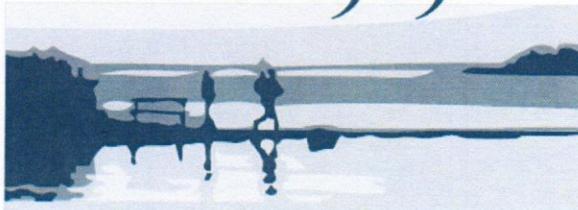


Jim Kelley
20387 Field Crest Road
Grand Rapids, MN 55744
Phone #: 218-327-0319

Supervisor Dennis Kortekaas 326-1882
Supervisor Peggy Clayton 326-1551
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-1811
haristownshipclerk@gmail.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.

PLANNING & DEVELOPMENT MEETING **August 23, 2017 – 7:30pm** **AGENDA**

1. **Pledge to the flag-** reading of our mission statement
2. **Business from the Floor**
 - ❖ Judy Myers
3. **Consent Agenda**
4. **Roads**
 - ❖ Brushing- Update & Bids
5. **Recreation**
 - ❖ Inspection reports
6. **Town Hall Report**
 - ❖ Review town hall report as prepared by town hall caretaker, dated 8/7/17
7. **Maintenance Report: 7/1/17-7/31/17**
8. **Old Business**
 - ❖ Zoning update (169 corridor)
 - ❖ 2020 Census
 - ❖ Road signs- list of what we should get
 - ❖ Audit follow up
9. **New Business**
 - ❖ Itzin Variance
10. **Public Input**
11. **Upcoming meetings/events**
 - ❖ Mon. Sept 11 Itasca Association of Townships7:00 pm Blandin Foundation
 - ❖ Wed. Sept 13 Regular Meeting..... 7:30 pm Town Hall
 - ❖ Wed. Sept 27 Planning and Development Meeting.....7:30 pm Town Hall
12. **Adjourn**

Northern Lights Maintenance

501 SE 11TH ST
GRAND RAPIDS, MN 55744

Phone: 218-910-6290
218-910-7345
northernlightsmaintenance@gmail.com

Email:

Statement

Statement #: Service Estimates Harris TownShip
Date: August 7, 2017
Customer ID: Harris TownShip

Bill To: Harris TownShip
Harristownclerk@gmail.com
supervisorahpt@gmail.com

Date	Description	Amount	Payment	Balance
8/7/2017	Pine Crest Road			
	Brush Cutting / Clearing	\$873.15		\$ 873.15
	Trees	\$682.10		\$ 682.10
	Alicia Place			
	Trees	\$460.14		460.14
	Wendigo Park Road			
	Trees	\$985.14		985.14
	Wendigo Park Circle			
	Brush Cutting / Clearing	\$1,971.14		1,971.14
	Trees	\$1,485.10		1,485.10
	Underwood Road			
	Brush Cutting / Clearing - Small Stretches	\$682.10		682.10
	Trees	\$941.15		941.15
	Half Down Is required to begin any project			
	Remaining Half is Due Upon Completion			
			Total	\$ 8,080.02

REMITTANCE	
Customer Name:	Harris TownShip
Customer ID:	Harris TownShip
Statement #:	Service Estimates Harris TownShip
Due Date:	August 7, 2017
Amount Due:	\$8,080.02
Amount Enclosed:	

PLEASE NOTE NEW ADDRESS ABOVE



Lease Landscaping, Inc.
 32057 South Pit Road
 Grand Rapids, MN 55744
 218-326-0876

Estimate

Date	Estimate #
8/7/2017	516

Name / Address
Harris Township 20876 Wendigo Park Road Grand Rapids, MN 55744

Job Site
Nancy Lane

P.O. No.	Terms

Description	Qty	Rate	Total
Grub 5 stumps on Nancy Lane and haul off site. Equipment, Labor and Mobilization		475.00	475.00
PAYMENT POLICY One half down on acceptance of Estimate.(this check will be cashed at the start of the project) Balance due upon completion.		Subtotal	\$475.00
Note: (1) This proposal may be subject to price changes if not accepted within 30 days. (2) If you would like us to locate your secondary lines, there will be an additional charge. (3) If any damage is done to primary or secondary utility lines they will be repaired at the expense of the customer. (4) Any alteration or deviation from above specifications will become an extra charge over and above the estimate.		Sales Tax (0.0%)	\$0.00
		Total	\$475.00

Upon acceptance of proposal please sign and return a copy

Acceptance of Proposal

Signature _____ **Date** _____

PARKS (CONTINUED):

BASEBALL FIELD:

SHAPE/ANY REPAIR

NEEDED

GRASS CUT/TRIMMED

BASKETBALL AREA:

NET

PICNIC AREA:

TABLES/BENCHES

TRASH

PLAYGROUND AREA:

SWINGS

SLIDES

TRASH

ANYTHING BROKEN

HORSESHOE COURT

TRASH

PARKING LOT:

TRASH

ICE RINK/WARMING SHACK

OUTHOUSE:

CLEAN/CALL NEEDED TO VENDOR?

OVERALL COMMENTS:

DATE

CEMETERY

WENDIGO

CRYSTAL SPRINGS

7/20/17

NA

Open ground.

good

no

no

good

good

NA

good

good

good

NA

good

good

no open again

Overall comments: Cemetery - ditto plot - ground looks sunken. Open ground tennis courts needs to be cut over by courts looks to be dug up

Many people at Wendigo, some complimented the upkeep! Squares

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	7/28/17			
GRASS CUT:		yes		
GRASS TRIMMED:		yes		
ANY TRASH?		no		
ANY VANDALISM?		*abandoned car		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		no		
PARKS:				
VOLLEYBALL COURT:				
NETS		no	no	yes
POSTS		no	no	yes
COURT		no	no	yes
GRASS CUT/TRIMMED				yes
TENNIS COURT:				
NET			yes	yes
POSTS			yes	yes
COURT			yes	yes
GRASS CUT/TRIMMED			yes	yes

PARKS (CONTINUED):
 BASEBALL FIELD:
 SHAPE/ANY REPAIR
 NEEDED
 GRASS CUT/TRIMMED
 BASKETBALL AREA:
 NET
 PICNIC AREA:
 TABLES/BENCHES
 TRASH
 PLAYGROUND AREA:
 SWINGS
 SLIDES
 TRASH
 ANYTHING BROKEN
 HORSESHOE COURT
 TRASH
 PARKING LOT:
 TRASH
 ICE RINK/WARMING SHACK
 OUTHOUSE:
 CLEAN/CALL NEEDED TO VENDOR?

DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
7/28/17	N/A	great none	good good none
		yes - 1 person plays	good
		good none	good good
		good good none	good good no
		N/A	good
		good Rubbish/picked up	good none
		good good no	good good no

OVERALL COMMENTS:

* Budget - looks good!
 * Cemetery - abandoned car; should get cleaned. They
 started burning who picked it up.

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
CEMETERY:	8/4/17			
GRASS CUT:		needs cut		
GRASS TRIMMED:		needs trim		
ANY TRASH?		none		
ANY VANDALISM?		no		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		no		
PARKS:				
VOLLEYBALL COURT:				
NETS		N/A	N/A	good great great yes
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				good great great yes
POSTS				
COURT				
GRASS CUT/TRIMMED				

(sawage pit on court)

PARK/CEMETERY INSPECTIONS: by Supervisor Clayton

	DATE	CEMETERY	WENDIGO	CRYSTAL SPRINGS
<u>CEMETERY:</u>	8/11/17			
GRASS CUT:		yes		
GRASS TRIMMED:		yes		
ANY TRASH?		no		
ANY VANDALISM?		no		
EXCESSIVE WATER STANDING/ ANY AREAS OF CONCERN		no		
<u>PARKS:</u>				
VOLLEYBALL COURT:		N/A	N/A	
NETS				
POSTS				
COURT				
GRASS CUT/TRIMMED				
TENNIS COURT:				
NET				
POSTS				
COURT				
GRASS CUT/TRIMMED				

Harris Township Monthly Town Hall Report

Caretaker Amber Hanth Date 8-7-17

General Cleaning 23.5 hrs.

Miscellaneous Duties/Work 22.25 hrs.

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

Notes:

Kept dep. from Evelyn Underburg

Total (All hours worked) 45.75 hrs.

Rentals

Resident's 5

No Charge/Discounted Only by board approval 1

Notes Hyway Club, \$25

Non-Residents 1

Discounted Only by Board approval —

Notes _____

Board Functions (meetings, scheduled hold, voting) 4

Total 375.00

Deposits Retained 25.00

Total money collected 400

=====

Maintenance or Safety concerns:



Computer Enterprises
 223 NW 1st Ave
 Grand Rapids, MN 55744
 218-326-1897
 Fax:

Date
08/21/2017

Bill To
Harris Township 30037 Harristown Road Grand Rapids, MN 55744 United States

Invoice Number: 70056
Invoice Date Range: 08/01/2017 to 08/31/2017
Payment Terms: Due upon receipt

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Billable Amount
08/15/2017	Task/Ticket: Cleanup needed, lots of popups and slowness T20170810.0004 Summary Notes: UVK 120 infected programs and removed a few start up programs. FromDoctoPDF was a source of the infection. MBAM 28 pup infections. Ccleaner 2.6GB cleared and 2221 registry issues cleared. Kaspersky rescue disc found 24 downloader trojans. Checked accounts, 3 active accounts and 2 are administrator. Built in administration account can be activated to change passwords if necessary. Mozilla, Chrome, and Edge historys all appeared clean.	Labor	Shaw, Rob	1.50	1.50	85.00/hour	127.50

Auto Draft is now available. Please contact Krissy for information.

Total Billable Hours	1.5000
Total Billable Amount	\$127.50
Total Taxes	\$0.00
Grand Total	\$127.50

Warning Sign List:

<i>ITEM</i>	<i>QUANTITY</i>	<i>UNIT PRICE</i>	<i>TOTAL COST</i>
Roll-up Sign Stand	2	\$93.65	\$187.30
36 X 36 Road Work Ahead signs	2	\$98.04	\$196.08
Barricades	4	\$147.74	\$590.96
	TOTAL	COST	\$974.34

NOTE: These prices DO NOT include the freight charges. The prices for the barricades are the prices that were given for the right and left directional barricades, I wasn't able to get pricing for the combination left/right barricade in time for this quote. It does, however, look like the pricing is relatively the same.



Ticket: T20170810.0004 | Created By: Kristine Goins on 08/10/2017 10:25 AM CT Report Date: 08/15/2017 CT

Last Activity: 08/15/2017 12:15 PM CT | Total Hours Worked: 1.70 | Total Billable Hours: 1.75

TICKET INFORMATION

Account Name: Harris Township ((218) 327-9930) Account Address: 30037 Harristown Road, Grand Rapids, MN 55744
Contact Name: Ken Haubrich ((218) 327-9930) Source: In Person/Onsite

Ticket Number: T20170810.0004
Ticket Title: Cleanup needed, lots of popups and slowness
Ticket Description: Cleanup needed, lots of popups and slowness
Additional Profile Password: 654321
Phone #: 218-244-5247

Status: Complete First Response Date: 08/11/2017 10:34 AM CT
Priority: Medium Due Date: 08/16/2017 01:00 PM CT
Issue Type: AV/AM Estimated Hours:
Sub-Issue Type: Clean Contract Name:
Work Type: InShop Support Purchase Order Number:
Queue: Level I Support Ticket Type: Service Request
Primary Resource: Rob Shaw (Standard Technician)
Secondary Resources: SLA: Home Computer Repair

Resolution: UVK 120 infected programs and removed a few start up programs. FromDoctoPDF was a source of the infection. MBAM 28 pup infections. Ccleaner 2.6GB cleared and 2221 registry issues cleared. Kaspersky rescue disc found 24 downloader trojans. Checked accounts, 3 active accounts and 2 are administrator. Built in administration account can be activated to change passwords if necessary. Mozilla, Chrome, and Edge histories all appeared clean.

CE Computer: No Taken In By: Krissy
Clean Up: YES Password:
Operating System: Seven Professional Windows Updates: NO
Disclaimer: By signing this waiver I understand that Computer Enterprises is not responsible for lost data, settings, or programs on my computer. Laptop Case:
Kaseya Alert ID: Kaseya Ticket ID:
Alert Ticket:

CHARGES & EXPENSES

Harris Township Maintenance Report

July 2017

Weekly Maintenance Plan July 3rd – 7th 2017

Task to be completed	Estimated hours	Priority
Meeting time	2	2
Work on weekly plan for following week	2	3
Fill out daily time sheets	5	3
Mow R.O.W.	32	2
Mow and trim cemetery	8	2
Mow and trim the Town Hall	2	3
Record monthly receipts and time sheets	2	2
Holiday (July 4 th)	16	2
Vacation time (Dan)	8	2
Limb trees at the entrance of Nancy Dr.	3	1

Derrick

Date: 7/3/17

- Mowed R.O.W. on the Mishawaka Rd., Mishawaka Shores Trl., and Birch St. 6 hr
- Limbed Trees at the entrance of Nancy Dr. 1 ½ hr

Work done that is not on our weekly plan:

- Spoke with Andrews/Libbey Funeral Home about a cremation burial this Friday in section 3. ½ hr

Dan

July 3

- Vacation 8 hr

July 4th HOLIDAY

Dan

Date: 7/5/17

- Grease and check over JD 7130. .5 hr
- Row mowing Woodland, Melody, Gary, Bear creek, Wagon wheel, Lakeview trl, Hauser, Fieldcrest. 1 pass on all. 7.5 hrs Lakeview,

Derrick

Date: 7/5/17

- Finished limbing trees on Nancy Dr. 2 hr
- Marked out and registered a locate for a sign install on the Mishawaka Rd. ½ hr
- Mow cemetery. 5 hrs

Work done that is not on our weekly plan:

- Checked was damaged dock Lapant landing. .5 hr
- Measured Woodtick culvert sinking about 2.5 in .5 hr

Derrick

Date: 7/6/17

- Meeting with Mike. 1 hr

Work done that is not on our weekly plan:

- Cut up downed trees from storm Wendigo park RD, Sunnybeach RD. 2 hrs
- Pull out dock Laplant landing replace tires and axel and side posts. parts at L&M
supply. Put back in. went to town picked up parts. 5 hrs

Dan

Date: 7/6/17

- Meeting with Mike. 1 hr

Work done that is not on our weekly plan:

- Cut up downed trees from storm Wendigo park RD, Sunnybeach RD. 2 hrs
- Pull out dock Laplant landing replace tires and axel and side posts. parts at L&M
supply. Put back in. 5 hrs

Dan

Date: 7/7/17

- Recorded monthly receipts, monthly time sheets, and finished weekly work plan for the following week. 2 hr
- Finish mowing the Cemetery 5 ½ hr

Work done that is not on our weekly plan:

- Inspected the Woodtick culvert area – Condition hasn't changed since the hole was filled in. It is still good, we will keep checking it periodically. ½ hr

Derrick

Date: 7/7/17

- Recorded monthly receipts, Monthly time sheets and weekly plan for the following week 2 hr
- Finish mowing the Cemetery 5 ½ hr

Work done that is not on our weekly plan:

- Leveled out the LaPlant Dock ½ hr

Weekly Maintenance Plan July 10- July 14

Task to be completed	Estimated hours	Priority
Meeting time	2	3
Daily time sheets	5	3
Weekly plan next week	1	3
Weed meeting 12 th at Hall	2	2
Davies fill gas cans	.5	3
Derrick vacation all week	40	3
Mow town hall	2	2
Mow Crystal park	8	2
Mow Wendigo park and picnic park	8	2
Clean mower decks on gravelly and JD 920 sharpen blades if needed	3	3
Mow service center	3.5	3
Mow corner property	3	1
Cremation burial sec 3, blk 12, lot 3, site 8	2	2

Derrick

Date: 7/10/17 – 7/14/17

- Vacation 40 hrs

Dan

Date: 7/10/17

- Meeting with Ken and Mike. 1 hr
- Cremation burial sec 3, blk 12, lot 3, site 8. 1 hr
- Mow town hall and trim. 2 hrs
- Davies fueled pick up and 5 gas cans. .5 hr

Work done that is not on our weekly plan:

- Fill in wash out intersection of Lake view trl and Lake view DR. .5 hr
- Fix washed out shoulders on Romans RD and Sunny beach RD Rd intersection and Wendigo RD 3 hrs and Sunny beach

Dan

Date: 7/11/17

- Started mowing Crystal Park. 5 hr

Work done that is not on our weekly plan:

- Mowed ROW on Davies RD and Pennala RD. 1.5 hr
- Dennis called about a tree leaning in the road on Southwood RD removed. .5 hr
- Removed everything in dugouts outs. .5 hr
- Marked out for a stone in sec 3, blk 21, lot 1, site 3 also called trucking company for delivery of a vet stone, was dropped off today. .5hr

Dan

Date: 7/12/17

- Road side weed training. 1.5 hrs
- Mow corner property. 1.5 hrs

Work done that is not on our weekly plan:

- Repair Metzenhuber RD wash out hauled 1.5 yards of gravel cleaned out culvert and flushed out. 4 hrs
- Shop cleaning. .5 hr
- Time sheets. .5 hr

Dan

Date: 7/13/17

- Meeting with Mike. .5 hr
- Clean grass from under mower decks and sharpened blades, checked oil cleaned air filters greased. JD 920 and Gravely mowers. 2 hrs

Work done that is not on our weekly plan:

- Installed stakes on Stoney point Rd for speed signs. .5 hr
- Installed vet marker in sec 2, blk 42, lot 4, site 8. .5 hr
- Ordered knives kit and belt for JD 7130 diamond mower, checked belt tension has auto tensioner. .5 hr
- Fueled and greased JD 7130, checked over. .5 hr
- Mowed ROW East Harris, KeyView, Birch hills. 1 pass. 2 hrs
- Trimmed corner of Mishawaka RD and HWY 169 with weed trimer and checked flashing beacon on Woodtick culvert warning. 1 hr

- Sweep floor in shop and pick up tools. .5 hr

Dan

Date: 7/14/17

- Weekly plan. 1 hr
- Finish mowing and trimming, mowed inside rink Crystal Park. 3 hrs
- Mow Wendigo park, mowed inside rink. Mowed Wendigo picnic park. 4 hrs

Weekly Maintenance Plan July 17—July 21

Task to be completed	Estimated hours	Priority
Meeting time.	2	3
Daily reports.	5	2
Weekly plan.	2	3
Mow and trim cemetery.	24	2
Mow town hall.	2	2
Mow Crystal Park.	10	3
Install bronze foot plate sec 1, blk 13, lot 4, site 7	.5	1
Remove old post and install new 30 mph sign Mishawaka RD.	3	2
Order 20 mph signs for Stoney point RD.	.5	1
Mow service center.	3.5	2
Replace knives on diamond brush mower.	4	1
Fix shoulder on Mishawaka RD corner near no parking signs again. (Washed out pretty bad)	3	2
Order locates on Stoney point RD for 20 mph signs.	.5	1
Wash trucks.	2	2
Rock install for Casper landing project.	4	3
ROW mowing.	13.5	3
Spray wasp nest on wendigo rink boards. Fairly large did not have any spray in truck when I was mowing.	.5	1

Dan

Date: 7/17/17

- Meeting with Ken. 1 hr
- Replace cutting Knives on Diamond ROW mower and installed new drive belt. 4 hrs
- Greased 7130 checked over started ROW Riverview DR and Riverridge. 2.5 hrs
- Started mowing service center. .5 hr

Derrick

Date: 7/17/17

- Meeting with Ken. 1 hr
- Mow and Trim the Town Hall 2 hr
- Mow the Service Center 3 hr
- Sprayed a hornet nest on the Wendigo Hockey rink ½ hr

Work done that is not on our weekly plan:

- Started making a quote list for warning sign and barricade equipment ½ hr
- Help install 7130 mower belt on ditch mower ½ hr

- Check over J.D. Z920m and add 8 oz. oil to mower ½ hr

Derrick

Date: 7/18/17

- Mow and trim the Service Center 3 hr
- Mow cemetery 2 ½ hr

Work done that is not on our weekly plan:

- Gather a list of safety equipment and get pricing for it for possible purchasing. I am still waiting to hear back from one company and then I will submit the pricing list. 2 ½ hr

Dan

Date: 7/18/17

- Mow R.O.W. on Riverview, Riveridge, 5 passes. Park RD Underwood Rd west 1 pass. Greased and checked over JD 7130. 6 hrs

Work done that is not on our weekly plan:

- Went or what was needed for road closer and road work signage. 2 hrs

Dan

Date: 7/19/17

- Mow ROW Park RD, Wesleyan DR, Underwood Rd west 2 passes. 1 pass on Underwood Rd east and Root Rd. greased and checked over JD 7130 8 hrs

Derrick

Date: 7/19/17

- Mowing cemetery and trimming and blowing off head stones. 8 hrs

Derrick

Date: 7/20/17

- Mow and trim the Cemetery 8 hr

Daily Maintenance Report

Dan

Date: 7/20/17

- Mow R.O.W. on Underwood rd east Westwood dr Westwood In Carol st Root rd Park rd 2 passes. Katheryn ave Nichohlas st almost 2 passes. Greased and checked over JD 7130. 7.5 hrs

Work done that is not on our weekly plan:

- Davis fuel in tank in pickup. .5 hr

Dan

Date: 7/21/17

- Mow ROW west of Woodtick landing to Harris Sunnybeach has 2 passes, Nicholas has 2 passes, 2 passes on Sunnybeach from Park Rd to Woodick on North side of road. 6.5 hrs
- Washed Dump truck and greased and checked over JD 7130. 1.5 hrs

Derrick

Date: 7/21/17

- Finish trimming and blowing off headstones at the Cemetery 1 ½ hr
- Install marker plate in section 1 ½ hr
- Install a 30 mph sign on the Mishawaka Rd and remove old 40 mph

- sign from area. 1 ½ hr
- Ordered locates for the 20 mph sign installation for next week ½ hr
- Finish weekly work plan for the following week. 1 hr
- Wash pickup truck 1 hr

Work done that is not on our weekly plan:

- Tried to contact resident about setting up a time frame for the rocks for Casper Landing, left a message. Contacted the County Foreman about a tree that is in danger of falling towards a powerline on the Shady wood Rd. This is not our responsibility but I relayed the message from a resident. They will look into it and have it taken care of. ½ hr
- Started mowing the weeds around the Service Center area. 1 ½ hr

Weekly Maintenance Plan for July 24th – 28th 2017

Task to be completed	Estimated hours	Priority
Mow and trim Crystal Park	6	2
Mow and trim Wendigo Park	5	2
Mow and trim Wendigo Picnic Park	1	2
Drag ballfields at both parks	2	3
Mow and trim all boat landings	4	2
Cremation burial in section 2. (Unsure of date yet)	2	1
Groundwork and stone leveling at the cemetery	7 ½	1
Fill out daily time sheets	2 ½	3
Make weekly work plan for following week	1	3
Meeting time	1	3
Mow weeds around the Service Center and Cemetery area with ASV brush mower	4	1
Install rock barricade at Casper Landing.	4	1
Vacation Time (Dan)	40	1

Dan

Date: 7/24/17 – 7/28/2017

- Vacation 40 hr

Derrick

Date: 7/24/17

- Meeting with Ken and Mike 1 hr
- Mow weeds along the Cemetery field edge line and around the Service Center with the ASV brush mower 4 hr
- Level headstones in section 1, black dirt and seed areas where needed 3 hr

Derrick

Date: 7/25/17

- Mow Crystal Park 5 hr
- Drag ballfield at Crystal Park 1 hr

Work done that is not on our weekly plan:

- Cut up fallen trees on Wendigo Park Rd. and Wagon Wheel Rd. 2 hr

Derrick

Date: 7/26/17

- Finish mowing the Crystal Park 1 ½ hr
- Mow Wendigo Picnic Park. 1 hr
- Started weekly plan for following week ½ hr

Work done that is not on our weekly plan:

- Removed culvert piece from ditch on Lakeview Trl., Filled in washed out areas on the intersection of Sunny Beach Rd. and the Wendigo Rd. and filled in the wash out on the Metzenhuber Rd. 2 ½ hr
- Removed gravel from ditches and spread it out back on to the road on Breezy Ln. 2 ½ hr

Derrick

Date: 7/27/17

- Meeting with Ken and Mike 1 hr
- Mow and trim all boat landings 3 hr
- Mow Wendigo Park 4 hr

Derrick

Date: 7/28/17

- Install rocks at Casper Landing on north end of landing 3 hr
- Finish mowing and trimming Wendigo Park and sprayed wasp nest on the rink boards at Wendigo Park 1 ½ hr
- Drag Wendigo Ballfield 1 hr
- Finish weekly work plan 1 hr
- Fill out daily time sheet ½ hr

Work done that is not on our weekly plan:

- Pick up gas for Lawnmowers and Wasp spray and safety glasses at L & M ½ hr
- Level out dock at Casper Landing ½ hr

Harris Township: July 2017

Equipment	Total Hours	Monthly Hours
3500 Dump truck	13916 miles	229 miles
3500 pick up	28149 miles	336 miles
Terex ASV	917.5 hrs	10.3 hrs
E1100 heater	**	**
ETQ generator	**	**
Gravelly mower	533.9 hrs	12.2 hrs
JD 920 mower	486.9 hrs	20.9 hrs
JD 1445 tractor	662 hrs	21.4 hrs
JD 7130 ditch mower	813.5 hrs	54.5 hrs
Vermeer chipper	**	**

ITASCA COUNTY

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



August 8, 2017

Harris Township
Attn: Cari Ann Alleman, Clerk
21583 Keyview Dr.
Grand Rapids, MN 55744

Variance: Owner: Garrie Itzin; 31445 Sunny Beach Rd.
Parcel# 19-016-1304; Pokegama Lake

Dear Cari Ann:

Enclosed are a Variance application and the necessary shoreland mitigation measures for your Township's review and recommendation.

Once your Township has had a chance to review the application, please have your Chairperson sign, date, submit your recommendation and return variance application to our office. Please keep in mind that the criteria for making a recommendation is that the variance would not be contrary to public interest where a practical difficulty would be created by carrying out the strict letter of the ordinance. Practical difficulty means that the property cannot be put to a reasonable use under the conditions of the ordinance. The plight of the landowner is due to circumstances unique to the property, not created by the landowner and would not alter the character of the locality. Economic considerations alone shall not constitute a practical difficulty.

You are invited to participate in the public hearing which is scheduled for Wednesday, September 13, 2017 in the County Board Room of the Courthouse at 9:00 A.M. If you are interested in attending the site inspection, the date and time will be sent to you under separate cover.

Sincerely,

Rosann Bray
Environmental Service Specialist

Note: Garrie Itzin : Please be informed that it is your responsibility to contact Harris Township regarding their procedures in submitting a recommendation. The clerk's number is 218/244-1811.

PCBA 05

Equal Opportunity Employer



Applicants are responsible to prove the following to the Planning Commission / Board of Adjustment:

- A. The Board of Adjustment may authorize a variance from the terms of this Ordinance which will not be contrary to public interest, where owing to special conditions a practical difficulty or particular hardship would be created by carrying out the strict letter of the Ordinance and when the terms of the variance are consistent with the spirit and intent of this Ordinance and with the County's Comprehensive Land Use Plan.
- B. "Hardship" as used in connection with the granting of a variance means that the property in question cannot be put to a reasonable use under the conditions allowed by this Ordinance; the plight of the landowner is due to circumstances unique to his/her property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if a reasonable use for the property exists under the terms of this Ordinance. No variance may be granted that would allow any use that is prohibited in the zoning district in which the subject property is located.
- C. This criteria will be asked of the applicant during the public hearing.**
 - 1. Without a variance, the owner would be deprived of a reasonable use of the property or is there a practical difficulty to the land owner such that the variance should be granted?
(Economic considerations alone shall not constitute an "undue hardship" if reasonable use for the property exists under the official land use controls).
 - 2. The circumstances which justify the variance are unique to the property, and not created by the applicant.
 - 3. The variance will maintain the essential character of the locality.
 - 4. The variance will be in keeping with the intent and general purpose of the official land use controls.
- D. When in the opinion of the Board of Adjustment a variance may result in a material adverse effect on the environment, the applicant may be required by the Board of Adjustment to demonstrate the nature and extent of the effect.
- E. It shall be the burden of the applicant to demonstrate sufficient hardship and/or practical difficulty to sustain the need for a variance. Absent a showing of hardship as provided in Minnesota Statutes and the Zoning Ordinance, the Board of Adjustment shall not approve any variance.
- F. The Board of Adjustment may impose conditions in the granting of variance to insure compliance and to protect the environment, protect adjacent properties and the public interest.
- G. In an application for development that includes a variance from the requirement for non-conforming lots of record in Section 4.2.3 that states, "Where two or more contiguous vacant lots or parcels are held by one owner and could be combined to meet or more nearly meet the minimum width, length and area requirements for a permitted use, the contiguous lots or parcels shall be combined and legally described as a single lot or parcel," the applicant must show:
 - 1. That issuance of the variance will not unreasonably alter the building density of the locality;
 - 2. That soil characteristics allow for safe and sanitary placement of the well and septic systems upon



both the subject lot as well as lots or property within 100 feet of the subject lot; and

3. That placement of septic systems can be accomplished without causing pollution to wells, lakes, streams, rivers or other wetlands.

H. For existing developments, the application for a variance must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The variance if issued must require reconstruction of a non-conforming sewage treatment system.

I. A variance from setback requirements must be obtained before any use, sewage treatment system or building permit is issued for a lot. In evaluating the variance, the Board of Adjustment shall consider sewage treatment and water supply capabilities or constraints of the lot and shall deny the variance if adequate facilities cannot be provided.

J. Lakeshore Mitigation. As a condition of issuance of certain permits, conditional uses and variances, measures shall be required to mitigate the impacts of developments, nonconforming structures or uses on lake water quality. Lakeshore mitigation requirements shall be determined according to the following: This information is to be submitted with the variance application.

1. Evaluate and upgrade ISTS to comply with the requirements of Minn. Rules, Chaps. 7080-7083. If the septic system needs to be certified, a time frame needs to be outlined indicating the date the permit/design shall be obtained and when the septic system shall be certified.

2. Erosion control, storm water management, and mitigation plan. This plan shall describe erosion control during/after construction, storm water management/runoff control and mitigation/buffer screening. The mitigation plan shall require a shoreline buffer which shall be in the shore impact zone and consist of trees, shrubs and ground cover of native plants and understory to effectively screen structure(s) as viewed from the waters. This may be accomplished by working with Itasca SWCD or other sources but said plan must be reviewed by Itasca SWCD. A shoreline buffer consisting of trees, shrubs and ground cover of native plants and understory shall be required as in following table:

Lake Class	Buffer (Distance from OHWL landward)
GD	10'
RD	15'
NE & PSL	50'

3. Plant materials for native vegetation buffers shall be as prescribed according to the landscape position, water table, soil type and exposure of the project site. For every 5,000 square feet of buffer area, there shall be a variety of types of native trees, shrubs, forbs, and grasses planted to achieve full coverage. The survival of planting materials must be maintained for a minimum of five years, so that the approved coverage plan is adhered to. This coverage plan may be inspected periodically to assure compliance.

4. Other mitigation practices may be required by Planning Commission / Board of Adjustment such as the use of exterior building materials that blend with natural vegetation.

Itasca County Environmental Services

123 NE 4th Street

Grand Rapids, MN 55744

Phone: (218) 327-2857

TDD: (218) 327-2806

Fax: (218) 327-7331

Garrie M. (Itzin) Walbridge

1026 Cherokee Ave.

West St. Paul, MN 55118

A. It is the applicant's responsibility to provide answers to all of the following before the Board of Adjustment. These criteria, labeled 1-5 below, will be asked of the applicant during the public hearing. A variance can be granted only after all criteria are answered and supported with established findings of fact.

1. Has the applicant established a practical difficulty in complying with the land use controls that is unique to the property? Was the practical difficulties a result of actions taken earlier by the applicant or previous owners of the property? Yes or No? Justify your answer in detail. (Variances will not be granted for economic or personal circumstances alone.)

2. Is a variance the only feasible method to alleviate the practical difficulty? Yes or No? Justify your answer in detail.

3. If granted, will the variance maintain the essential character of the locality and not create a substantial detriment to neighboring properties? Yes or No? Justify your answer in detail.

4. Will the variance result in a use of the property in a reasonable manner not permitted by an official control? Yes or No? Justify your answer in detail.

5. Is the variance consistent with the spirit and intent of the Itasca County Zoning Ordinance, the Itasca County Comprehensive Land Use Plan, and in the public interest of protecting public health, safety, convenience, welfare, property value, and the environment? Yes or No? Justify your answer in detail.

B. In addition to the above, the Board of Adjustment must make findings on the following factors for an After-the-Fact Variance:

1. Did the applicant act in good faith and not act willfully or without the intent to violate the ordinance? Yes or No? Justify your answer in detail.

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

APPLICANT/OWNER NAME(S): Garric M (Itzin) Walbridge

AGENT NAME: _____

MAILING ADDRESS: 1026 Cherokee Ave, West St Paul MN 55118

PROPERTY ADDRESS: 31445 Sunny Beach Road, Grand Rapids MN
PHONE: 651 235-9053 ALTERNATE PHONE: _____

PARCEL IDENTIFICATION NUMBER 19-016-1304

LEGAL DESCRIPTION: Part 20+3, See page 6 of attached document

SECTION: 16 TOWNSHIP: 54 RANGE: 25 TOWNSHIP NAME: Harris

ZONING DISTRICT: RR LAKE NAME/CLASS: Po Kegama / ED

THIS VARIANCE APPLIES TO 3, 4, 11 SECTIONS OF THE ZONING ORDINANCE

EXPLAIN REQUESTED VARIANCE NEED(S): Detailed description of practical difficulty, or reasons for the variance

Lot is non-conforming at 24.6' wide. Cabin measuring 16' x 32' currently is placed on N property line. Request approval for the following:
- Remove existing structure (single story)
- Rebuild cabin with same footprint 2' away from N property line. New structure will be a story & a half
- Install holding tank - no septic currently on property 5' from S property line & 50' from the cabin

*Attach additional sheets if necessary labeled "Variance Request"
*Please see the Criteria Necessary for the Granting of a Variance and, if applicable After the Fact Variance

IS THE VARIANCE REQUEST AFTER THE FACT? _____ YES _____ NO

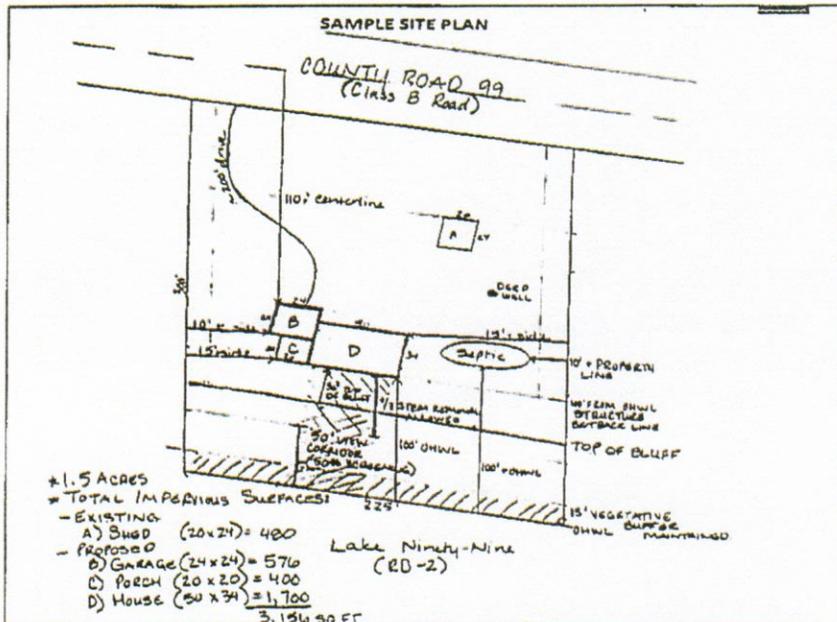
MANDATORY LAKESHORE MITIGATION: (To be included with the variance application if applicable)

- A. Septic System: Certified _____; Shall be Upgraded _____ with Permit/Design obtained by: _____
Certification of New Septic System by: Design enclosed - by Ron-Ex Excavating
- B. Erosion control, storm water management, and mitigation plan as shown in Variance Application Instructions. YES _____ NO _____ Not Applicable

SITE PLAN SKETCH

See attached

EXAMPLE SITE PLAN SKETCH



*You must include all buildings, existing and proposed, on your property and label them. You must include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. Indicate slope of property with arrow(s).

Site Inspection: The applicant acknowledges that no one can be prohibited from coming onto the property when the site is inspected by the Board of Adjustment.

Upon approval of this variance, it shall be the responsibility of the applicant to notify the Environmental Services Department, upon completion of their project, including any conditions. The property may be inspected at any time to assure and affirm all conditions and terms of the permit are in compliance.

SIGNATURE  DATE 07/12/17

FOR OFFICE USE:

On 7-31-2017 the Environmental Services Department received the completed application, accompanying information and the fee is paid in full. Also the Applicant or Agent has been given a copy of the information handout that addresses their responsibility for the variance processing.

PERMIT APPROVAL: In accordance with MS#15.99, Itasca County must approve or deny the variance application within 60 days of submission of the completed application/fee. If said application is denied, the reason/s must be stated in writing at the time of denial. This time line may be extended by Itasca County for another 60 days provided the applicant/s receive written notice with reasons for the extension. The extension may not exceed 60 days unless approved by the applicant. The 60 days will end on: September 29, 2017.

On _____ Planning Commission/BoA authorized an extension for the following reasons with an expiration date of:

AUTHORIZING SIGNATURE _____ DATE _____

On _____, the applicants hereby waive the time frame requirements set forth in MS#15.99:

APPLICANT SIGNATURE _____ DATE _____

Witness: _____

RECOMMENDATIONS:

TOWN BOARD OF _____ APPROVAL CHAIR _____

OR AMEND DATE _____

UNORGANIZED TOWNSHIP REJECTION COMMISSIONER _____

REASONS: _____

DECISION: *The Board may impose conditions in the granting of a variance to insure compliance, to protect the environment, and to protect adjacent properties and the public interest, but any and all conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.*

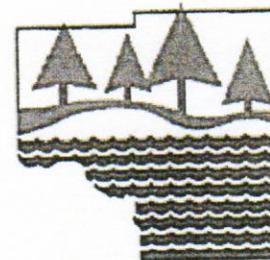
On _____ the Board of Adjustment, unanimously/ majority vote APPROVED AMENDED DENIED a variance for:

(Description of Variance and conditions or reasons for denial)

Chairperson – Itasca County Planning Commission/Board of Adjustment DATE _____

*Approval includes the findings of fact and compliance with all County, State and Federal Rules, Regulations and Statutes as required by law. In accordance with Section 18.4 of the Zoning Ordinance, an appeal to District Court may be filed within 30 days after the receipt of notice of the decision.

**Procedures for Processing and Criteria for Granting
Variances (Updated: 4/10/2012)**
Itasca County Environmental Services
Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
Phone: (218) 327-2857
TDD: (218) 327-2806
Fax: (218) 327-7331
Website: www.co.itasca.mn.us



CHECKLIST

Information required at the time of submission to process Variance Applications

- Completed Application**
- Detailed Sketch**
- Fee \$475**
- Stake Out Site**—all proposed structures/additions must have corner stakes
- Certification of SSTS** – Evaluate and upgrade SSTS to comply with the requirements of Minnesota Rules Chapter 7080-7083.
- Mandatory Lakeshore Mitigation Plan, if within Shoreland zoning district.**
- Answers to Findings of Fact and Criteria Necessary for Granting or Denying a Variance, and other applicable questions.** *See reverse*

QUESTIONS AND FURTHER INFORMATION: Please contact Environmental Services, 8:00 a.m. - 4:30 p.m., M-F.

I have read and fully understand the above instructions.

SIGNATURE  DATE 07/12/17

Lot = 8,610 sq ft (gross) (not including easement of 1,353 sq ft)

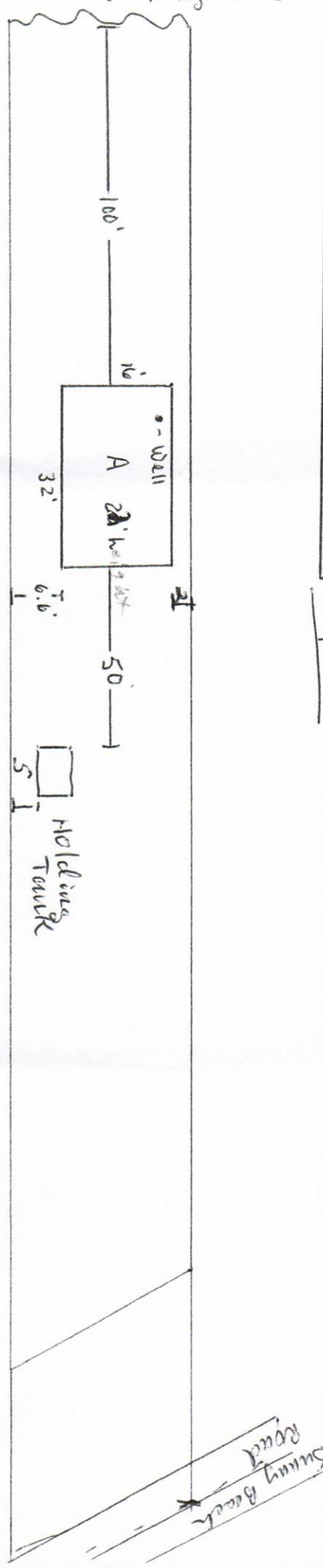
Total impervious surfaces

A) Cabin (16 x 32) = 512 sq ft

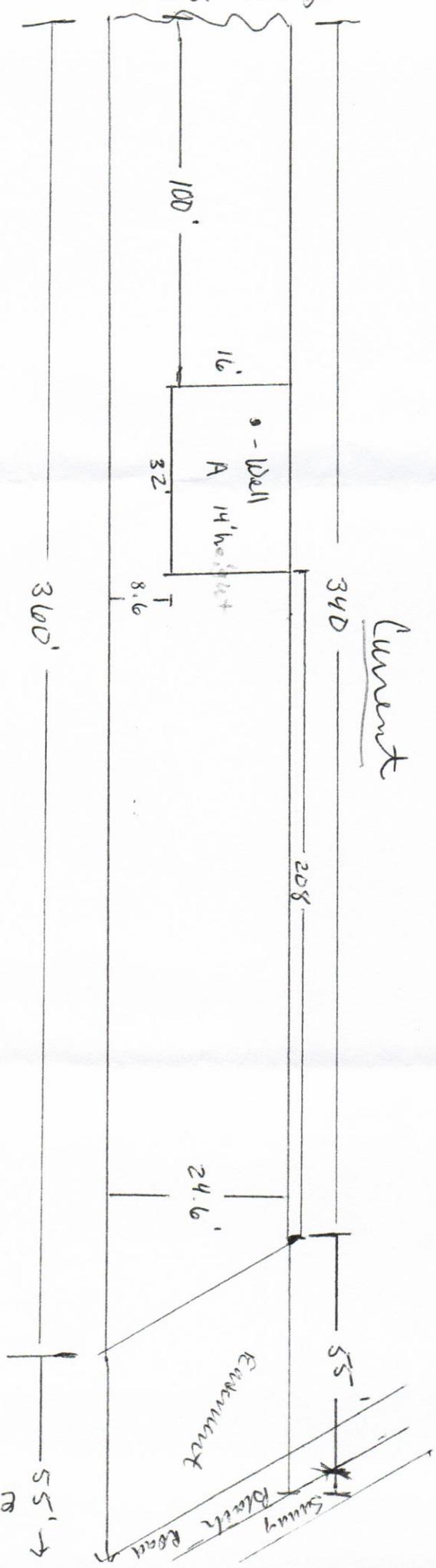
Site Plan Sketch

19-016-1804

Proposed



Current

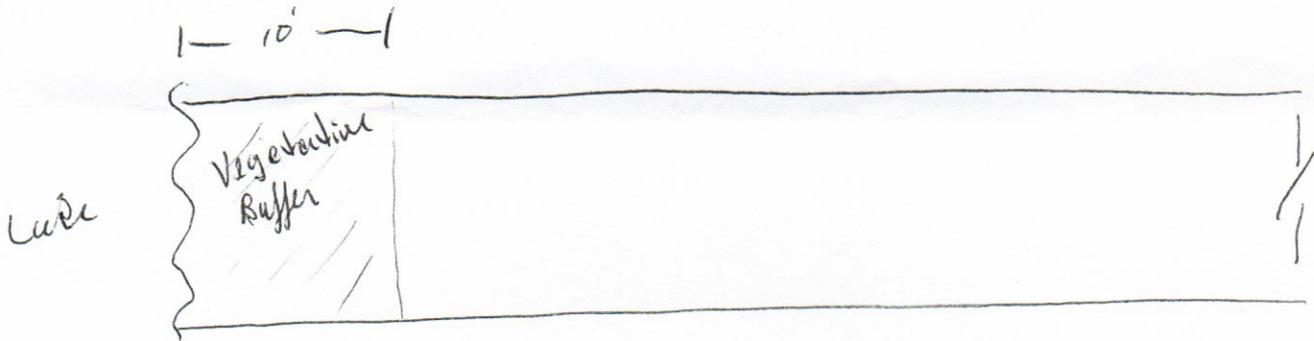


gradual slope to base ←
 Top of hill
 gradual slope →
 Low Area
 Top of hill
 55' →
 55' →

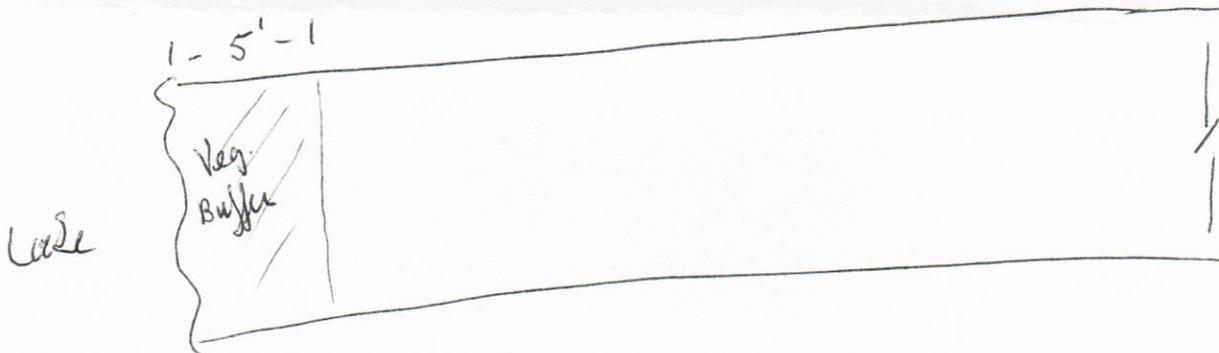
Mitigation Plan

19-016-1304

Proposed



Current

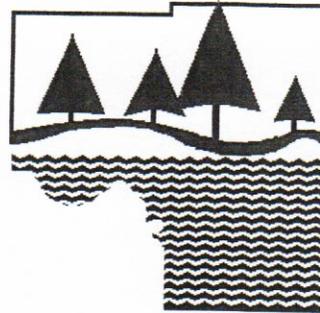


ITASCA COUNTY

Planning Commission/Board of Adjustment

COURTHOUSE
123 NE Fourth Street
Grand Rapids, MN 55744
Office (218) 327-2857

Fax (218) 327-7331



Date: April 8, 2017

To: Garrie M. (Itzim) Walbridge
1026 Cherokee Ave.
West St. Paul, MN 55118

RE: Part Lot 3; S.16 54-25; #19-016-1304

Please be informed that the Itasca County Board of Adjustment will view the above site on Monday, September 11th, 2017 at 9:00 am, and a representative must be present to address the application.

The Board of Adjustment will review the variance application on Wednesday, September 13th, 2017 in the County Board Room of the Courthouse.

The meeting begins at 9:00 am and a representative must be present to address the application.

Any questions, please contact the Environmental Services Department at 218/327-2857.

Sincerely,

Dea Nelson

Corresponding and Recording Secretary
dn

CC: Pokegama Lake Association, Patty Gould St. Aubin
Harris Township, Cari Ann Alleman
SWCD, Andy Arens
DNR Waters, Rian Reed
DNR Forestry

Garrie M. Walbridge
1026 Cherokee Ave.
West Saint Paul, MN 55118

ITASCA COUNTY, MINNESOTA

_____ has made application for a VARIANCE permit for the property described as:

THIS VARIANCE WOULD ALLOW: Applicant to replace existing cabin with same footprint but move away from north side property line. Proposed cabin will be a story and half and New Holding Tank installed. Due to the width of parcel limits the placement for meeting the required side property line setback, variance is required.

You are being notified of the impending action so that you may appear, or notify this office, your concern, if any, regarding this VARIANCE application at the public hearing. A copy of the staff report for this application is available by contacting the Itasca County Zoning Department, five days prior to said hearing. Also, information to be presented to the Board, must be submitted to the Zoning Office five days prior to the hearing.

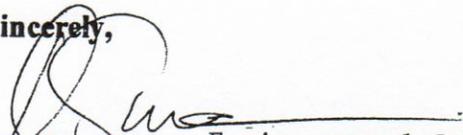
Garrie M. Walbridge _____ is responsible for contacting Cari Ann Alleman, Clerk of Harris Township at 218-244-1811 for their recommendations which are to be forwarded to the Board of Adjustment. **NOTE: Interested Property Owners may also contact the Township for further information on the Township's recommendation.**

NOTICE OF HEARING: The public hearing of the Itasca County Planning Commission/Board of Adjustment will commence at 9:00 a.m. in the Board Room of the Itasca County Courthouse, Grand Rapids MN 55744, on the 13th day of September, 2017. NOTE: Once an agenda has been prepared, you may contact the Zoning Office to find out an 'approximate time' that this particular matter will be considered by the Board. Interested individuals must monitor the posted agenda and be available and prepared to proceed when the above matter is considered by the Board.

If special accommodations are necessary for you to participate in this meeting, please contact the Zoning Office at 218/327-2857 or 218/327-2806 (TDD) as soon as possible so necessary arrangements may be made.

Decisions of the [Board of Adjustment] shall be final unless an appeal of that decision is filed within thirty days, after receipt of notice of the decision, to District Court in Itasca County on questions of law and fact.

Sincerely,

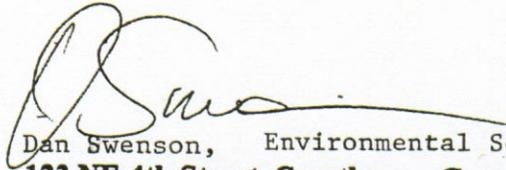


Dan Swenson, Environmental Services Director
123 NE 4th Street, Grand Rapids, MN 55744
218/327-2857; FAX: 218/327-7331

If special accommodations are necessary for you to participate in this hearing/s, please contact the Environmental Services Department at 218/327-2857 or 218/327-2806 (TDD) as soon as possible so necessary arrangements may be made.

In accordance with Section 18.4.1 of the Itasca County Zoning Ordinance, the Planning Commission's or County Board's decision on a conditional use shall be final. However, any aggrieved person shall have the right of appeal, after obtaining a writ of certiorari from Court of Appeals within 60 days as prescribed by law.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Swenson", with a long horizontal flourish extending to the right.

Dan Swenson, Environmental Services Director
123 NE 4th Street, Courthouse, Grand Rapids MN 55744
218/327-2857; FAX: 218/327-7331

BISCHOFF, CHARLES F
19-016-4102
31389 SUNNYBEACH RD
GRAND RAPIDS MN 55744

FIRST NATIONAL BANK DEERWOOD AND
19-016-1306
PALMQUIST, KEITH
14986 LYNWOOD DRIVE
BAXTER MN 56425

GEMMILL, JEFFREY L & DEBBIE L
19-016-1307
31493 SUNNY BEACH ROAD
GRAND RAPIDS MN 55744

HEGDAHL, DENNIS ETAL
19-016-1302
1505 ELDER DRIVE
MARSHALLTOWN IA 50158

ITZIN, GARRIE-LYNNE
19-016-1304
1026 CHEROKEE AVE
WEST ST PAUL MN 55118

JESS, LEE D & MARY JO
19-575-0120
501 SOUTH POKEGAMA AVE SUITE 101
GRAND RAPIDS MN 55744

LORENTZ, KENNETH J & MARY E
19-575-0110
31565 SUNNY BEACH RD
GRAND RAPIDS MN 55744

MCLEOD, GLENN R & MOLLYANN M
19-016-1305
31437 SUNNY BEACH RD
GRAND RAPIDS MN 55744

MOLL, ROGER C & KAREN R
19-575-0140
25588 NORTH RD
BOVEY MN 55709

SHORMA, PAUL R & KAYLA P
19-575-0130
31523 SUNNY BEACH RD
GRAND RAPIDS MN 55744

STATE OF MINNESOTA
19-016-4110
DEPARTMENT OF TRANSPORTATION
MAILSTOP 631 (DP)
395 JOHN IRELAND BLVD

STEJSKAL, TERRY K & CAROL A
19-575-0100
9700 69TH AVE N APT 319
MAPLE GROVE MN 55369-5692

SUTHERLAND, LAWRENCE W & LISA L
19-016-4114
31309 SUNNY BEACH RD
GRAND RAPIDS MN 55744

SWANSON, JOANNE M
19-016-1303
1281 COMO BLVD WEST
ST PAUL MN 55103

Pokegama Lake Assoc. = Patty Gould St, Abin,
P.O. Box 381 G. Rapids

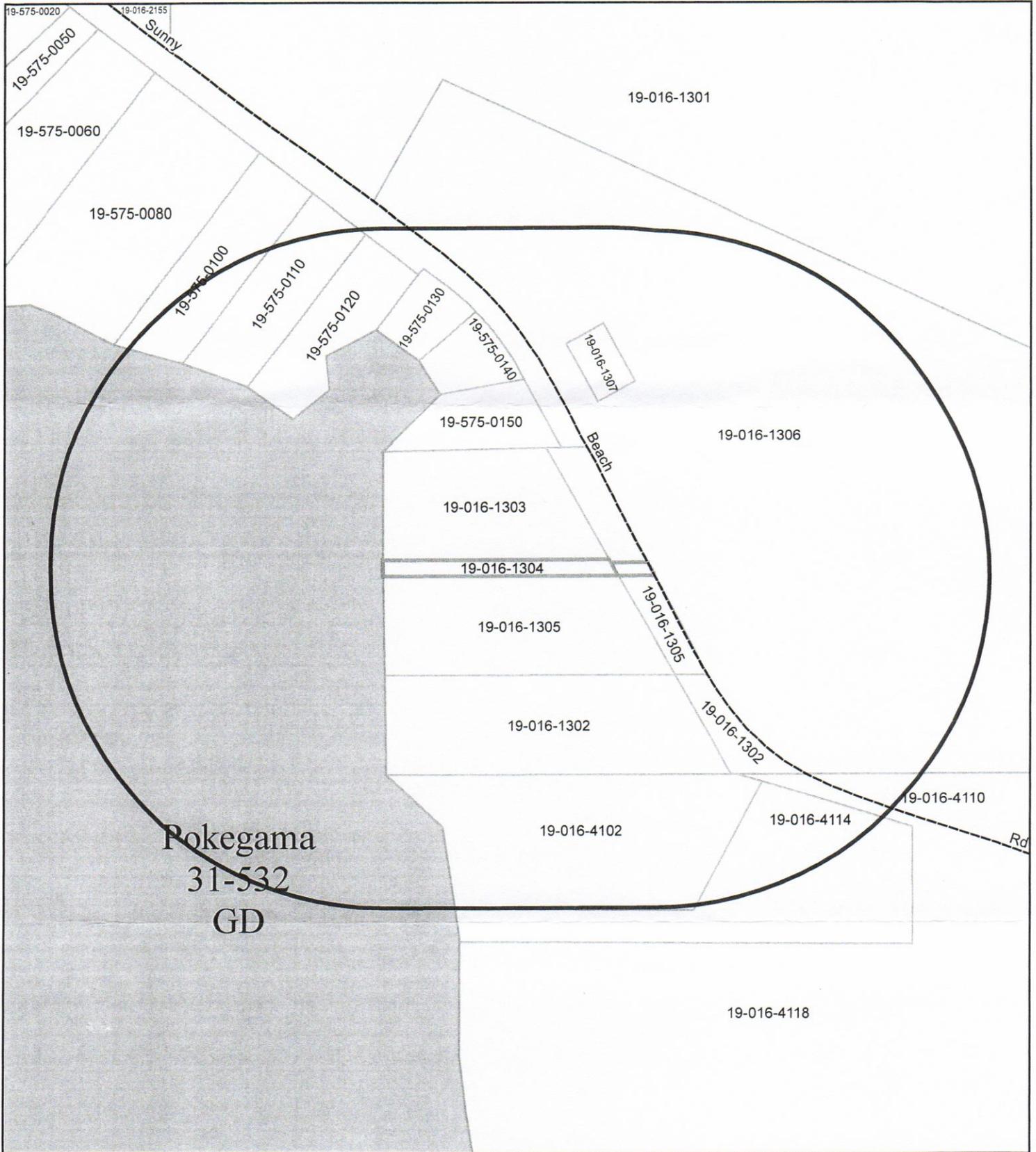
Harris Twp. - clerk, Cari Ann Alleman
(email to Ken Haubich)

SWCD

DNR-waters = Rian-Reed

DNR Forestry, Box 157 Deer River

Garrie Walbridge Variance Request



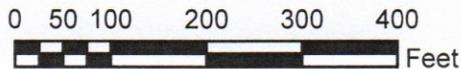
Itasca Geographic Information System
"decision support through automation"

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method or in any form without written permission

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

Name: Public 8x11
Date: 8/7/2017



Legend	
	Subject Parcel
	500 Foot Buffer
	Tax Parcel