price for this project. The quote does include the recycle for the winter does include the pavement

for next spring. The estimate to get it done is end of October or early November. The optimum time is when they drop the lake down. They draw the lake down for the winter. Passed by all. ROLE CALL: Supervisors Clayton; Yes, Schack; Yes, Haubrich; Yes, Kortekaas; Yes, Kelley; Yes.

Proposal construction phase we can do it at the contract with S.E. H. for an hourly rate for the next 2 weeks, notifications for the school districts and all the other notifications to make this project go smoothly. Contract includes two signs, to road closed at wood tick crossing beginning on the specific date. Will give the notifications to the schools after talking to the contractor. Motion continue to work on Hourly basis for the next two weeks made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

- Beaver on the new culvert, are we going to have an issue with the same beaver, a beaver will be a problem the road authority has the right to hire a trapper to take care of the problem now. Recommend getting the beaver out and no use cleaning it out they will plug the new one too. Is that something we have to go through the DNR on, no we don't. The trapper will have to take care of the DNR notification. Motion to move forward to get the beavers taken care of made by Supervisor Clayton seconded by supervisor Haubrich; do we want to put a spending limit on this, the quote is about \$1000 to get them out. \$1000 is better well spent if we have more than one beaver. Passed by all.
- Stony Point Road spelling- new sign was put up.
- Maintenance memo for the beavers- we have a beaver problem, they have it pretty packed, and we have two huts, one on Wood Tick and one by the landing.
- Letter to MN DOT- should get a letter to MN DOT to the rezoning of the 169 corridor, talk to Glen to compose and get the letter together. Is this a generic letter and Glen will compose a letter; we can just inform them the land from point A to point B has been rezoned.
- Road plans old road evaluation list and 5 year road plan, update in the future quote visit of the road this fall to see what we want to do next year. Do we want to do this on our own or do we want to do this with S.E.H. The board did it last year and it would be worth getting Glens input. Motion to have Glen's expertise on the road tour made by Supervisor Haubrich seconded by Sueprvisor Kelley, post as a meeting Saturday Morning, October 28<sup>th</sup> 8 am meeting at the town hall. Passed by all.

## 6. Recreation

- Cemetery and landing looks good, landing looking good and gravel roads are looking good and some are starting to pit up and we will have them graded in the next couple of weeks and should be ok until the freeze.

## 7. Correspondence

- Board Action items:
- Noteworthy items:

- Non-action items:

## 8. Old Business

- Security System- update we attended the local collaborative session, discussion was looking at looking at security systems, Bret Skyles thought it might be worth our while to piggy back on the County system. Mark is in charge of the security, the township is broadband, and would be happy to meet with anyone to go over where they should be. Positive on our end, with the time to look into, and meet with them at sight or come to a meeting. Supervisor Haubrich can talk to Mark and ask him to come to a meeting after they meet at the sights to go over.
- Ice Rinks- move forward to get rink attendants, we are not looking to spend a lot of money and we owe it to the residents to keep both open, Motion to talk to Express Employment to hire rink attendants made by Supervisor Haubrich seconded by Supervisor Kortekaas, how many are we looking at, 4-5 people for the winter but most of the time we used 3. Passed by all.

- Update on Media Com- we are now upgraded and the order has been put in, it can take up to 5 weeks to get it done. Jason unfortunately said Media Com will not be plowing cable this fall, and it doesn't work and they want to be able to do some testing and plan to start plowing to get them out by June.
- Finding of Facts questions- zoning on 169 board of adjustment today, they all passed, October 17 at 2:30 pm for the County meeting.
- Cemetery policy, update on October 10<sup>th</sup> work session, motion to approve the updated cemetery policy made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- Census Luka, copy and mail it in and the County will handle everything to do with the census.
- Cemetery talked about we haven't decided anything on that yet. Went over the policy and updated that.

## 9. New Business

- Budget to Actual- questions from the board, look at the hand out that the Treasure brought.
- Set up a work session Pay requests on November 2, 7 pm tentative at the Town Hall.
- Tires for 2013 Chevy pick-up all tires are all season tires the board needs more information tread style, miles of the tires, at vs ct... have the maintenance crew make a recommendation on what tires are the best. Motion to Table until P & D meeting made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- Update on meeting in Cotton- law meeting, road, row, open meeting, cemeteries, and ordinances.
- Heating ventilation letter- Heat exchanger that was installed it is not meeting code. Supervisor Haubrich will call Aspire to get this taken care of. Will report back at the P & D.
- Fire Contract- proposed 2018 \$79,964.00. We have received a preliminary notice from the city of Grand Rapids.
- Law Books are \$35 a piece, the Township only received one free from the MAT Association. Motion to purchase one for the Office made by Sueprvisor Haubrich seconded by Supervisor Kortekaas passed by all.

**10. Treasurer's Report** – dated October 11 (September financials), 2017 motion to approve the treasures report made by Supervisor Haubrich seconded by Supervisor Kortekaas Passed by all.

**11. Paying of Bills-** Pera \$1251.14- commissioner of revenue (St tax) \$623.00 EFTPS \$2839.82 total for the month of October \$29,258.21. Check numbers 17671-17697 Motion to pay the bills made by Supervisor Kortekaas seconded by Supervisor Kelley, passed by all. Motion to sign checks 17671-17697 made by Supervisor Kortekass seconded by Supervisor Haubrich passed by all.

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

- Butterfield didn't get back about the finding of facts. Someone will send a draft to have the town board to look over.

## **13. UPCOMING Events / Meetings**

Mon Oct. 16 Itasca County Township Association..... 7:00 pm Blandin Foundation  
 Wed Oct. 25 Planning and Development meeting..... 7:30 pm Harris Town Hall  
 Wed Nov. 8 Regular Meeting..... 7:30pm Harris Town Hall  
 Wed Nov. 29 Planning and Development meeting..... 7:30 pm Harris Town Hall  
 Sat oct 28 road tour  
 Nov 2 pay requests

**14. Adjourn motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all.**



Harris Township <supervisorahtp@gmail.com>

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## Heating System

3 messages

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**Harris Township** <supervisorahtp@gmail.com>

Fri, Oct 6, 2017 at 7:07 AM

To: Harris Center TWP Service <harris-shop@hotmail.com>

- Met with Northern Air and Heating to have them inspect the furnaces at the Service Center and the Town Hall. All checked out good but, I was told that the air induction vent is too close to the gas meter and that is not up to code. As I looked into it further, the vents are too close to the meter and not high enough off of the ground either. This should be looked into just in case something were to happen with a gas leak.

You didn't indicate if this was the Service Center of Town Hall heating unit. Is this work you guys can do or does it need to be contracted?

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**harris township maint. n/a** <harris-shop@hotmail.com>

Fri, Oct 6, 2017 at 8:07 AM

To: Harris Township <supervisorahtp@gmail.com>

It's the air exchanger at the Town Hall. Aspire are the ones that installed it and they didn't install it correctly so you guys should have them come back out and fix it. The unit and venting will have to be moved somewhere else and vented properly. This is something that they should've done in the first place. I don't know why they put it where they did because it even says it in the book how far away from things that it should be. I noticed it a longtime ago but I wasn't sure about it, so I just didn't say anything. Looking back, I should've said something so I apologize for that. But they should be contacted about it. We might be able to do it but I am not sure on that.

Derrick  
Harris Township Maintenance  
[Quoted text hidden]

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**Harris Township** <supervisorahtp@gmail.com>

Fri, Oct 6, 2017 at 8:22 AM

To: Harris Township Jim Kelley <supervisorahtp@gmail.com>

FYI  
[Quoted text hidden]



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

FINANCE DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

September 26, 2017

Harris Township  
Cari Ann Alleman, Clerk  
21583 Keyview DR  
Grand Rapids MN 55744

Dear Ms. Alleman,

Attached please find a spreadsheet indicating the proposed fire contract amounts for 2018. This contract amount is based on the Fire Department's proposed 2018 budget. This budget will not be formally adopted until December, 2017; consequently, this is the best estimate we have at this time.

You will see that the overall Fire Department 2018 proposed budget increased by \$36,226 (5.5%) from the 2017 adopted budget. If your fire contract amount increased or decreased significantly from 2017, either your market value changed or the number of fire calls increased or decreased significantly.

If the townships would like to meet with the City, please contact me at 326-7615, and I will set up a meeting.

If you have any questions regarding the Fire Department budget, please feel free to call me.

Sincerely,

*Barbara A. Baird*

Barbara A. Baird  
Finance Director

## CITY OF GRAND RAPIDS

### FIRE CONTRACTS BASED ON PERCENTAGE OF MARKET VALUE, ADOPTED BUDGET AND NUMBER OF CALLS

PRELIMINARY

Fire Department 2018 proposed operations budget is \$566,863

	EMV * percent area served	2017 Market Value	Percent of Total	Contract based on 1/2 of 2018 Budget	2016 # OF FIRE CALLS	Per Call	Total	
							Contract Amount	Half Payment
City of Grand Rapids	100%	740,920,700	42.31%	119,915	177	218,120	338,036	169,018
Town of Arbo	45%	40,152,240	2.29%	6,498	4	4,929	11,428	5,714
Town of Blackberry	100%	63,229,900	3.61%	10,234	6	7,394	17,627	8,814
Town of Harris	100%	372,248,200	21.26%	60,247	16	19,717	79,964	39,982
City of LaPrairie	100%	48,968,000	2.80%	7,925	8	9,858	17,784	8,892
Town of Splithand	90%	23,679,450	1.35%	3,832	1	1,232	5,065	2,532
Town of Trout Lake	22%	25,616,580	1.46%	4,146	3	3,697	7,843	3,921
Town of Wabana	100%	119,638,100	6.83%	19,363	3	3,697	23,060	11,530
Unorg. 54-26	100%	224,336,400	12.81%	36,308	10	12,323	48,631	24,316
Unorg. 58-26	67%	30,883,516	1.76%	4,998	0	-	4,998	2,499
Unorg. 57-26	40%	61,571,360	3.52%	9,965	2	2,465	12,430	6,215
		1,751,244,446	100.00%	283,432	230	283,432	566,865	

Budget = operations \$566,863  
(1/2 of this amount is \$283,432)

\$283,432 fire calls = \$1,232.31 per fire call

Total Fire Department expenditure budget of \$691,863 less S/V/M/N Fire Premium of \$125,000 = \$566,863.



## MEMORANDUM

TO: Harris Township Board  
FROM: Glen D. Hodgson, PE   
DATE: October 11, 2017  
RE: Wood Tick Culvert Replacement  
SEH No. HARRT 141706 14.00

Quotations for the replacement of the Wood Tick Culvert were received at the SEH office at 11:00 a.m., Wednesday, October 11, 2017. Two quotations were received:

Casper Construction	\$74,657.50
TNT Aggregates	\$89,899.50
Engineer's Estimate	\$75,425.00

We have reviewed the quotations and did not find any irregularities.

**I therefore recommend that the Board accept the quotation submitted by Casper Construction and authorize the Chair and Clerk to sign a contract with Casper for the work.** If the Board approves that action, SEH will prepare the necessary contract documents, obtain the required signatures, and issue a notice to proceed to Casper.

Barring any unforeseen problems, I anticipate that construction will start in early November. The plan is to have the new culvert installed and to place temporary road surfacing this fall. Final pavement patching will be done in the spring of 2018.

I had previously indicated to the Board that I would present a proposal for SEH's construction phase services at this Board meeting. I must apologize for not getting that done. **I respectfully request that the Board authorize SEH to continue to work on the project on an hourly basis for the next two weeks.** A formal proposal will be presented at the P & D meeting on October 25.

In addition, if the Board accepts the quote from Casper, SEH will work with Township officials to "get the word out" to Sunny Beach Road residents and others that the road will be closed at the culvert location during construction.

P:\FJH\HARRT\141706\Task 1 - Woodtick Culvert\1-gen\14-corr\10112017 Quote Summary and Recommendation.docx

HARRIS TOWNSHIP  
PRELIMINARY 5-YEAR PROJECT LIST

Road Name	SURFACE TYPE	LENGTH (mi)	ROADWAY TYPE	YEAR OF LAST REHAB	RECOMMENDED FOR 5-YEAR PLAN		RECOMMENDED REHAB YEAR		All Costs in Thousands of Dollars		
					REHAB TYPE	PLAN	REHAB YEAR	BUDGET COST PER MILE	BUDGET PAVEMENT REHAB ESTIMATE	ADDITIONAL (e.g. drainage) COST	TOTAL ESTIMATED COST
Underwood Road (West of Park Rd)	Paved	0.80	residential collector	2015	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Harbor Heights	Paved	0.32	dead end w/ cul-de-sac	2014	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Lakeview Drive	Paved	0.41		2014	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Underwood Road (east of Park Rd)	Paved	0.74	residential collector	2014	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Robinson Road	Paved	0.28	dead end w. small turnaround	2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Ruff Shores Road	Paved	0.13	dead end w/ private cul-de-sac	2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Southernwood Road	Paved	1.39	residential collector	2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Stony Point Road	Paved	0.39		2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Drive	Paved	0.23	dead end w/cul-de-sac	2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Westwood Lane	Paved	0.23	closed residential loop	2013	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Key View Drive	Paved	0.50		2012	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Mishawaka Road	Paved	1.53	residential collector	2012	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (south of Uno)	Paved	1.50	residential collector	2012	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Wendigo Park Rd (north of Uno)	Paved	1.37	residential collector	2011	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Apache	Paved	0.20	closed residential loop	2007	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Melody Road	Paved	0.24	dead end w/ cul-de-sac	2007	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Mohawk Drive	Paved	0.07	closed residential loop	2007	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -
Total Length, Part 1		10.33									

UPDATES:  
12/10/2014  
7/7/2015  
8/24/2015  
9/1/2015

PART THREE--ROADS TO BE REHABILITATED AFTER 2020										
Sunny Beach Addition	Paved	0.33	dead end w/		N/A		\$ -	\$ -	-	\$ -
Alicia Spur	Paved	0.08			N/A		\$ -	\$ -	-	\$ -
Aspen Drive	Paved	0.76		2002	N/A		\$ -	\$ -	-	\$ -
Pine Street	Paved	0.11		1986	N/A		\$ -	\$ -	-	\$ -
Cemetery	Paved	0.37	N/A	1988	N/A		\$ -	\$ -	-	\$ -
Norberg Drive	Paved	0.61		2001	N/A		\$ -	\$ -	-	\$ -
Pine Landing Drive	Paved	0.46	closed residential loop	1982	N/A		\$ -	\$ -	-	\$ -
LapPlant Road Landing	Paved	0.00	N/A		N/A		\$ -	\$ -	-	\$ -
Woodland Park Road	Paved	0.30	dead end w/ small cul-de-sac	2007	N/A		\$ -	\$ -	-	\$ -
Casner Landing (Troop Twn)	Paved	0.20	N/A		N/A		\$ -	\$ -	-	\$ -
East Harris Road	Paved	0.63			N/A		\$ -	\$ -	-	\$ -
Verde Lane	Paved	0.22	dead end w/ cul-de-sac	2004	N/A		\$ -	\$ -	-	\$ -
Chippewa Drive	Paved	0.32	closed residential loop	2007	N/A		\$ -	\$ -	-	\$ -
Mishawaka Landing	Paved	0.00	N/A		N/A		\$ -	\$ -	-	\$ -
Winnepago Drive	Paved	0.13	closed residential loop	2007	N/A		\$ -	\$ -	-	\$ -
Birch Hills Drive	Paved	0.38			N/A		\$ -	\$ -	-	\$ -
Winston-Taylor Road	Paved	0.09		2001	N/A		\$ -	\$ -	-	\$ -
Jesse Harry corner	Paved	0.00		1984	N/A		\$ -	\$ -	-	\$ -
Total Length, Part Three		4.99								
Length, Grand Total		25.60								

PART FOUR--POTENTIAL CONSTRUCTION SCOPE 2021-2025										
2021-2025			Assume 60% of Part Three Roads for Overlays							
Various	Paved	2.99			Overlay		\$ 300	\$ 897	50	\$ 947
2021-2025			Assume 30% of Part One Roads for Overlays							
Various	Paved	3.10			Overlay		\$ 300	\$ 930	50	\$ 980
Annual Average										
							\$			\$ 385

PART FIVE--POTENTIAL CONSTRUCTION SCOPE 2026-2030										
2021-2025			Assume 40% of Part Three Roads for Overlays							
Various	Paved	2.00			Overlay		\$ 300	\$ 600	50	\$ 650
2021-2025			Assume 40% of Part One Roads for Overlays							
Various	Paved	4.13			Overlay		\$ 300	\$ 1,239	50	\$ 1,289
Annual Average										
							\$			\$ 388

Budget Costs per Mile:  
Overlay 300  
Reclaim 450

# PLANNING & DEVELOPMENT MEETING

## October 25, 2017 – 7:30pm

### Minutes

Present: Supervisor Kelley, Kortekaas, Clayton, Schack, Clerk Alleman Absent were Supervisor Haubrich and Treasurer Adams. Multiple residents in audience.

1. **Pledge to the flag**- reading of our mission statement
2. **Business from the Floor**
  - Swear in new Deputy Clerk- Kati Pierce
3. **Consent Agenda**
  - ❖ Collaborative Opportunities Team Meeting update by Supervisor Clayton.
4. **Roads**
  - ❖ Memo from S.E.H. - Update from Glen; motion to approve the construction based engineering culvert replacement in the amount of \$9,200 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
  - ❖ Beaver Update- Glen update on the beaver situation; 6 Beavers were taken out.
  - ❖ Wood Tick Culvert- construction to start Monday November 6. Need to have advanced signage up by October 30. S.E.H. will contact all involved. Wood tick landing will also be closed.
  - ❖ Department of the Army Corp of Engineers- Replied saying they do not have involvement in this project.
5. **Recreation**
  - ❖ Inspection Reports- update made by Supervisor Clayton. Parks and Cemetery look good, landings are also looking good. Roads are good and gravel roads were graded last week.
6. **Town Hall Report**
  - ❖ Review town hall report as prepared by town hall caretaker, dated 10/9/17- motion to approve the purchase of a new toilet seat made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all. Motion to approve the town hall report made by Supervisor Kortekass seconded by Supervisor Clayton passed by all.
7. **Maintenance Report:** 9/1-9/30/17- motion to approve the maintenance report made by Supervisor Kelley seconded by Supervisor Kortekaas passed by all.
8. **Old Business**
  - ❖ Tires for the 2013 Chevy Pick-up- motion to have the maintenance crew purchase new tires for the truck made by Supervisor Schack seconded by Supervisor Kortekaas, they are going to go with a heavy duty tire, passed by all.
  - ❖ Vacating- Dolan Law Office- approve the attorney to be involved made by Supervisor Schack seconded by Supervisor Clayton, DNR has to be involved because it's on public water, passed by all. Motion to do a hearing for the vacating of the road for, January 10 at 3 pm, meet at the town all and go to the property to inspect it, made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
  - ❖ Media Com we are now upgrade to 20/2 and next meeting will be live.
9. **New Business**
  - ❖ Town Hall Air Exchanger is vented to close to the heater, Aspire Heating was called, and responded with, it's not their issue and they were done before the air exchanger was installed. Maintenance crew is going to do the work, motion to approve the purchase of the materials to

- move the venting made by Supervisor Kortekaas seconded by Supervisor Kelley passed by all.
- ❖ Sunny Beach Rd/Wendigo Rd Approach- who is supposed to take care of it (jurisdiction) washout has been fixed. Culvert is plugged up, will be checking with the county to see who is responsible.
- ❖ ROW- wood chipping a lot of dead brush and they maintenance crew should go out and clean it up. Safety issue. Motion to have the maintenance crew to clean up Supervisor Kelley seconded by Supervisor Clayton passed by all.
- ❖ Chain Saw table until November regular meeting.
- ❖ Trail Task Force update- update by Supervisor Schack.
- ❖ Website- old work sessions linked to past clerk, cemetery policy needs to be updated.
- ❖ Add deputy to work session on November 2, motion to add deputy clerk made by Supervisor Kelley seconded by Supervisor Schack passed by all.
- ❖ Ice rinks- Express Employment they are looking for the rink attendants.

**10. Public Input-** trails information from Dan Butterfield.

**11. Upcoming meetings/events**

- ❖ Sat Oct. 28 Road Inspections .....8:00 am Town Hall
- ❖ Thur. Nov. 2 Work Session .....7:00 pm Town Hall
- ❖ Wed. Nov. 8 Regular Meeting.....7:30 pm Town Hall
- ❖ Mon. Nov. 13 Itasca Association of Townships ..... 7:00 pm Blandin Foundation
- ❖ Wed. Nov. 29 Planning and Development Meeting..... 7:30 pm Town Hall

**12. Adjourn motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Schack, passed by all.**

**Work Session**  
**October 10, 2017 at 7:00pm**  
**Minutes**

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

- Cemetery- if we want to take the cemetery away from the clerk. Resident would like someone there to be there when the stones are placed on there. The board needs more information before making a recommendation. Complaints about the residents having to pay the same price as those who do not live in the townships was brought up. Law discussion; how many townships who don't have cemetery policy's, one thing that the law seminar mentioned was, who is going to be buried in the cemetery, and cautioned to stick to that topic of who can be buried there. They should pay more if they don't live in the township. We could never charge enough in perpetuity (future) to maintain the cemetery.
- Cemetery Policy- update the name on the contact person, update to take the ornaments off until October 1. Motion move to the regular meeting made by Supervisor Clayton seconded by Supervisor Haubrich passed by all. Make a recommendation to use the Shepard hook and saves a lot of time so the maintenance crew doesn't have to get off the machines to move all the flowers. Motion to add verbiage made by Supervisor Haubrich seconded by Supervisor Schack passed by all. Motion to remove Michelle's name from the policy and add Cari's name to the policy made by Supervisor Clayton seconded by Supervisor Kelley passed by all. Would like an accurate cost to thawing a grave. Need to put the policy in the holders...
- Roads- hand out by Supervisor Kelley. Look at attached handout. If we plow would the County be willing to come and wing them out, but would like to see if we could plow them out ourselves. The County thinks the township looks great. Put up a wooden or metal post to make the rocks and cul-de-sac more notice able. The maintenance crew thinks they can plow the roads. Talk to residents on Alicia Place to see where they would like to have the snow pushed. If we are open to plowing the roads, but we have already signed the contract and Supervisor Kelley will go and talk to the County to see if they will credit or take off the plowing list. It would help the residents to get plowed out sooner. Update by the P & D meeting in October. Motion to push to the P & D meeting made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.
- We should have the quotes for the Wood Tick culvert on October 11 meeting, and we should be able to get this done this fall.
- Security Quotes- we need to decide if we want to move forward with the quotes. What's the return for us to put the security system in, if we don't have this what is the cost to the residents? Like to see a camera in the service center, Cemetery is a huge one and should be monitored. The cameras we have now are old and the technology is out dated. The new system would be only on when it senses movement. We could watch the rinks, town hall, make sure that the town hall is secure. We can watch it from any phone and the board can get alerts to make calls to the police if needed. Maybe things will get better. Cemetery has activity, they have run into the fence, there have been incidents at all the properties. We need to be proactive with the cameras both the cemetery, town hall and service center. The quotes are commercial grade cameras and technology. We would be responsible to get the power and internet at the various locations. Start, and do one at a time, start at the service center and cemetery.

Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Schack passed by all.

2016 GRAVEL ROAD EVALUATION LIST - (RATINGS ARE FROM PREVIOUS YEARS)

ROAD NAME	SURFACE	LENGTH (MI)	DEPTH OF GRAVEL [IN]	WIDTH OF ROAD (FT)	INSPECTOR	1ST APPLICATION	2ND APPLICATION	3RD APPLICATION	\$ SPENT ON GRAVEL	WASH BOARDING
Carol Street	Gravel	0.18	9.00	25	DK	2010	2016	2021	\$22,000	4
Lake View Trail	Gravel	0.30	2 to 8	21	-	-	2016	2021		-
Wendigo Park Circle	Gravel	0.40	0 to 2	-	-	-	2016	2021		-
Wendigo Park - Picnic Park (Parking Lot)	Gravel	N/A	-	-	-	-	-	2021	-	-
Wendigo Park (Parking Lot)	Gravel	N/A	-	-	-	-	-	2021	-	-
Wagon Wheel Road	Gravel	0.24	8	22	LK	2011	-	2021	\$14,315	3
Breezy Lane	Gravel	0.09	-	24	LK	2010	2017	2022	\$0	5
Nancy Drive	Gravel	0.25	-	20	LK	2010	2017	2022	\$0	-
Bay View Place	Gravel	0.29	-	19	LK	2012	2017	2022	\$5,968	4
Metzenhuber Road	Gravel	0.10	-	20	LK	2012	2017	2022	\$2,388	4
Norway Road	Gravel	0.10	-	18	LK	2012	2017	2022	\$1,922	4
Schmidt Road	Gravel	0.47	-	21	LK	2012	2017	2022	\$4,858	4
Wendigo Heights Road	Gravel	0.30	-	15	LK	2012	2017	2022	\$1,372	5
Davis Road	Gravel	0.08	-	-	DK	2013	2018	2023	\$0	5
Forest View Trail	Gravel	0.08	-	-	GR	2013	2018	2023	\$1,650	-
Pennela Road	Gravel	0.09	-	-	DK	2013	2018	2023	\$0	5
River Ridge Road	Gravel	0.16	-	-	DK	2013	2018	2023	\$3,750	5
River View Drive	Gravel	0.60	-	-	DK	2013	2018	2023	\$14,370	5
Bear Creek Road	Gravel	1.71	-	23	LK	2014	2019	2024	\$43,698	2
Hauser Road	Gravel	0.25	7.00	20	GR	2010	2015	2020	\$0	5
Pine Crest Road	Gravel	0.20	8.00	22	DK	2010	2015	2020	\$0	4
Sunset Drive	Gravel	0.17	7.00	25	DK	2010	2015	2020	\$0	5
Root Road	Gravel	0.28	9.00	17	DK	2010	2015	2020	\$4,300	4
Sunset Lane	Gravel	0.31	7.00	22	DK	2010	2015	2020	\$0	5
Hughes Road	Gravel	0.27	8	15	LK	2011	2016	2021	\$1,238	4
Jane Lane	Gravel	0.49	9	22	LK	2011	2016	2021	\$8,185	4
Vroman Road	Gravel	0.25	9	19	LK	2011	2016	2021	\$3,670	4

Updates:

Ratings (1=BAD to 5 = GOOD)								
CUTTING	POTHOLES	SINKHOLES	THINNING GRAVEL	DRAINAGE	COMMENTS ON SIGNAGE	COMMENTS ON GENERAL MAINTENANCE	DUST CONTROL	MISC INSPECTION NOTES
5	5	5	5	5	-	Cul-de-sac Improvements Needed	-	Gravel on cul-de-sac only in 2016
-	-	-	-	-	-	Cul-de-sac Improvements Needed	-	Gravel on cul-de-sac only in 2016
-	-	-	-	-	-	Poor Condition Road	-	Very Poor Condition, 0-2" of gravel, soft road
-	-	-	-	-	-	-	-	Added to list in 2016, Evaluation pending
-	-	-	-	-	-	-	-	Added to list in 2016, Evaluation pending
3	3	3	3	2	-	Good Condition, Dip to be raised	-	Twp road in good condition (6/6/16). Private loop in very poor condition
5	5	5	5	5	-	Good	-	-
-	-	-	-	-	-	-	-	-
4	4	4	4	4	-	Good	-	-
4	4	4	4	4	-	Good	-	-
4	4	4	4	4	-	Good	-	-
4	4	4	4	4	-	Good	-	-
5	5	5	5	5	-	Good	-	Was not graded
5	5	5	5	5	-	Serves 1 house	-	-
-	-	-	-	-	-	-	-	-
5	5	5	5	5	-	Serves 2 houses	-	-
5	5	5	5	5	-	-	-	-
5	5	5	5	5	-	-	-	-
2	2	2	2	2	-	Good	-	-
5	5	5	5	5	-	Good	-	Passed Inspection in 2015 and 2016
5	5	5	5	5	-	Good	-	Passed Inspection in 2015 and 2017
5	5	5	5	5	-	Good	-	Passed Inspection in 2015 and 2018
5	5	5	5	5	-	Poor water drainage	-	Passed Inspection in 2015 and 2019
5	5	5	5	5	-	Good	-	Passed Inspection in 2015 and 2020
4	4	4	4	2	-	Good	-	Serves 2 houses, Good condition (6/6/16)
4	4	4	4	4	-	Good	-	Good condition (6/6/16)
4	4	4	4	2	-	Good	-	Serves 2 houses, Good condition (6/6/16)

6/1/2016  
0/11/2017

Work Session  
November 2, 2017  
7:00 pm, Harris Town Hall  
Minutes

Present: Dennis Kortekaas, Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Becky Adams, Kati Peirce, Cari Alleman. Resident: Dan Butterfield.

Called the meeting to order at 7:17 pm.

Pledge of allegiance.

- Pay requests—We discussed what steps should be used to fill it out the pay requests. The supervisors, Clerk, Deputy Clerk, will have pay requests by the 1<sup>st</sup> of the following month to the Treasurer. All will be scanned and sent to the clerk to be added to the packet of bills. Maintenance workers and caretaker will also be included in the bill packet and all will be scanned together. Forms: easiest to be dropped off here at the town hall or scanned and emailed to the Treasurer. Pay requests are to be done by the sections anytime you are doing hourly work it goes in the additional work category. Keep the mileage separate it's a reimbursement and not taxable. Keep what you are getting paid for on one piece of paper and the other is no pay on separate page. We will start the new forms in December. Work session December 6<sup>th</sup> at 6:30 pm at the town hall.
- Deputy clerk duties and pay- Deputy Clerk will be taking over the cemetery and the P & D meeting, Clerk will keep all other clerk duties and let the board know of any changes. Pay: \$100 cemetery to deputy, proposing \$200 from the siphon to the Deputy Clerk, and during training and only one can be paid for the \$60 for meetings attended. Agenda for the Regular meeting.
- Set work session for admin policy set for Nov. 10 at 12 noon at the town hall.
- Write a check for Supervisor Kortekaas from April pay requests, (didn't cash the check)and will bring it up at the regular meeting, we are going to sign it check number 17698, in the amount of \$489.30.  
Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Clayton passed by all 9 pm.

Road Tour Supervisor Work Session  
October 28, 2017 8:00 am

**Present:** Supervisors Jim Kelly, Ken Haubrick, Mike Schack and Peggy Clayton

**Others Present:** Glen Hodgson/SEH

The purpose of the work session was to conduct a road tour on roads to be rehabilitated, as part of the Harris Township Preliminary 5-year project list. The last time the Township 5-year plan was done was in 2015.

As per the Preliminary Project List, the following roads are most in need of work:

**Sunny Lane** – The road itself is worse than it was 2 years ago, and it should be a first road priority. The road would be better served doing reclaim and some soil borings should be done

**Mishawaka Shores Trail** – The crack pattern is much less closely spaced. Overlay would work out fine with some patching needed in spots, (before the overlay). Mention made that if reclaiming is done it would add 10 years onto the road.

**Lakeview Drive** – This road was re-graveled this year (2017 – recycle was installed from Lakeview Drive to the top of the hill followed by 6" of class 5 to Fire #32372 then 4" to the end). SEH recommendation would be (where the gravel meets the tar) is to pave back so the water goes over the tar.

**Gary Drive** – Only a portion of the road needs work. This road is better than Sunny Lane. There is significant tightly spaced cracking and it is losing the structure of pavement. Also noted was drainage problems on the corner. Transverse cracking is pretty bad. There are some spots with significant cracking. SEH recommendation: would be that the township should not spend the money on overlay, but should reclaim.

**Little Crystal Lane** – Two years ago SEH said an overlay was necessary, but now it is closer to a large reclaim project.

**Tolerick Road** – This road is the better quality pavement (overall) of the roads on the top priority list. The end of the road is in tough shape. A sub base correction is necessary to fix the front heaves. Recommendation was to put down a new base and pavement, and then overlay. Boring would also be necessary as there is not an adequate base (at all).

**Woodbine Lane Road** – This road is borderline between an overlay and reclaim. It was noted that the road is nice and high.

**Alicia Place** – SEH suggested two years ago that an overlay was an appropriate treatment, and that is of the same opinion today (2017). More patching is also needed.

Page Two  
Supervisor Work Session Road Tour  
October 28, 2017

Wesleyan Drive – Overlay is needed in some areas, but overall most of the road is in decent shape. This road was crack-sealed a few years ago.

Field Crest Drive – There are sections of this road, which are beyond reclaim as there is little structure left. The base also needs to be corrected. The front of the road would need more gravel and then paved, while the rest of the road would need to have all pavement removed and borings conducted, followed by sub base corrections.

Other comments made by Glen/SEH are that Sunny Beach Road is structurally sound, with some crack filling needed. The roads listed above would definitely be a higher priority (than crack filling Sunny Beach). Glen will prioritize the aforementioned road list, and it was suggested to have a ball-park cost list as well. This will be discussed at the next Township Meeting.

The Road Tour Supervisor Work Session adjourned at 9:30 am.

Submitted by: Supervisor Clayton

----- **CEMETERY DEED** -----

Know all by these present: That the **Harris Township Cemetery** of Harris Township in the County of Itasca and State of Minnesota, in consideration of the sum of \$250.00 (Two hundred, fifty dollars) to them in hand paid by James & Judith Christenson 355 River Road Apt. 217 Grand Rapids, MN 55744 hereby grant, bargain, sell and convey unto the said **James & Judith Christenson**, their heirs, and assigns forever the following described piece of land for the burial of the dead, to-wit:

**Section 3 (Three), Block 25 (Twenty-five), Lot 2 (Two), Site 5 & 6 (five & Six)**

situated in Harris Cemetery in the County of Itasca and State of Minnesota, according to the plat of said Cemetery on file in the Office of County Recorder in said County.

To have and to hold the same, subject to all the laws of the State, now and hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Harris township now and hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said Harris Township will warrant and defend the same to said grantee, their heirs and assigns forever.

In Testimony whereof the said Township has caused these presents to be executed in its behalf by its Chairman and Its Clerk, this 8 day of November, 2017

Signed, Sealed and Delivered in Presence of the Harris Township Board.

By \_\_\_\_\_ By \_\_\_\_\_, It's Chairman

By \_\_\_\_\_ By \_\_\_\_\_,

By \_\_\_\_\_ By \_\_\_\_\_, It's Clerk

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF ITASCA )

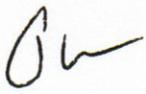
On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017, before me appeared Dennis Kortekaas, Peggy Clayton, Jim Kelly, Ken Haubrich, Mike Schack and Cari Ann Alleman to me personally known, who, being by me duly sworn, they did say, that they are respectively the Supervisors and Clerk of the Town of Harris that the said instrument was signed and sealed in behalf of Harris township by authority of its Board of supervisors and they acknowledged said instrument to be the free act and deed of said Township.

\_\_\_\_\_  
Township Notary  
My term is indeterminate



## MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE 

DATE: November 2, 2017

RE: October 28 Road and Pavement Inspection  
SEH No. HARRT 141706 14.00

Members of the Township Board and I conducted a "road tour" on Saturday, October 28, 2017. The purpose of the tour was to review pavement conditions on a number of Township roads that have been included on past 5-year Road Project Plans.

Prior to that tour the latest multi-year plan contemplated the following project schedule:

### Year 1

- Sunny Lane (reclaim project)/budget cost of \$98,000
- Gary Drive (reclaim project)/budget cost of \$207,000

### Year 2

- Field Crest Road (reclaim)/budget cost of \$207,000

### Year 3

- Little Crystal Lane (overlay)/budget cost of \$147,000
- Mishawaka Shores Drive (overlay)/budget cost of \$168,000
- Woodbine Lane (overlay)/budget cost of \$64,000

### Year 4

- Alicia Place (overlay)/budget cost of \$165,000
- Tolerick Drive (overlay)/budget cost of \$140,000
- Wesleyan Road (overlay)/budget cost of \$78,000

Total estimated cost for all years: \$1.274 million.

This sequencing of the proposed projects remains, in my opinion, a reasonable approach to road projects in the Township over the next several years. However, some of the above roads have gone through additional deterioration since this plan was developed. Field Crest (just as one example) will require more corrective work than contemplated even a couple years ago. Unfortunately, that additional work will increase costs. Other roads will also require additional work although not to the extent that I see on Field Crest. What this means is that I believe it would be prudent to use budget costs that are 5 to 10% higher than the numbers listed above.

Another thought that occurred to me during and after the tour is that the “overlay roads” are beginning to show more pavement distress. In my opinion we should at least consider rearranging the project schedule such that some or all of the overlay projects are done sooner rather than later. The rationale for my opinion is that we will be more likely to “save” those pavements if we overlay earlier in the project schedule.

With that opinion in mind, I would suggest the following project schedule as something for the Board to consider and discuss:

Year 1 (all overlays)

- Little Crystal Lane
- Woodbine Lane
- Tolerick Drive

Year 2 (all reclaim)

- Sunny Lane
- Gary Drive

Year 3 (reclaim)

- Field Crest

Year 4 (all overlays)

- Mishawaka Shores
- Alicia Place
- Wesleyan Road

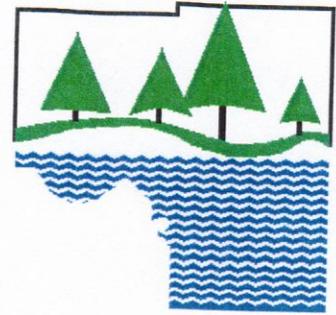
I do not anticipate that the Board will make any decisions on future road projects without a significant amount of discussion. Certainly there are “engineering” factors to consider. Perhaps even more importantly, the financial implications of future road projects must enter into the discussions.

SEH will certainly provide any input to the Board that might help in these discussions, and we look forward to those discussions in the weeks and months to come.

One final comment that I would like to make is that whatever “plan” is adopted, the plan should be reviewed and possibly modified on an annual basis. This strategy will help ensure that the Board will be able to respond to unexpected changes in road and pavement conditions throughout the Township.

# ITASCA COUNTY

Courthouse  
Administrative Services  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744-2600  
Office (218) 327-2847 Fax (218) 327-2848



October 26, 2017

RE: Invitation to the Itasca County Township Association Blandin Settlement Presentation

Greetings Township Representative,

Itasca County will be presenting an overview regarding the Blandin Settlement at the upcoming Itasca County Township Association meeting, December 11<sup>th</sup> at 7:00 PM at the Blandin Foundation. We will have the County Assessor, County Auditor/Treasurer and County Attorney on hand to present the specifics of the Blandin Settlement and how it will affect townships. We will go into some of the details and specifics of the Settlement including terms and timelines.

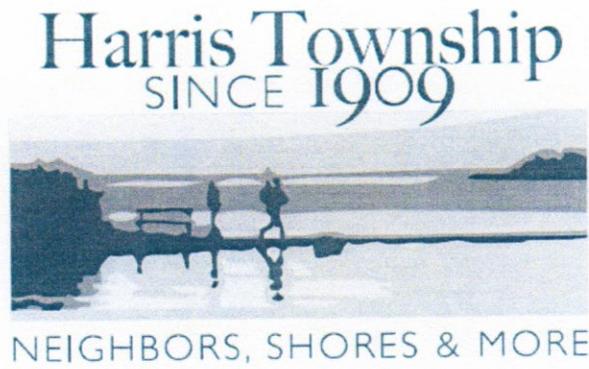
Even if you typically do not attend the Itasca County Township Association meetings, please know you are invited and we hope to see you on the 11<sup>th</sup>.

Respectfully,

A handwritten signature in black ink, appearing to read "Brett Skyles", is written over the word "Respectfully,".

Brett Skyles,  
Itasca County Administrator

Chairman Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone 218-327-0317



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

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

Supervisor Dennis Kortekaas 326-1882  
Supervisor Mike Schack 340-8852  
Supervisor Ken Haubrich 327-1351  
Supervisor Peggy Clayton 326-1551  
Treasurer Becky Adams 259-1192  
Clerk Cari Ann Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

November 8, 2017

Mr. Tom Landwehr, Commissioner  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155

Re: Harris Township, Itasca County  
right of way vacation hearing

Dear Mr. Landwehr:

This letter will serve as notice pursuant to Minnesota statute §164.07 of a petition received by Harris Township to vacate a platted public right-of-way which abuts on public waters. You will find a copy of the notice of hearing attached.

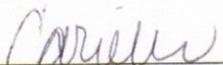
Minnesota statute 164.07 subdivision 2 (c) mandates that at least 15 days prior to convening the meeting the town board or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the town board or its designee accordingly upon the evaluation.

Please find this letter as a request that you evaluate the above factors and provide the Town with your input and advice. We will await your contact and thank you for your assistance and consideration in this matter.

Sincerely:

  
\_\_\_\_\_  
Cari Ann Alleman,  
Harris Town Clerk

**NOTICE OF HEARING ON PETITION FOR VACATION  
OF PLATTED RIGHT OF WAY**

HARRIS TOWNSHIP  
ITASCA COUNTY, MINNESOTA

**NOTICE IS HEREBY GIVEN** that the Town Board of Harris Township, Itasca County, Minnesota will conduct a public hearing on the 10 day of January, 2018 at 3 p.m. at the Harris Town Hall for the purpose of considering and acting upon a petition received calling for the vacation of the following described platted right of way:

**That right of way lying between Lot Twenty-six (26) and Outlot A, Plat of Wendigo Bay.**

Dated 10/25, 2017

Carmi Township Clerk

## 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 1st 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 grave site. 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. Flower beds are permitted next to the headstones on the grave site. This bed must be maintained within the grave site and be kept clean and free of weeds.

# HARRIS TOWNSHIP CEMETERY POLICY

## CONTACT PERSONS:

The following persons can be contacted regarding the Cemetery

**Kati Pierce, Dep. Clerk** 218-244-1811  
**Maintenance Crew** 218-326-6190

## 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.



Amended on August 13, 2003  
Amended on July 27, 2005  
Amended on June 20, 2006  
Amended on July 11, 2007  
Amended on December 12, 2012  
Amended on September 25, 2013  
Amended on December 10, 2014  
Amended on April 22 and May 13, 2015  
Amended on November 8, 2017

## **HARRIS TOWNSHIP CEMETERY POLICY**

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/site for residents and non-residents (4/22/15).  
A \$46 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 grave site at anytime.

1. Vaults are required, except for Cremations.
2. Bodies per grave: Either 1 adult/casket or 2 infant caskets, one level, not stacked; Cremations: 4 urns with/without a vault, or up to 4 urns without vaults may be placed over an existing buried 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. No burial of pets will be allowed.
8. Cremations 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. If a cremation excavation is performed, but the burial is not carried out, a cancellation fee of \$25 will be due.

### **DISINTERMENTS:**

All requests for disinterment (including cremated remains) will be directed to a funeral home to facilitate the process.

### **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 are needed to prepare a site, not including the day of notice or the day of the burial. 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.

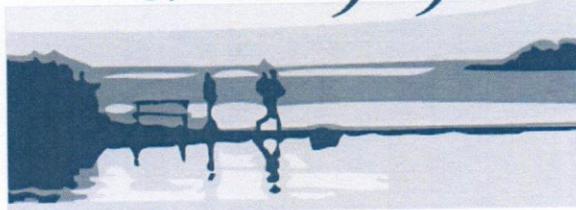
The Township will not be held responsible for vandalism and normal wear and tear caused by weather or any other act of God.

Chairman Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882  
Supervisor Mike Schack 340-8852  
Supervisor Ken Haubrich 327-1351  
Supervisor Peggy Clayton 326-1551  
Treasurer Becky Adams 259-1192  
Clerk Cari Ann Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

**Mission Statement:**

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

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

November 8, 2017

Andrews-Libby Funeral Home & Cremation Services  
520 NE 2<sup>nd</sup> Ave.  
Grand Rapids, MN 55744

Re: Harris Township Cemetery

Andrews-Libby Funeral Home & Cremation Services,

I am writing to let you know that Kati Peirce is going to be taking over the duties for the cemetery. She will be the point of contact for selling and arranging the burials. Kati's cell phone number is 218-244-1811. Dan and Derrick are still taking care of the grounds and are also a good contact.

If you have any questions please let me know at 218-244-5070. We appreciate your time.

Cari-Ann Alleman  
218-244-5070

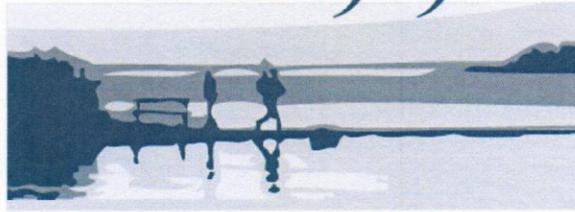
Harris Township Board  
Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Dennis Kortekaas

Chairman Jim Kelley  
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# Harris Township

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November 8, 2017

Rowe Funeral Home  
510 NW 1<sup>st</sup> Ave.  
Grand Rapids, MN 55744

Re: Harris Township Cemetery

Rowe Funeral Home,

I am writing to let you know that Kati Peirce is going to be taking over the duties for the cemetery. She will be the point of contact for selling and arranging the burials. Kati's cell phone number is 218-244-1811. Dan and Derrick are still taking care of the grounds and are also a good contact.

If you have any questions please let me know at 218-244-5070. We appreciate your time.

Cari-Ann Alleman  
218-244-5070

Harris Township Board  
Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Dennis Kortekaas

## **Meeting dates for 2018**

Regular Meeting January 10

P & D Meeting January 24

Regular Meeting February 14

P & D Meeting February 28

Regular Meeting March 14

P & D Meeting March 28

Regular Meeting April 11

P & D Meeting April 25

Regular Meeting May 9

P & D Meeting May 23

Regular Meeting June 13

P & D Meeting June 27

Regular Meeting July 11

P & D Meeting July 25

Regular Meeting August 8

P & D Meeting August 22

Regular Meeting September 12

P & D Meeting September 26

Regular Meeting October 10

P & D Meeting October 24

Regular Meeting November 14

P & D Meeting November 28

Regular Meeting December 12