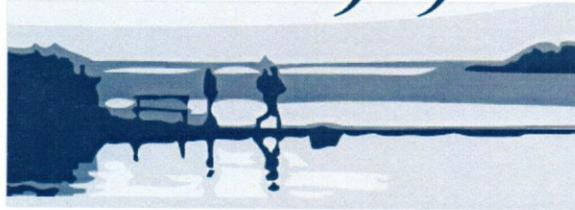


Chairman Jim Kelley  
20387 Field Crest Road  
Grand Rapids, MN 55744  
Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882  
Supervisor Jay Bowers 999-7747  
Supervisor Ken Haubrich 327-1351  
Supervisor Peggy Clayton 327-5513  
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** **March 8, 2016 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 February 8 regular meeting, February 22 P & D meeting.
- 3. Business from the floor**
- 4. Consent Agenda**
  - Approve the Request for Board Action Election Judges for the upcoming election on March 14<sup>th</sup>.
  - Approve the Resolution No. 2017-002
- 5. Roads**
  - Itasca County letter contracts
  - Itasca County 5 year road plan
- 6. Recreation**
- 7. Correspondence**
  - Board Action items:
  - Noteworthy items:
    - Itasca Community Television letter-
    - Lake Country Power Strictly Business
    - Lake Country Power Annual Letter- Meeting Spang Township March 9<sup>th</sup> 5:00-7:00 pm
  - Non-action items
- 8. Old Business**
  - Lights Maintenance Center inside
  - Paul Bunyan Right of way
  - Signs
  - Newsletter- Postage
- 9. New Business**
  - We have two meetings being scheduled for the same day: April 5<sup>th</sup> one was for the Cable Commission and the other for the Comprehensive Plan. We need to move one.
- 10. Treasurer's Report** – dated March 8, 2017 (of February 2017 financials)

**11. Approve payment of bills** for February, 2017

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

**13. Adjourn**

**UPCOMING Events / Meetings**

|   |         |                  |
|---|---------|------------------|
| Wed Feb. 22 Planning & Development Meeting.....           | 7:30pm  | Harris Town Hall |
| Wed Mar. 8 Regular Meeting.....                           | 7:30pm  | Harris Town Hall |
| Tue. Mar 14 Election.....                                 | 12-8 pm | Harris Town Hall |
| Tue. Mar 14 Board of Canvass.....                         | 8:15 pm | Harris Town Hall |
| Tue. Mar 14 Annual Town Meeting.....                      | 8:30 pm | Harris Town Hall |
| Wed Mar 15 Public Meeting for the Comprehensive Plan..... | 6:00 pm | Harris Town Hall |
| Wed Mar 22 Planning & Development meeting.....            | 7:30 pm | Harris Town Hall |
| Thu. May 4 Board of Appeal & Equalization.....            | 9:00 am | Harris Town Hall |

**REGULAR MEETING**  
**February 8, 2016 at 7:30pm**  
**AGENDA**

Present were Ken Haubrich, Jim Kelley, Peggy Clayton, Clerk Cari Ann Alleman, Treasurer Becky Adams

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

**2. Consider approval of Minutes** –minutes from January 11 regular meeting, January 25 P & D meeting. Motion to approve the minutes made by Supervisor Haubrich seconded by Supervisor Clayton Passed by all.

**3. Business from the floor-** Pat Medure came and talked to the board about RAMS. The current board member for RAMS is Pat Medure. He is doing out reach with the current townships to see if they can encourage membership for the board and encourage us to join. There are 5 areas they try to show benefits and through the townships is one way. At annual meeting you can nominate and select who is going to be on the board, Currently Pat is the only representative on the board from the west part of the range; that is west side of Nashwauk. We are going through budgets for the next year, as we go through budgets, we will think about putting it in there. A lot we do is for the economic development and if we have any questions and have third Thursday at the NE co-op in MT Iron and last month a lot came and participated in the meeting.

**4. Consent Agenda**

We had the Board of Audit on January 30<sup>th</sup>. It went smoothly and we were able to get through the general fund for 2018.

- Edna Happy cemetery deed – motion to approve made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

**5. Roads**

- Signs last fall we didn't post the tonnage to our roads, we need to have signs to limit tonnage. Each sign is about \$50 a sign. If we go metal and about 20 signs and maybe at the P & D meeting have a hard number.
- Angry member about the roads... about the plows being pulled off during this last storm.

**6. Recreation**

- Rink report- one attendant quit because of school and one left because of other employment. Some nights the numbers were as high as 29 one day and low as 2 other days.

**7. Correspondence**

- Board Action items:
- Noteworthy items:
  -
- Non-action items

**8. Old Business**

- Meeting with Amber with the employee handbook- Amber works 8-5 Monday through Friday. Friday evening works for Jim and Becky, they will check with Amber. Option two would be to do it over the lunch break or if she wants do it before work we can do that also.
- Snow plowing and the Emergency plan- both contractors said they can work it out if we wanted. We still don't have any hard numbers. Waiting on the alternative for the county and have a plan in place to be able give a call to the other contractor and have the roads plowed out quicker.

## 9. New Business

- Secure room in basement for cleaning supplies- Two options are a fenced in area or a room? A room is cheaper because we would use 2x4 studs and sheet rock. The room would be a 10x10 room and we can have the basement door unlocked. The mop bucket would then be available for the people who use the town hall. It would be about \$750-\$1000 for the whole project. Motion to make the room made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- fire resistant container for the township records- see above
- Paint floor in the service center- update the purchase of the paint, when it's cold they will paint in the main part of the service center.
- Metal ceiling in garage attached garage to the maintenance center we are heating it; we are losing heat and money as we don't have a ceiling in there. Metal is quoted at 16 sheet at \$13.83 not include is the screws or the metal j channel that would be needed to hang it. We would need to put up new insulation. Will have all the numbers at the P & D meeting. Motion to table until the P & D meeting made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- Cable commission- Supervisor Haubrich attended a meeting on Feb 1 for the Cable Commission. The main thing that came out of it was the suggestion to raise the PEG fee up \$.25 for each household, each household we contribute for would be \$3.00 for each household. We would need to have a public hearing to have this done and it would raise it up to \$1.25 each customer per month. Need to have the public hearing, by November 1, 2017. That is the latest date we could have it. April 5<sup>th</sup> Public hearing for the Cable Commission at 7 pm to raise the rates. Motion to approve the meeting made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.
- Alarm Contact- contact information for the sheriff's office; who is the contact for Harris Township? Jim Kelley will be main contact.

**10. Treasurer's Report** – dated February 8, 2017 (of January 2017 financials) comes out with the disclaimer that until the audit is done and we have the final numbers we are talking about the money that will cover the road and bridge funds. We have made the adjustment of 110K from Capital improvement to 160K and we are looking at the budgets, we need to remember we are looking for the next year (2018). We are looking at the next year it is a little more of a realistic number. Motion to approve the treasurer's report made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

**Need to reconvene the board of audit to go over the clerks books and motion to Supervisor Clayton seconded by Supervisor Haubrich passed by all. Meeting at 5 pm at the Blandin Foundation.**

**11. Approve payment of bills** for January, 2017- have in question bills to the Itasca County Sheriff office they are to monitor the alarm systems; we have a \$40 item in the bill list. Do we have the 4 places being monitored? We only have two alarms systems. A supervisor will go talk to the sheriff's office to go check to why and they have four. Change the bills to \$23510.34 motion to pay the bills made by Supervisor Haubrich seconded by Supervisor Clayton, passed by all. Approve the check number 17427-17453 sign checks made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

**12. Public Input** (please limit comments to 5 minutes)- rental of the alarms and rental fees an how much a we pay once a year of \$240 for the monitoring fee and no rental fee. We bought them when they were put in and they are in use and we pay it every year and we have two systems to monitor.

**13. Adjourn** motion to adjourn made by Supervisor Clayton seconded by Supervisor Haubrich 8:00 pm.

## UPCOMING Events / Meetings

|   |        |                    |
|---|--------|--------------------|
| Mon Feb. 6 Budget Meeting.....                          | 6:00pm | Maintenance cnt    |
| Mon Feb. 13 Budget Meeting... Board of Audit.....       | 5:00pm | Blandin Foundation |
| Mon Feb. 13 Itasca County Twp. Association Meeting..... | 7:00pm | Blandin Foundation |
| Wed Feb. 15 Public Meeting.....                         | 6:00pm | Harris Town Hall   |

Wed Feb. 22 Planning & Development Meeting.....7:30pm Harris Town Hall  
Wed Mar. 8 Regular Meeting.....7:30pm Harris Town Hall  
April 5@7 pm public hearing for Cable commission.....

# PLANNING & DEVELOPMENT MEETING

## February 22, 2017 – 7:30pm

### Minutes

Present: Jim Kelley, Ken Haubrich, Dennis Kortekaas, Peggy Clayton, Jay Bowers, Treasurer Becky Adams, Clerk Cari Alleman

**Pledge to the flag-** reading of our mission statement

#### Roads

- Purchase of road signs- Sign replacement needs to be done this year. A list was included in the agenda packet. We need to add no parking sign to Mishawaka Road, Mohawk plow added to the sign list as danger signs. All these need to be replaced and to meet the state reflectivity standards. Purchase signs for weight limits for the spring and we have identified 22 signs that need to be replaced. (The List is included with the minute) Motion to approve the purchase of the sign made by Supervisor Clayton, seconded by Supervisor Bowers. Discussion: prices are about \$35 on average for tonnage signs. If we want a firm price on the signs we can wait until the next meeting. Some signs are for the weight axel signs. The price is for 20 and we are going to need 22 signs. Not sure we are going to need all the posts either we could put them on the street sign. All in favor passed by all.
- Road seminar- Gravel Road Maintenance & Design- put on by Schwartz on gravel roads. The board thinks it will be informative and it will be April 20<sup>th</sup>. We will have to let them know as they have limited space. No charge to us, anyone else want to go; Bowers would like to go and motion to have Jim and Jay attend the meeting made by Supervisor Haubrich seconded by Supervisor Clayton and passed by all.
- Glen- conversation- County if meeting on Tuesday to go over their 5 year road plan and any paving or road work to go over, River Road is a topic and Glen from SEH will be on standby to attend the meeting and let us know what we need.
- Road restrictions- if there is no posting they are 5 ton and if they are posted now it is posted. 5 ton for the rest of the roads and school busses and garbage trucks are exempt. If there is a well that needs to be drilled, they are also exempt. We are just trying to buy time as it is getting colder again.
- Mishawaka Road washout- noticed going down the hill by the landing the shoulder has washed out and needs to get it fixed. It is going down the hill for about 100 feet from the no parking sign that got ran over.

#### Recreation

- Skating Rinks are now closed- a graph is included- graph that indicated the number of skaters at the parks for the season. We had spikes and a lot of zeros because of the weather. They are closed now. The skating rink attendants who worked were good about not counting people twice.

#### Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 2/6/17- Motion to approve the town hall report made by Supervisor Kortekaas Seconded by Haubrich passed by all.

**Maintenance Report:** 1/1/17-1/31/17- Discussion: on fuel tank asking for clarification and they are putting gas in the tank and when they are taking it out and putting it in the machine to fill the tank. When they are taking it out of the tank, they look like they are using twice as much as the actually use. Motion to approve the maintenance report made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

#### Old Business

- Comprehensive Plan- Dates for the upcoming meetings are: Set new public meeting time- March 15 public hearing th3e day after the annual meeting. Motion to approve the new public meeting time made by Supervisor Clayton public meeting on March 15 and time at 6 pm seconded by Supervisor Bowers passed by all. Second meeting to go over the 1<sup>st</sup> draft; meeting to beheld if he can have it done April 5<sup>th</sup> as the review meeting at 6 pm. Motion to have the meeting April 5<sup>th</sup> at 6 pm made by Supervisor Clayton seconded by Supervisor Bowers passed by all.
- News Letter- wanted to get the new dates in there for the upcoming meetings- Already taken care of with the previous bullet point.
- Ceiling prices for the service center- All the same supplies; have three quotes, included with the minutes, would like to go with the cheapest one. The guys will do the work and it's not a huge garage. It's a cost

saving measure; trying to save all the heat from going through the ceiling. The least expensive is Latvala Lumber at \$678.86. Motion to purchase supplies at Latvala Lumber made by Supervisor Kortekaas seconded by Supervisor Bowers, passed by all. Will start when the metal is ordered.

- Internet grant- The map attached is what is to be updated. Township doesn't have to come up with any money to meet the \$770,000 project cost. Media Com has to go through the design phase next and they are going to use a combination of cable and fiber. The meeting was an informative meeting with Jason Janesk who works for Media Com. Talked about doing other grants and he said what we could do some with them, we have to have costs with the grants and to do that and if we could find grants to do, he could work on the pricing parts as they don't have to share that with us.
- Pricing for Maintenance shop- lighting in the meeting room: the lighting is poor, if we want to improve it we can do track lighting. The prices and specks are included in the minutes. The maintenance crew feels like what we should is get floor light and two for the wall. It's the floor system the one for \$160 is probably the best one for the space. If we want more time to think on this; we can table it to the Regular meeting. Motion to table until the regular meeting made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- Paint for the floor long with silicone sand so it's not slippery for the maintenance house. You mix that in the paint to keep from getting slippery. It would be for the meeting area too. Motion to approve the paint purchase of \$136.00 made by Supervisor Kortekaas seconded by Supervisor Bowers passed by all.
- Floor board and wainscoting; the guys are requesting to do this just to make it look nicer, and to box in where the sink is. \$52.79 is the total for all the supplies. Motion to approve the purchase made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

**New Business**

- Date set for the Board of Appeal and Equalization Meeting; Thursday May 4<sup>th</sup> 9 am at the Town Hall.
- Election- judges and notices- Motion to approve the notice in the paper for March 5 & 12, Haubrich seconded by Bowers passed by all. Includes the annual meeting.
- Paul Bunyan Right of way- did call Gary and do we have a permitting procedure and asked them to come to the meeting to see where they want to go and make sure we know if they are going under any roads, and we need to get details. Clerk to send an email about coming to the regular meeting.
- Wendigo golf course sign is still up. The township doesn't have any jurisdiction and (Rumor has it) there is an offer on the property.
- Board of Audit- meeting time- February 28 at 7 pm service center, motion made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.
- Motion to public meeting notice the March 5 & 12 paper made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all

**Public Input**

**Upcoming meetings/events**

- Wed. Feb. 22 Planning & Development Meeting..... 7:30 pm Harris Town Hall
- Wed. Mar. 8 Regular Meeting.....7:30 pm Town Hall
- Tue. Mar. 14 Township Elections.....12-8 pm Town Hall
- Tue. Mar. 14 Board of Canvas .....8:10 pm Town Hall
- Tue. Mar. 14 Township Annual Meeting..... 8:15 pm Town Hall
- Wed. Mar. 15 Meeting for the Comp Plan..... 6:00 pm Town Hall
- Wed. Mar. 22 Planning & Development Meeting..... 7:30 pm Town Hall
- Thur. May 4 Board of Appeal & Equalization .....9:00 am Town Hall

**12. Adjourn motion to adjourn Supervisor Haubrich seconded by Supervisor Kortekass passed by all 8:15 pm**

## #1 (REQUEST for BOARD ACTION) - February 27, 2017 AGENDA

### STATEMENT OF ISSUE:

**Approve the Clerk's list of election judges for the 2017 Township Election on Tuesday, March 14<sup>th</sup>, and the rates of pay.**

### BACKGROUND AND SUPPLEMENTAL INFORMATION:

The following people are being recommended for appointment as election judges for the March 14<sup>th</sup>, 2017 Township Election (all have been trained as the law prescribes, and have previously served as election judges):

|    |  |                      |          |
|----|--|----------------------|----------|
| 1  | Cari Ann Alleman ( <i>head judge</i> ) | 21583 Keyview Drive  | 244-1811 |
| 2  | Etta Jane Flohaug                      | 32200 Southwood Road | 326-5631 |
| 3. | Shirley Wicklund                       | 20575 Melody Road    | 326-1417 |
| 4. | Joan Johnson                           | 33138 Gary Drive     | 259-3146 |
|    | Alternate: Jane Dreke                  | 17726 Wendigo Road   | 327-1077 |

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

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

Election Judge pay is being proposed at **\$11.00 per hour**, with the *Head* Election Judge pay being proposed at \$18.70 per hour. Judges would be paid for the hours worked on Election Day. Mileage must be paid by law for work-related travel, and is being proposed at the current IRS rate of **\$0.535 per mile**.

### **BOARD ACTION requested:**

***Approve the list of election judges as recommended by the Town Clerk for the Township Election to be held on March 14, 2017, at the rates noted above for Election Day work hours, and mileage for work related travel.***

# Resolution No. 2017-002

## APPOINTING THE ABSENTEE BALLOT BOARD for the March 14, 2017 HARRIS TOWNSHIP ELECTION

WHEREAS, Minnesota Statutes Section 203B.121, subd.1 requires a town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on **Tuesday, March 14, 2017**; and

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

WHEREAS, even though only **two members are required to meet whenever an absentee ballot needs to be processed**, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be 3 for the March 2017 election for the Town of Harris, but 4 is recommended due to mandated use of the HAVA Automark machine; and

WHEREAS, the Town Board for the Town of Harris has appointed its election judges for the March 2017 election as required by Minnesota Statutes Section 204B.21;

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

Cari Alleman  
Joan Johnson  
Etta Jane Flohaug  
Shirley Wicklund  
Jane Dreke  
Jim Kelley  
Ken Haubrich

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

| Supervisors      | VOTE                         |                             |                                 |                                  |
|------------------|------------------------------|-----------------------------|---------------------------------|----------------------------------|
| Peggy Clayton    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Dennis Kortekaas | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Ken Haubrich     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Jay Bowers       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Jim Kelley       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |

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**State of Minnesota, County of Itasca, Town of Harris**

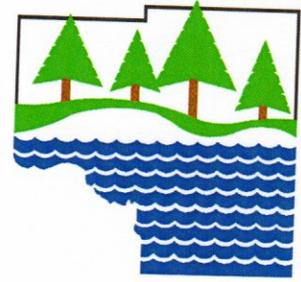
Adopted by the Harris Town Board, February 27, 2017

Attest:

\_\_\_\_\_  
Jim Kelley, Chairman

\_\_\_\_\_  
Cari Alleman, Clerk

**ITASCA COUNTY**  
**Transportation Department**  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744-2600  
Office (218) 327-2853 Fax (218) 327-0688



From: Mathew Pellinen, Itasca County Maintenance Engineer

Date: February 8, 2017

Re: Annual Grading, Snowplowing and Dust Control Contract Renewal

Current contracts for grading, snowplowing, and dust control of Township Roads by Itasca County are effective from May 1, 2016 through April 30, 2017.

The enclosed 2017/2018 Maintenance Contracts should be completed, approved, and signed should the County be chosen to provide the services indicated. Using the envelope provided, return **both copies** to the Itasca County Engineer's Office by April 11, 2017 so that the Itasca County Board can approve the contracts at their April 25<sup>th</sup> County Board Meeting. A copy of the signed contract will then be returned to your Township Clerk. Please adhere to the April 11<sup>th</sup> date, as the Itasca County Board has given direction that no service may be provided if there is no contract in place.

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

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

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

If there are any questions, please feel free to stop by our office or give me a call at (218) 327-0687.

## AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the County of Itasca, hereinafter referred to as the "County" or "Itasca County", and the Township of \_\_\_\_\_, hereinafter referred to as the "Township".

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

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

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

1. Term  
This Agreement for grading, snowplowing and/or dust control application shall commence on the first day of May, 2017, and shall continue for a twelve (12) month period. This Agreement may be extended for additional twelve month periods upon the mutual consent of the Transportation Department and the Township.
2. Termination  
Either party may cancel this Agreement upon Thirty (30) days notice, with or without cause. Notice shall be in writing served by mail or in person by the Township to the Itasca County Engineer, and by the Transportation Department to the Township Clerk. In the case of dust control, notice must be received by May 15 for the year of the agreement.
3. Employees  
Transportation Department employees performing the work on Township roads as described in this Agreement shall be deemed Transportation Department employees for all purposes while so engaged. Dust control application shall be through an Itasca County contract.
4. Billing  
The Township shall pay Itasca County upon receipt of invoice for services, snowplowing services are billed in January, grading services are billed in July, and dust control services are billed in August.
5. Attachment "A"  
Attachment "A" shall be considered a part of this "Agreement for Work on Township Roads" and shall provide the information as follows:
  - a.) Annual rates (per mile) for grading gravel roads once per month and twice per month.
  - b.) Annual rate (per mile) for snowplowing.
  - c.) Application rate (per mile, 18 foot width, single application) of dust control.
  - d.) Township shall indicate which roads are included in this agreement, along with the length of each road.
  - e.) Maps of roads as required.

6. Time and Manner of Work

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

7. Unavoidable Delays

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

8. Special Covenants

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

9. Indemnification and Hold Harmless

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

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

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

By: \_\_\_\_\_  
**Itasca County Highway Engineer**

Date: \_\_\_\_\_

**APPROVAL BY COUNTY OF ITASCA**

APPROVAL BY \_\_\_\_\_ TOWNSHIP

Motion

By: \_\_\_\_\_  
TWP Board Member

Second

By: \_\_\_\_\_  
TWP Board Member

Motion Passed:

\_\_\_\_\_  
TWP Board Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
County Board Chairperson

Date: \_\_\_\_\_

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

By: \_\_\_\_\_  
**Clerk/Deputy Clerk  
Itasca County Board**

By: \_\_\_\_\_  
**Clerk/Deputy Clerk  
Township**

## AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the County of Itasca, hereinafter referred to as the "County" or "Itasca County", and the Township of \_\_\_\_\_, hereinafter referred to as the "Township".

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

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

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

1. Term  
This Agreement for grading, snowplowing and/or dust control application shall commence on the first day of May, 2017, and shall continue for a twelve (12) month period. This Agreement may be extended for additional twelve month periods upon the mutual consent of the Transportation Department and the Township.
2. Termination  
Either party may cancel this Agreement upon Thirty (30) days notice, with or without cause. Notice shall be in writing served by mail or in person by the Township to the Itasca County Engineer, and by the Transportation Department to the Township Clerk. In the case of dust control, notice must be received by May 15 for the year of the agreement.
3. Employees  
Transportation Department employees performing the work on Township roads as described in this Agreement shall be deemed Transportation Department employees for all purposes while so engaged. Dust control application shall be through an Itasca County contract.
4. Billing  
The Township shall pay Itasca County upon receipt of invoice for services, snowplowing services are billed in January, grading services are billed in July, and dust control services are billed in August.
5. Attachment "A"  
Attachment "A" shall be considered a part of this "Agreement for Work on Township Roads" and shall provide the information as follows:
  - a.) Annual rates (per mile) for grading gravel roads once per month and twice per month.
  - b.) Annual rate (per mile) for snowplowing.
  - c.) Application rate (per mile, 18 foot width, single application) of dust control.
  - d.) Township shall indicate which roads are included in this agreement, along with the length of each road.
  - e.) Maps of roads as required.

6. Time and Manner of Work

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

7. Unavoidable Delays

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

8. Special Covenants

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

9. Indemnification and Hold Harmless

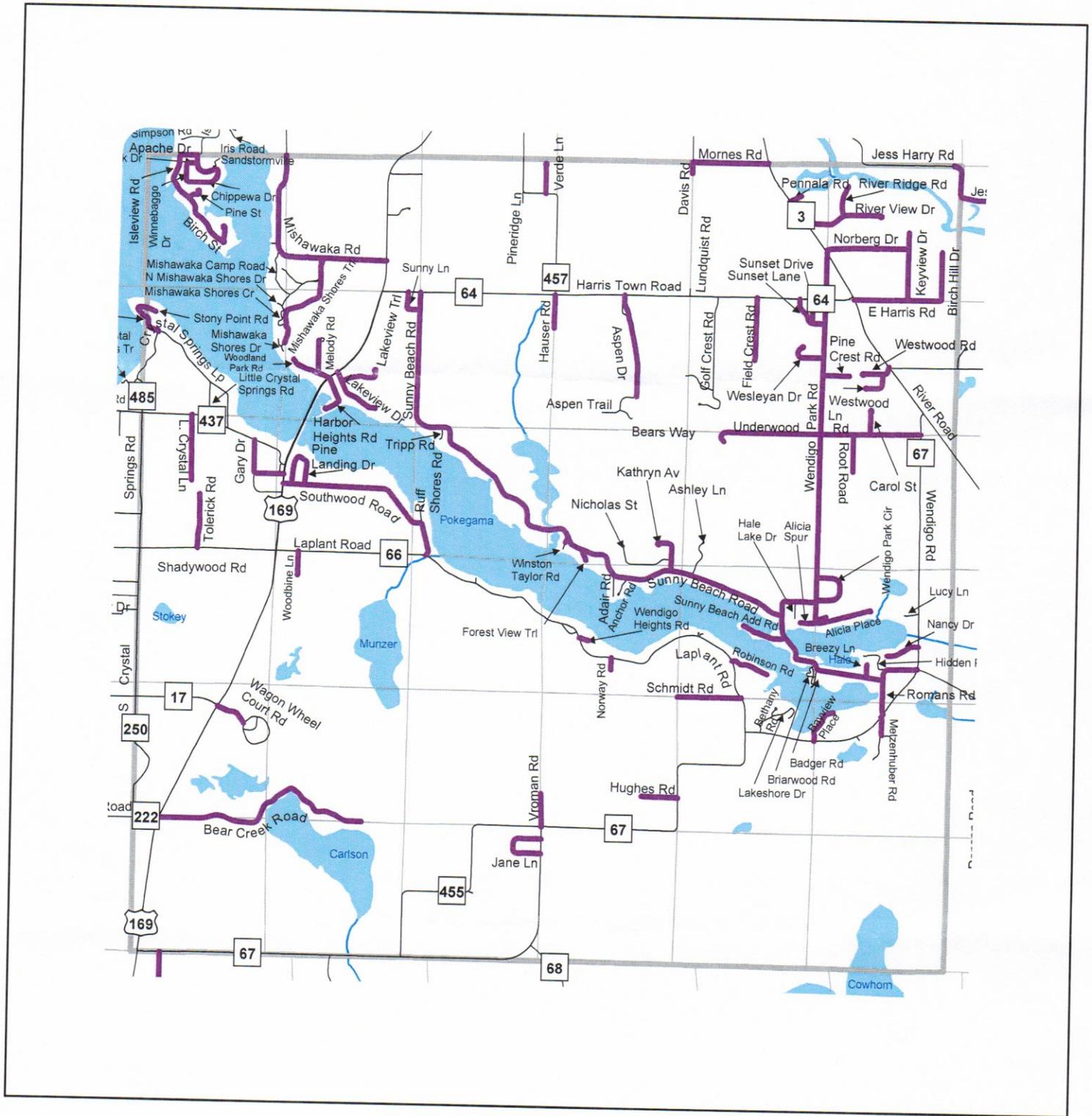
Except as otherwise set forth above in sections 6 and 8 each party shall fully indemnify and hold harmless the other against all claims losses, damages, liability, suits, judgments, costs and expenses by reason of the action, inaction, errors, omissions, or negligence of its employees. This agreement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

Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2017**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2017 to April 30th, 2018**. If there are changes, please note them in the comments section and we will adjust new contract. Rates for 2017 Grading are: \$700/Mile for one trip per month; and \$1400/Mile for two trips per month. Rate for 2017-2018 Snowplowing is: \$700/Mile. **Estimated rate** for 2017 Dust Control: \$2100/Mile (18 foot width, single application). **Final rate** for 2017 Dust Control will be determined by contract between Itasca County/Supplier and will include grading to prepare road for application.

## HARRIS TWP - Attachment "A"

|    | Road Name           | length of road | grading once per month | grading twice per month | snowplowing | dust control | Comments              |
|----|---------------------|----------------|------------------------|-------------------------|-------------|--------------|-----------------------|
|    |                     | miles          | miles                  | miles                   | miles       | miles        |                       |
| 1  | Alicia Place        | 0.55           |                        |                         | 0.55        |              |                       |
| 2  | Alicia Spur         | 0.10           |                        |                         | 0.10        |              |                       |
| 3  | Apache Drive        | 0.20           |                        |                         | 0.20        |              |                       |
| 4  | Aspen Drive         | 0.75           |                        |                         | 0.75        |              |                       |
| 5  | Bayview Place       | 0.30           |                        |                         | 0.30        |              |                       |
| 6  | Bear Creek Road     | 1.70           |                        |                         | 1.70        |              |                       |
| 7  | Birch Hill Drive    | 0.38           |                        |                         | 0.38        |              |                       |
| 8  | Birch Street        | 0.80           |                        |                         | 0.80        |              |                       |
| 9  | Breezy Lane         | 0.10           |                        |                         | 0.10        |              |                       |
| 10 | Carol Street        | 0.20           |                        |                         | 0.20        |              |                       |
| 11 | Casper Landing      | 0.20           |                        |                         |             |              |                       |
| 12 | Chippewa Drive      | 0.30           |                        |                         | 0.30        |              |                       |
| 13 | Davis Road          | 0.10           |                        |                         | 0.10        |              |                       |
| 14 | East Harris Road    | 0.60           |                        |                         | 0.60        |              |                       |
| 15 | Field Crest Road    | 0.50           |                        |                         | 0.50        |              |                       |
| 16 | Forest View Trail   | 0.10           |                        |                         | 0.10        |              |                       |
| 17 | Gary Drive          | 0.45           |                        |                         | 0.45        |              |                       |
| 18 | Harbor Heights Rd.  | 0.30           |                        |                         | 0.30        |              |                       |
| 19 | Hauser Road         | 0.25           |                        |                         | 0.25        |              | formerly Hauser Drive |
| 20 | Hughes Road         | 0.25           |                        |                         | 0.25        |              |                       |
| 21 | Isle View Road      | 0.30           |                        |                         | 0.30        |              |                       |
| 22 | Jane Lane           | 0.50           |                        |                         | 0.50        |              |                       |
| 23 | Jess Harry Road     | 0.10           |                        |                         | 0.10        |              | Corner                |
| 24 | Kathryn Avenue      | 0.25           |                        |                         | 0.25        |              | added 12/2015         |
| 25 | Keyview Drive       | 0.50           |                        |                         | 0.50        |              |                       |
| 26 | Lakeview Drive      | 0.40           |                        |                         | 0.40        |              |                       |
| 27 | Lakeview Trail      | 0.30           |                        |                         | 0.30        |              | added 5/1/2016        |
| 28 | Little Crystal Lane | 0.50           |                        |                         | 0.50        |              |                       |
| 29 | Lundquist Road      |                |                        |                         |             |              | Vacated               |
| 30 | Melody Road         | 0.25           |                        |                         | 0.25        |              |                       |
| 31 | Metzenhuber Road    | 0.10           |                        |                         | 0.10        |              |                       |
| 32 | Mishawaka Road      | 1.55           |                        |                         | 1.55        |              |                       |
| 33 | Mishawaka Shores Tr | 0.60           |                        |                         | 0.60        |              |                       |

# Harris Township



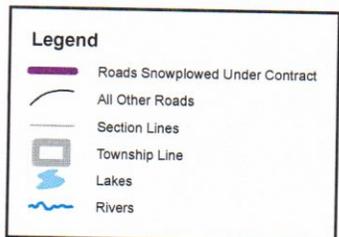
Itasca Geographic Information System  
"decision support through automation"

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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.

**Township Road Maintenance  
Snow Plowing  
Last Updated: 1/4/2017**



## SNOW REMOVAL POLICY

### ITASCA COUNTY TRANSPORTATION DEPARTMENT

Effective Date: November 1, 1989

Revised: November 18, 2014

Policy Number: Operations 89-4

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

Number of Pages: 4

#### PURPOSE

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

APPLICABLE STATUTES N/A

#### POLICY

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

#### ITASCA COUNTY SNOW REMOVAL POLICY

##### OVERVIEW

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

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

## SNOW REMOVAL POLICY

### SNOW REMOVAL POLICY

#### 1. Dispatching of Snowplows

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

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

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

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

#### 2. Operations

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

##### a. Make the Road Passable.

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

##### b. Widen the Lanes to Edge of Shoulder/Deicing

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

## SNOW REMOVAL POLICY

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

### c. Clean Up

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

### 3. Personal Properties

- a. Mailboxes and fences damaged during snow removal will be evaluated case by case. Only those mailboxes and fences that were properly located and installed, and which were damaged by actual contact with County equipment will be repaired at County expense.
- b. As snow is plowed from roadways, operators leave as little snow across driveways as possible. County removal of this windrow is infeasible and remains the property owner's responsibility.

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

- c. County residents are reminded to remove parked vehicles from County roads to assist in snow removal.
- d. The Transportation Department may assist stranded motorists by contacting law enforcement/emergency personnel. The Transportation Department WILL NOT ATTEMPT TO REMOVE STUCK VEHICLES from ditches, snow banks or any other impediment.

### 4. Sidewalks

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

## SNOW REMOVAL POLICY

### 5. Information

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

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

# ITASCA COUNTY TRANSPORTATION DEPARTMENT

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



Date: February 1, 2017  
To: All Itasca County Township and City Clerks  
From: Itasca County Transportation Department  
Subject: Five-Year Plan for Highway Improvement Projects

This is to inform you of the upcoming public input opportunity for Itasca County's proposed Five-Year Plan for Highway Construction Projects. The meeting will be held February 28, 2017 @ 3:00 p.m. or immediately following the regularly scheduled County Board meeting in the Boardroom of the Itasca County Courthouse in Grand Rapids. During the meeting we will present our proposed Five-Year Plan. County Board members will be available to hear verbal input at that time. Written comments will be accepted at the Transportation Department until March 24, 2017.

Please note that the project schedule is dependent on funding, permitting and future staffing levels. This "Five-Year Plan" can and most probably will be subject to change. Some projects could be delayed and some projects occasionally are advanced.

Thank you for your interest in our projects. If you have any questions, please contact me at 327-2853.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Sutherland". The signature is fluid and cursive, with a large loop at the end.

Ryan Sutherland, PE  
Assistant County Engineer



# ITASCA COMMUNITY TELEVISION

Strengthening Itasca area communities through public access media.



LIVE



YOUTUBE



ON DEMAND

**ANNUAL  
REPORT  
2016**

The heading illustrates improvements made to watchictv.org, the online access to ICTV shows and more. The changes not only spruced up the appearance but also made the site more mobile-friendly. The colors and features also coordinate with tworiversvideo.org, the video production division of ICTV (see back).

### Board of Directors

**2016**

*Ed Schmidt*

*Lisa Walsh*

*Eileen Grosland*

*Lyle Eidelbes*

*Ken Olson*

*Myrna Peterson*

*Maddi Christianson*

*Ross Larson (1/2 year)*

*Rachel Shiller (1/2 year)*

*Sandy Layman*

*Brad Nelson*

## Watch your head—things are flying around here

To say 2016 was a year with a lot of balls in the air, would be an understatement. ICTV had balls, cameras, clients, politicians and volunteers flying around to make it one very busy year. Some highlights:

—Learning to be entrepreneurial with our new division, Two Rivers Video, paid off with first-year income exceeding expectations.

—The election year was hard on all media, and ICTV was not spared. ICTV, The Herald-Review, KOZY/KMFY and the Minnesota Council of Nonprofits were hosts to a well-received City Council Candidate Forum.

—Staff had to ask Mediacom and Paul Bunyan to give our channels a day off as ICTV installed new hardware and software to deliver programming. ICTV came back on with a new bulletin board and more reliable scheduling. Thanks to our cable providers for being there as we constantly work to improve content and service.

### Secretary's Report

ICTV held six full meetings of the Board of Directors in 2016, one annual meeting of the full membership and three Executive Committee Meetings.

No changes were made to the policies or bylaws during the year.

—*Eileen Grosland, Secretary*

—ICTV staff prepared and presented 1,356 programs that ranged from five-minute newscasts to two-hour public meetings. Production alone took 1,217 hours or more than 30, 40-hour weeks.

—The videos ICTV puts on YouTube were watched for more than 3 *million* minutes.

—The station aired 1,213 messages about events and activities in our communities on the bulletin board and ensured those activities were included on other community calendars.

—The staff celebrated Grand Rapids' 125th year with vintage video and new coverage.

And, people shared and liked Facebook posts about public safety, kids and music.

2017—here we come—we aren't letting any of those cameras hit the ground just yet.

—*Beth George, Exec. Director*

**GRPD Chronicles combines conversation, and a little comedy to inform viewers about the happenings in the Grand Rapids Police Department.**



## Balance Sheet as of December 2016

(Unaudited)

### Assets

#### Current Assets

|                     |           |
|---------------------|-----------|
| Checking/Savings    | \$138,446 |
| Accounts Receivable | \$ 2,987  |
| Un-deposited Funds  | \$ 148    |

#### Fixed Assets

|                           |           |
|---------------------------|-----------|
| Building                  | \$169,763 |
| Land                      | \$ 63,000 |
| Equipment (-depreciation) | \$ 35,522 |
| Furniture (-depreciation) | \$ 2,498  |

**Total Assets** \$412,366

### Liabilities & Equity

#### Liabilities

|                         |         |
|-------------------------|---------|
| Accounts Payable        | \$ -465 |
| Credit Card             | \$ 90   |
| Payroll Liabilities/Tax | \$ 538  |
| Long Term Liabilities   |         |

Mortgage \$ 97,298

**Total Liabilities** \$ 97,461

**Total Equity** \$314,904

**Total Liabilities & Equity** \$412,366

## 2016 is award-winning year for the station

When your peers think you are doing a good job, it feels downright wonderful. ICTV received the Best Overall Public Access station award from the Alliance for Community Media in 2016. Jennifer Vail-Storrs and Beth George presented it to Board Co-Chairs Myrna Peterson and Ed Schmidt at the September Board Meeting. The management pair traveled to Boston to receive the award in August. ICTV also received a Best of the Midwest Award from its regional peers.



### Major Contributors

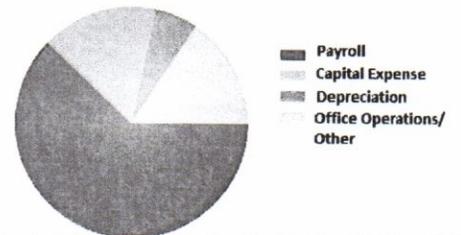
|                                    |                  |
|------------------------------------|------------------|
| Blandin Foundation                 | <u>\$80,000</u>  |
| Grand Rapids Area Cable Commission | <u>\$249,845</u> |
| Itasca County                      | <u>\$ 15,000</u> |
| Member contributions               | <u>\$ 12,794</u> |
| Business Underwriting              | <u>\$ 1,975</u>  |

—Lisa Walsh, Treasurer

### Profit & Loss

|                  |                  |
|------------------|------------------|
| Ordinary Income  | \$394,126        |
| Ordinary Expense | <u>\$349,177</u> |
| <b>Net</b>       | \$44,949         |
| Capital Expense  | \$64,350         |

Expense Breakdown



**TWO RIVERS**  
VIDEO  
Channeling imagination into media

**OUR TEAM**

GOOD PEOPLE BRINGING OUT THE **GOOD** IN YOUR **STORY**



# STRICTLY business

Spring 2017

Grand Rapids • Kettle River • Mountain Iron  
800-421-9959 • [www.lakecountrypower.coop](http://www.lakecountrypower.coop)

## In this Issue

- Outdoor Lighting
- Fixtures and Applications
- Air Compressor Audits
- Exit Lighting
- Making the Grade

## Outshine the competition with outdoor lighting

Save energy and enhance the appearance of your facility

Businesses are always looking for ways to make their facilities stand out. In addition to added security, a well-designed outdoor lighting system can help you outshine the competition.

If you're not certain about the power of outdoor lighting, consider your impression when you see a business that is poorly lit. A careful design with well-chosen lamps and fixtures can create an outdoor lighting system that minimizes energy costs while improving the appearance of your facility.

### Design considerations

Lighting affects human perception. An effective design will draw the eye and may increase foot traffic to a location. Important concerns for outdoor lighting design include:

- Visibility
- Safety and security
- Lighting uniformity through spacing and fixture choices
- Integration with the building's architectural style, material and color
- Facility appearance and the highlighting of selected features

While these guidelines are helpful, they shouldn't be applied to specific designs. The type of fixture, lamp, mounting height and spacing are likely to vary with each application.



### Lamp choices

A number of lamp options are available, each with advantages and disadvantages when it comes to efficiency and performance. Choose lamp types that complement your facility and design needs:

- High-pressure sodium lamps (HPS) are very efficient but have poor lighting quality.
- Metal halide (MH) lamps offer improved lighting quality and tolerate cold temperatures.
- Light-emitting diode (LED) bulbs are highly efficient while offering good lighting quality and long life.

Lighting quality is measured by the color rendering index (CRI) on a scale of 0 to 100. Conventional incandescent lamps, for example, have a CRI of 100. You must balance energy efficiency with lighting quality and other performance factors to determine which technology is appropriate for your needs.

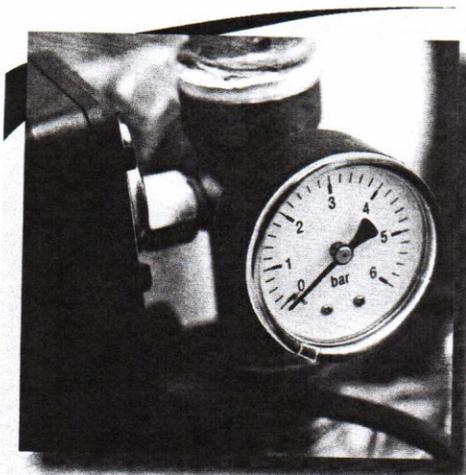
## Fixture types and applications

Options for lighting fixtures include:

- **Cobra head fixtures** — commonly used in area lighting.
- **Post-top fixtures** — these come in a variety of aesthetic and beam shape choices; often used in historic areas and for lighting walkways.
- **Shoebox fixtures** — these incorporate a rectangular 'box' shape around the lamp.
- **Floodlights** — often seen in outdoor areas, such as building facades and sports complexes.
- **Wall-mounted fixtures** — typically used to light adjacent areas for security reasons. Types include wall packs, security lights and decorative wall wash fixtures.

Traditional pole-mounted floodlights are the most common choice because their mounting height and design spread the light across a wide area. Some fixtures can be mounted on the sides of buildings, making them a good choice for illuminating access doors or highlighting decorative foliage.

Always consult with a building inspector or a lighting design expert before starting a project regarding city ordinances or building codes.



## Air compressor audits reveal energy-saving opportunities

Air compressors are widely used throughout industry. In many facilities, compressed air is a core function and the largest electricity user. Electricity typically represents 76 percent of the total cost of ownership.

A compressor audit has the potential to provide immediate energy savings and a sizable impact on a company's profit. Energy savings of 30 percent can be achieved, and operating costs can be reduced by as much as 50 percent. Other benefits of an audit include:

- Improved system reliability
- Increased productivity
- Unscheduled downtime is reduced

A circuit board manufacturer achieved annual energy savings of 742,000 kWh—a savings of \$63,000 annually—after completing a system audit.

Before scheduling an audit, the following should be repaired:

- Clogged or damaged filters
- Major leaks, damaged regulators or lubricators
- Unauthorized modifications
- Inoperable drains

By completing this checklist of maintenance items, an external air audit may not even be needed. Without these repairs, an audit won't be successful.

The Compressed Air Challenge offers free analysis software and other useful information. Visit [www.compressedairchallenge.org](http://www.compressedairchallenge.org).

*Lake Country Power has secured the right to republish these documents.*

## Open the door to savings with energy-efficient exit lighting

There are more than 100 million exit signs currently in use, throughout the United States at a total operating cost of \$2 to \$3 billion per year. These signs run continuously in most commercial and institutional buildings. Large facilities may have thousands in operation.

Older, incandescent exit signs are highly inefficient and have a short lamp life. By upgrading to newer, energy-efficient models, you'll close the door on wasted energy and unnecessary maintenance costs.

### What are the options?

For decades, low-efficiency, incandescent signs were the only lighting option available. Today, you can select from a variety of energy saving types and styles.

- **Light-emitting diodes (LEDs).** With their high energy efficiency and long life (typically 6 to 10 years), LEDs

have become the standard in exit lighting. LEDs require little maintenance, provide a uniform light distribution and are very reliable. However, their low light output can be a concern where visibility is important.

- **Light-emitting capacitors (LECs).** LECs use a phosphor material within a capacitor structure that emits light when it comes into contact with an electrical current. LECs use even less energy than light-

emitting diode signs and provide vivid, uniform light. They are more expensive to purchase, however.

- **Photoluminescent.** These "glow in the dark" signs harvest surrounding light to provide illumination. They are used in areas where wiring is difficult, or not available. Although photoluminescent signs typically need little or no maintenance, and can last up to 25 years, they require a fluorescent light source to remain fully charged.

Design options range from the standard red and white box-shaped model to more



modern-looking cast aluminum and edge-lit designs. Some products come with battery backup to provide emergency exit lighting during power outages. Standard LED models are available for as little as \$15, although some signs cost as much as \$200

or more, depending on the type and features.

### Retrofit kits

When upgrading, it is sometimes more cost-effective to install retrofit kits in place of existing incandescent lamps rather than replacing signs with new models. In deciding to replace an old exit sign or use a retrofit kit, compare the life-cycle cost, not just the initial cost. Other factors to consider include the age of the existing fixture, as well as installation, maintenance and energy costs.

## Exit sign upgrade gets high marks

Springfield Technical Community College in Massachusetts replaced 75 exits signs around its campus with higher efficiency models at a cost of about \$2,200. The school is saving nearly \$2,100 a year in energy costs for an estimated \$43,000 over the next 20 years. The project paid for itself in less than 13 months.

How much can you save from an exit sign upgrade? Use the ENERGY STAR Exit Signs Calculator to estimate the potential savings and payback. Go to [https://www.energystar.gov/products/lighting\\_fans/exit\\_signs](https://www.energystar.gov/products/lighting_fans/exit_signs).





February 8, 2017

*Subject: Special Invitation from your Co-op Directors*

Dear Lake Country Power Member:

Whether it was weather, outages or elections, 2016 was a year we won't soon forget. As we look to the New Year, we're working on ways to improve reliability, response and results in many different ways.

We invite you—as a member-owner—to join us at an upcoming district meeting and find out how we're working to hold down rates and costs while improving reliability and service. Each meeting starts with a light supper at 5:00 p.m., followed by staff updates and time for member questions.

Your district meeting is listed below. Please join us or see the reverse side of this letter for a look at the full member meeting schedule. The schedule is also posted online at [www.lakecountrypower.coop](http://www.lakecountrypower.coop). If you cannot make your district meeting, you are welcome to attend another member meeting.

**Please R.S.V.P. by calling Angie Hanttula at 1-800-421-9959, extension 4521 or 218-322-4521. Or you may e-mail her your R.S.V.P. at [ahanttula@lakecountrypower.com](mailto:ahanttula@lakecountrypower.com).**

| DATE    | TIME                  | LOCATION  | R.S.V.P. By |
|---------|-----------------------|---|-------------|
| March 9 | 5:00 p.m. - 7:00 p.m. | Spang Hall, 35402 Spang Road, Hill City, MN —District 6 | March 2     |

Also, please "save the date" for Lake Country Power's annual meeting, which will be held Wednesday evening, April 19 in Grand Rapids at the Reif Center. We look forward to seeing you at an upcoming meeting.

*Sincerely,*

*Lake Country Power Board of Directors:*

|   |  |                                       |                                     |
|---|--|---------------------------------------|-------------------------------------|
| Craig Olson, Vice<br>President 218-393-2276 | George Harvey, Secretary<br>218-741-6633 | Don Simons, Treasurer<br>218-326-2184 | Robert Bruckbauer<br>218-566-2436   |
| Craig Carlson<br>218-999-7175               | Mike Forsman<br>218-65-5789              | Jim Huhta<br>218-644-3997             | Sherman Liimatainen<br>218-879-3135 |

*Our condolences are with Dale Long's family since his passing in January. The board will determine how to fill the position of District 1 Director in accordance with LCP's bylaws and election policies.*

**Paul Bunyan Communications  
2017 Construction  
Harris Township**



Map #1



**Legend**

|  |                    |
|--|--------------------|
|  | Existing Fiber     |
|  | Proposed Fiber     |
|  | Harris Township    |
|  | Lakes              |
|  | Rivers             |
|  | Municipal Boundary |
|  | County Boundary    |
|  | Sections           |
|  | Township           |
|  | County Boundary    |