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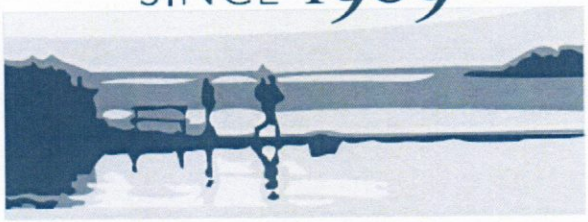
Harris Township
SINCE 1909



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

REGULAR MEETING
May 10, 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 April 12 regular & reorganizational meeting, April 26 P & D meeting, Comp Plan April 24, Board Compensation April 25, May 4 Board of Appeal and Equalization.

3. **Business from the floor**

4. **Consent Agenda**
   - Resolution 2016-001- we don't need this resolution as the bonding didn't pass.
   - Resolution 2016-002- Don't need anymore.
   - Resolution 2017-003- recommended to keep.
   - Resolution 2017-004- Township elections, still good recommended to keep.
   - Resolution 2017-005- Board compensation, recommend to keep with new amounts.
   - Resolution 2017-006- Administrative Policy, keeping with the changes that were discussed in the minutes. Recommended to keep.
   - Resolution 2017-007- recommended to keep.
   - Resolution 2017-008- recommended to keep.

5. **Roads**
   - Culvert Wood tick- two emails are attached.
   - Letter from Dust Bee Gone

6. **Recreation**

7. **Correspondence**
   - Board **Action** items:
     - We received a \letter from Couri & Roppe P.L.L.P Attorney at Law. They represent a lot of township in the area and wanted to introduce themselves. They are also offering a Legal Seminar just for townships. (Letter attached.)
   - *Noteworthy items:*
     - Minnesota Department of Health- drinking water test came back from the Town hall. "Bacteria Results: No Coliform Bacteria were detected."
     - Letter from Century link asking for a safe and collaborative construction season.
   - *Non*-action items
     - *Wagon Wheel Court Road*- was in terrible shape. Was already called upon to grade.
     - Lake Country Power- Letter about how to save energy.

8. Old Business

- Per Diem
- Cable Commission- Mr. Shaw received the final information that we are able to collect the franchise fees. (See attached email) Mr. Shaw is writing up the contracts for the line extension for both Media Com and Paul Bunyan now. Should have those letters by the P & D meeting.

9. New Business

- Locks on the cabinets down stairs (clerk)
- Who is going to take care of the Memorial Day setup and who will be there?
- Resolution for Board Compensation

10. Treasurer's Report – dated May 10, 2017 (of April 2017 financials)

11. Approve payment of bills for April, 2017

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

13. UPCOMING Events / Meetings

Thur May 1 Road Inspection.....6:00 pm Harris Town Hall
Thur May 24 Planning and Development meeting..... 7:30 pm Harris Town Hall
Thur May 25 Road Clean Up.....5:30 pm Cemetery
Mon May 29 Memorial Day Program at the Cemetery..... 10:15 am Color Guard Preforms
Mon Jun 12 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed Jun 14 Regular Meeting.....7:30pm Harris Town Hall

14. Adjourn

REGULAR MEETING
April 12, 2016 at 7:30pm
Minutes

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

2. **Consider approval of Minutes** –minutes from March 8 regular meeting, March 22 P & D meeting Comp Plan January 18, budget meeting January 30, February 6th budget meeting, March 15 Public Comp plan meeting, Peg Fees public meeting April 5, April 11th reorganizational meeting. Motion to approve the minutes made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

3. **Re-organizational items**:
   - Elect Chairman- Jim Kelley
   - Elect Vice Chairman- Dennis Koterkaas

   - Appoint Deputy Clerk: Cyndy Martin
   - Appoint Deputy Treasurer: Paula Trombley

   - Designate official newspaper: Herald review
   - Designate a township attorney: Shaw and Shaw
   - Designate a township road engineer: S.E.H
   - Designate a bank as the town depository: Wells Fargo
   - Designate official posting sites: Town hall and Herold Review as needed

   - Affirm / appoint members to committees/boards:

     a. Weed Inspector: Supervisor Kortekaas

     b Collaborative Opportunities Team (or similar): Supervisors Haubrich, Clayton, and Schack

     c. Trails Task Force: Supervisor Schack

     d. Maintenance Crew Leader: Supervisors Haubrich and Schack

     e. Safety Representative: Supervisors Kelley and Clayton

     f. Human Resource / Personnel Representative: Supervisors Kelley and Clayton, Treasurer Adams.

     g. Cable Commission Representative: Supervisor Clayton, Burl Ives as the resident.

     h. County zoning and environmental services representative (to attend meetings): Supervisors Clayton and Kelley.

     i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives): Supervisors Kelley and Haubrich

     j. Firewise: Supervisor Schack

     m. Other? Peg will take over the Facebook page

     Motion to approve the reorganization made by Supervisor Haubrich seconded by Supervisor Scheck passed by all.

3. **Business from the floor**
   - Northwest Gas Talk came to talk about the timeline to put in more pipe. They are requesting the right of way for the 2017 pipeline additions. The township roads and the county roads are on the map on the back of the contract. Northwest Gas come straight south on Wendigo Road from Underwood Road all the way to LaPlant Road out to 169 and will just past

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Whispering Pines Road. We are using two contractors this summer and are planning about the June 15 start date. Completion date of November 1 is realistic, hopefully will be done in that time. There will be no road closures as everything will be in the ditch. There will be signs and this is a heads up that they will have vehicles on the side of the roads so please be aware. Northwest Gas asked if there is going to be doing any road construction in the township to be done in the next 5 years; asking if we are going to be straitening of roads or anything so they don't have to move the pipes. Motion to approve the line extension made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

- Resolution 2017-007 authorizing increase in Peg fees- (included in the agenda packet) Supervisor Kelley read the entire resolution for the public. Motion to approve the resolution 2017-007 made by Supervisor Haubrich seconded by Schack passed by all.

4. Consent Agenda

5. Roads

- Culvert Wood tick- when Sunny Beach Road was resurfaced a sink hole developed over the Woodtick culvert. Water was too high to do an inspection, this spring the lake was lower to do an inspection; the shortest guy was sent into the culvert. The culvert is in terrible condition and we need to think about doing a replacement. We are recommending it to be looked at once a week throughout the summer. The first step in planning to replace the culvert would be to talk to the DNR. We will need a permit from the DNR as we are going to be working on public waters. Replacement of the culvert was included in the bids with the Sunny Beach project. A larger concrete culvert and maybe a little deeper is what needs to be put in there. Do we have an idea on how much it is going to run, and to see how much is going to be done? Next year would be the projected timeline and we should be starting on the permit now with the DNR. S.E.H. couldn't give us a number tonight, we could have something at the P & D meeting. Glen from S.E.H. is introducing Ellie Jervilen; a civil engineer that has been working with S.E.H. for almost 3 years. She grew up in Harris Township and will be helping out on our Harris Township engineering projects. She has been helpful in developing the spread sheets that they have been using to help with the past projects.
- Plow Damage- residents have called to see if Harris Township or the County will be fixing their laws after the plow ripped it up this past year from plowing. The Supervisor said they will bring it to the board. The damage is in the right of way, the Township will not take care of it.
- Grading of the gravel roads, 3 companies to get quote $135 hr grader $120 for mobilization, Casper motion to stay with Casper Construction made by Supervisor Haubrich seconded by Supervisor Schack passed by all.

6. Recreation

7. Correspondence

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

8. Old Business

- Keller Fence- Board already approved damage done at the cemetery, maintenance crew will fix that.
- Screen printing shirts quotes- Put on hold for one more meeting P & D Prices are in the agenda packet.
- Posts for the bulletin board outside- two posts are needed for the bulletin board outside the town hall. (included in the agenda packet all prices) Recommendation White posts with the total of $170.05 plus shipping charges. Motion to approve the purchase of the posts made by Supervisor Kelley seconded by Sueprvisor Clayton passed by all.

9. New Business

- Supervisor Clayton- legal short course- Motion to approve Sueprvisor Clayton going to the legal short course made by Sueprvisor Haubrich seconded by Supervisor Schack Passed by all. April 20th Rockwood conference center put on by MAT.
- Supervisor Kortekaas to go to training on weeds May 3 in Baxter- Motion to approve made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.
- Summer short course- Walker $50 preregistration Sueprvisor Haubrich would like to go, June 28th is the date, Clerk Alleman would like to go, Sueprvisor Schack and Clayton would also like to attend. Motion to have Supervisors Haubrich, Schack, and Clayton, and Clerk Alleman attend the summer short course made by Sueprvisor Clayton seconded by Supervisor Haubrich passed by all.
- Sign replacements from Karen Brandenberg Newman signs, Newman's sign is quite a bit less; we are ordering from Newman's signs. Motion to go with Newman's Signs in the total of $387.34 made by Supervisor Kelley seconded by Supervisor Clayton passed by all.

10. Treasurer's Report – dated April 12, 2017 (of March 2017 financials) March 1-31 not a lot of activity this time of year, we still need to move the money from Capital funds to the Road and Bridge funds. Not comfortable doing it all yet, and just received emails for more of what Wipfli is looking for. Maybe by the June bills we could have Hawkinson totally paid up for the Sunny Beach Project. Motion to approve the treasurer's report made by Supervisor Kelley seconded by Sueprvisor Haubrich passed by all.

11. Approve payment of bills for March, 2017- motion to approve paying of the bills made by Supervisor Haubrich seconded Supervisor Schack in the amount of $32,582.74 check 17483-17514 passed by all. Motion to sign the checks made by Supervisor Schack seconded by Supervisor Clayton passed by all.

12. Public Input *(please limit comments to 5 minutes)*-About the weeds by Zorbas, all the tansy is there every year and also across the road, what are we doing about the weed control on Township roads? Not state roads, but our township ones, and does it effect the budget. Has the MNDOT been notified? Supervisor Kelley will see if they can call and see what needs to be done.

13. UPCOMING Events / Meetings

Mon Apr 24 Public Meeting for the Comprehensive Plan.....6:00 pm Harris Town Hall
Tue Apr 25 Employee evaluation ..... **CLOSED TO THE PUBLIC**.....6:00 pm Service center
Tue Apr 25 Reorganizational meeting.....7:00 pm Service Center
Wed Apr 26 Planning & Development meeting..... 7:30 pm Harris Town Hall
Thu. May 4 Board of Appeal & Equalization.....9:00 am Harris Town Hall
Mon May 8 Itasca County Township Association.....7:00 pm Blandin Foundation
Wed May 10 Regular Meeting.....7:30pm Harris Town Hall

14. Adjourn – motion to adjourn made by Supervisor Haubrich seconded by Supervisor Clayton passed by all 8:10 pm

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Work Session Public Meeting Comp Plan
April 24, 2017 6:00 pm
Minutes

Present are: Look at the sign is sheet (Copy)

1. **Pledge to the flag,** turned the meeting over to John Powers, gave a history on himself.

When doing the last comp plan there was a huge annexation concern.

Contacted by the township last fall to update the comp plan. The board wants to change the tone of the document with the attachment to the city of Grand Rapids. We have looked at a couple of the townships main concerns. We are going to go over the utility extensions (natural gas and broadband). Tonight's meeting is to look at the draft document and see if anything needs to be changed. The final vote will be up to the town board, and this meeting is for the public to let them know your concerns and the board will take it into consideration. The process is to critique the draft document. This is the updated version, the bulk of the verbiage is the same as what was in the last document. We have edited it to be the current concerns and situations. One was a sanitation area that was not in the plan before, we added it to this latest draft. The 2012 version was based on the development of a new maintenance center. All that information is out, and not included in the new document. There has been a shift in the tone of the document, the board and some residents want to gateway from referring to Grand Rapids so much. There are options for the township, this is not the only option to stay a Township, and we could incorporate into a city in the future to protect ourselves and our resident from annexation. The corridor of the 169, the south side of the lake to stay the same as it is today, and North side of the lake to be commercial. The board would be in favor of the residents that have come forward who wanted their property zoned commercial to have that opportunity. The zoning laws prevent "spot zoning" and that is the reason for the new Comprehensive plan. A perspective is that it could be 1400+ acres, that are north of the lake and only those properties that are abutting the highway, would be able to be zoned commercial, to be developed over a 50+ year time period.

Intent is to inform town board and what is permissible with a Conditional use permit is only for Bed and Breakfast expansions of resorts, antique shops, restaurant/bars/lounges power wood working, car sales, and small engine repairs. Our current plan says we don't want any other conditional use anywhere in the corridor and the new one says that they would consider the new development of certain uses of the land.

What would be allowed in the commercial and referenced the zoning plans, and can recommend to the township, permitted uses is over the county you go in and get what you need right away. Conditional uses are a process for the light industrial commercial zone.

There is a big difference between commercial and light industrial commercial. Conditional use permit is attached the property. Cannot consider any and all uses in the farm residential zoning, if we want to development a section of the corridor we need to pass this comprehensive plan.

Pokegama Lake is in the Mississippi Headwaters water shed. Pokegama Lake is part of the very large study done 2013-15. There are some problems with our lake and Smith Creek. The problem is phosphorus… will see the spill and the storm water management and on Lake Pokegama website. GPLA (Greater Pokegama Lake Association.)

When MNDOT put in the causeway, unbeknownst to us they put all the runoff and drains into Pokegama Lake, a culvert gushes for a day after a hard rain.

The discussion was on the expansion; how wide on each side of the highway should the commercial go? One thought was on one the west side or abuts the highway. We would follow parcels lines only if the property abuts the highway 169. Change the language from nothing on west side and only on the

east side and only where commercial already exists. If we don't do anything now we will have a lot more information on the phosphorus and run off. Under the current plan we have "spot zoning" for the conditional use permits. If we expand it to commercial use the residents will be able to get more for their property.

One of the things to grow our tax base, is commercial zoning in the 169 corridor. We would allow light industrial zoning. The taxes are usually 2-5x the average of the household taxes. One of our main concerns is our roads; how do we fix them and keep them up? One way is to raise taxes, limit or take services away from our community, or let some more commercial properties come in.

Plan A same as current plan, only east side of the highway, nothing on the west and only what is currently zoned on the south side of the lake.

Plan B not south of the lake, just north, and west side and a little on the Mishawka Road.

Plan C is not the whole corridor but possible areas where they could be developed.

Have an improvement of the businesses that come in, with a wider range of the commercial developments. It would mean a higher tax base. The county has been rather generous with the conditional use zoning in Harris Township.

If a business askes for the land to be rezoned commercial they should be able to do that. If we rezoned it commercial we would be able to bring a business in like Kwik Trip. Just because the township doesn't want or recommend doesn't mean it can't happen. Someone can ask the county to change the zoning from farm residential to commercial.

Compromise: Start the zoning on the west and east sides of Highway 169 going north at the "taxidermy" property all the way to the north boundary of Harris Township. There are already a lot of little conditional use properties in this area. This compromise would include them.

Nothing south of the bridge.

One thought was to limit the property to be only 660 feet deep. Parcels get cut all the time and still cutting a 40 into two 20 acres lot. It would still have access off another road, so it could still be cut. If the property owner doesn't asks to be changed nothing happens to their taxes or zoning. It gives the county and township a broader range of businesses to come in.

Make sure everyone who owns land has access to a road. It would start at the taxidermist just north of Pokegama Lake to the township line. The town board has to act on this and we will have another meeting on this. The draft will up on the website as soon as we get it, and it will be the revised document.

Boat accesses talked about the enlargement of Mishawaka landing across the street. It is a wetland, who is going to pay for this? A suggestion would be to hire someone to design it and find out the cost of the project. All of our accesses are deficient and need to be upgraded.

It's the duty of the association to communicate with the township.

Cause way might pollute the wells in the area if we move the waist water to the cedar swamp.

AIS (Aquadic invasive species)

Adjourned at 8:05 pm

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Note: this is an update, not a "from scratch" new plan

Recognized expansion of natural gas and broadband service within township.

Specifically identified sedimentation into Pokegama Lake from runoff in the Hwy 169 corridor as an issue.

Eliminated now obsolete language regarding: new community center; annexation, grandfathering of uses

Updated basic information such as population.

Shift in tone from continuance of township form of government to continued local governance which could include incorporation as a city.

Hwy 169 corridor: significant changes

- Purpose of changes is to enhance opportunity to increase property tax base
- Expands area of potential rezoning to LI/C to include both sides of highway for entire length of township with exceptions for already developed residential areas.
- Primary focus is on retail/service businesses but light industrial would be supported.
- North of lake corridor is generally 1,320 feet wide on the western side and variable on the eastern side.
- South of the lake the corridor is generally 660' wide.
- Issue of runoff and sedimentation is specifically addressed

Delete reference to mid-point connecting road between Sunny Beach Road and Harris Town Road

Action Plan

- Land Use
    - Hwy 169 corridor language change
    - Eliminate "grandfathering" language
- Hwy 169 Corridor
    - Deleted in favor of change in Land Use
- Roads and Transportation
    - Add 5-year road plan
    - Delete Sunny Beach / Harris Town Road connector
    - Delete reconfiguration of River Road/Harris Town Road intersection
    - Delete implementation of Township Road Policies -- done
- Community Facilities
    - Delete community center planning
    - Augment retention of all existing parks and picnic areas to include undeveloped access points to the lake (had been in the text of the prior plan)
    - Give priority to Mishawaka, Casper and LaPlant accesses for any improvements
- Wastewater Treatment
    - Delete evaluation of options
- Government Services and Other
    - Revise to reflect options for local governance
    - Delete working on agreement with GR regarding Hwy 169 corridor annexation

Work Session
Wednesday, April 25, 2017 - 6:00pm
AGENDA

1. **Pledge to the flag**

2. **Call the meeting to order**

3. **<u>CLOSE meeting to the public</u> in order to Evaluate Harris Township employees,** *in accordance with Minn. Stat. § 13D.05 Subd. 3(a).*
   - Maintenance Crew (full time): Dan Key and Derrick Marttila
   - Town Hall Caretaker (part time): Amber Hartel

   - Motion to recess made by Supervisor Haubrich seconded by Supervisor Clayton passed by all. At 7 pm recessed the meeting and reopened the meeting at 9:15 pm.

4. ***<u>REOPEN</u>* <u>meeting</u> to the public at 7:00 p.m. as posted,** and summarize the conclusion of closed meeting

5. **Review current compensation of township employees, and discuss any changes for May 2016-Apr 2017**
   - As a point of reference, see "Request for Board Action" from May 11, 2016, for *current* rates of pay for township employees. Consider any changes for the upcoming year, May 2017 – April 2018- Employees- 3% raise last year (2016) have we given them additional duties, no just more paperwork. The board approved a 2% raise in pay, so the total is $19.65. Motion to add to the consent agenda in May made by Sueprvisor Kelley seconded by Supervisor Haubrich passed by all. Something to think about and is a pay scale and then you don't get the additional to pay on performance. Nothing to set in stone... one time money vs merit pay. The board approved to put the caretaker to $12.50 an hour.
   - Rink attendance-Minimum wage
   - Part time hourly wage- stays at $11 an hour
   - Election judges- Stays at $10 an hour.
   - **ADD THE NOTES I MADE** Getting paid a salary, what is included in the salary? An hourly rate for the additional things we do. Want to be upfront with what we do, and when that was established was then there was 20 hours a month. The supervisors will keep track of what you are doing for the next couple of months to measure what they are doing.
   - Review Town Ordinances:
     1. Ordinance No. 1 – Consumption of Intoxicating Beverages- question as to why this ordinance if violation is a misdemeanor and can be enforces as a fine. Signs will be posted at all the properties. Under section 3 under "D". Amendment have to have a public meeting to get the public input. **Schedule a public meeting.**
     2. Ordinance No. 2 – Subdivision Bituminous Surfacing- Keeping the same under section 2 developer in the ordinance subdivision and definition of developer. It is in the ordinance. Keeping the same.
     3. Ordinance No. 3 – Lodging Tax in Harris Township- No changes

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- **Resolution 2016-001-** We don't need this resolution. Bonding didn't pass at the annual meeting in 2016.
- **Resolution 2016-002-** Don't need it any more.
- **Resolution 2016-003-** Still good and keeping.
- **Resolution 2017-004-** Township election still good.
- **Resolution 2016-005-** Compensation so it's all good.
- **Resolution 2016-006-** Administration policy- data practice; we can't give out employee information. We want to change on page three concerning the regular agenda, put item 13 to the upcoming meetings list. Put #14 to adjourned, after reading the meeting notices. Same with the Planning and Development Meeting. Asking about additions do we ask for additions or corrections for a meeting? If we have things that are added, we ask that we have them in front of the Supervisors at the meetings, if possible the clerk will send out any additions to the meeting beforehand also. So they are more prepared, the agenda will be made available the Monday before the regular meeting and the Monday before the Planning and Development meeting. The Supervisors would like the opportunity to go through and make notes for the meeting. We ask the cooperation with chair, so anything that comes out after the agenda will be added to the agenda at the meeting. That way everyone knows what's going on. Sunday night before the meeting have agenda items to the clerk. The Monday before the regular meeting, pay requests need to be turned into the Treasurer. Put the verbiage in both the Regular and P & D Meeting section of the Admin Policy. Under the consent agenda get rid of the "regular meeting" or add in "P & D", and the P & D was not televised so it was used more for a work session. Strike out the "record."
- Additional meetings they attend (supervisors) the meeting minutes should be in a loose leaf binder, and accepted by consent agenda.
- Under 9 A regular meetings. Add the other meetings the board members attend.
- Under 11 last sentence strike the "last." **(Reword the section) continued and reconvened**
- Number 12 "township" throughout the whole document. Change "township" to "town" for consistency.
- **Resolution 2017-007-** Is good; keeping.
- **Resolution 2016-008-** Keeping.

6. Review responsibilities and compensation of Supervisors, Treasurer, and Clerk

- As a point of reference, see Resolution #2016-005 for officers *current* compensation passed in May 2016. Consider any changes for the upcoming year, May 2017 – April 2018. Do we think we need a raise this year Supervisors? Motion to make a to keep the same of the rate of pay for the Supervisor's made by Supervisor Clayton seconded by Sueprvisor Shack passed by all. Add to the consent agenda…

- Treasurer goes above and beyond and usually at audit time. Treasurer has not had a raise since becoming treasurer. The treasurer doesn't pay attention to how many hours she actually works. This year if the board is thinking about going to an appointed position you will want to think about the qualifications you want the treasurer to have, and how many hours the treasurer takes to do the job monthly. The current treasurer as a degree in Business Administrations and Masters in Leadership. The auditor is now required to get the qualifications of both the treasurer and the clerk. They would need to have a two year degree minimum qualification and 2 year accounting and 3 year experience if the position would be appointed. Everything is different every month as what the duties are, she isn't bale to cut and paste. The treasurer nor the clerk have not been given a raise in the last 6 years. The hourly has increased. The treasurer crunch time is Sunday/Monday, payroll

comes in she doesn't have time to pay attention. The board asked if the increase should be in per month or hourly. The board agreed to bump her hours from 30 to 35 hours a month and raise her monthly salary from $600 from $650 a month. One of things we need to look at is to do appointed positions, and compare it to salaried position for those that are doing a similar position in the area.

- Clerk repetitive with packets, minutes, and agendas. The clerk has an allotted 40 hours a month. Last salary rate changed from $700-$800 in 2010. Clerk didn't get a raise for the clerk position, it was for adding the cemetery duties. We do about 100 hours a month, we recommend going from 40 -50 hours a month. In favor of a raise of $100 a month with an addition of 10 hours a month. The clerk keeps a vital part in the township, keeping all the o9fficail minutes, agenda, and is the first contact for most in the township. We have pay histories for sure, in pay requests. The treasurer can go back two years to see what happened, as to why the a clerk who is old vs new an idea if it's now get the job done in 40 hours a month. The new clerk is saying it takes her longer to get the work done. The supervisors want to see if there is more that is above and beyond that the clerk is doing. The supervisors want to see what started to happen and see where they were going. We have added new board members. Takes my time with the change in supervisors, over and over and constantly in a training faze. The clerk also mentioned that the previous clerk wanted to be done as it was taking more and more time. Set a date and look at the positions for the treasurer and clerk and little better handle on it. We have history for the clerk and treasurer.

- We are going to look into getting an ipad for each of the supervisors as a cost savings and time saves for the clerk. Expensive at first looking at purchasing them but could save on hours and paper for the clerk. The clerk will look at the cost up front vs the cost of time. Email and only township business at the meetings will be on the ipad. Past board minutes would be available to the supervisors at a touch of the screen. Look at cost of the printer, additions, paper, toner, additional cost. We can see if we can get the government rate and getting 5 vs one.

- We will be collecting data for the next year and we can look back and get the information from Becky. We can look at it quarterly (every three months) to get a better understanding on the duties of the clerk. The clerk will start putting something more on paper so the supervisor see the extra that the clerk does going forward.

- Consumption of alcohol leave until the annual meeting. The signs are not going to be changing the verbiage and put in at the next annual meeting. Know that the signs are up, and they will know.

- Motion to adjourn at 9:14 pm made by Supervisor Kortekaas seconded by Supervisor Schack passed by all.

7. Adjourn

- **Motion to adjourn at 9:48 pm made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.**

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PLANNING & DEVELOPMENT MEETING
April 26, 2017 – 7:30pm
Minutes

Present were from the board were: Jim Kelley, Ken Haubrich, Peggy Clayton, Mike Schack, Dennis Kortekaas, Treasurer Becky Adams, Clerk Cari Alleman. We had residents in the audience also.

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

2. **Business from the Floor**
   - Bernie Carey- asking to throw a retriever for their dog. They live on Stoney Point Road. Mr. Carey is asking permission to throw a retriever, he is a dog trainer and looking for something close by to be able to do drills with the dogs in the morning and evening. They have property in Squaw Lake but it is not a convenient place to go and do simple retrieves. They are planning on ding simple retrieves with the dogs. They would be parking on the road and using the field by the cemetery. It is ideal for what they want to do. Wants to be able to run 100 yard marks, and would only be doing simple drills. They own the only amateur champion in the state of Minnesota. We have a contract with a farmer do cut the hay and he says it won't be a problem. If the hay gets to tall they won't go there. Discussion: if there is a funeral there they would leave. Motion to approve the Carrey's to use the field made by Supervisor Clayton seconded by Supervisor Schack discussion: sign a release form to have the dogs there and passed by all.
3. **Consent Agenda**
   - Comp Plan- We had a good meeting on April 24 at 6 pm. We had a meeting on April 25th for the re-organizational meeting. We went over the resolutions and ordinances.

4. **Roads**
   - Road Inspections- Underwood road- Supervisor Haubrich and the Maintenance crew went to inspect the culvert after it was noticed there was standing water. They called in for the utilities to be marked and after they are marked they will go out and cleanout the culvert and reshape the ditch. This is on the east side of the lake.
   - Spring road inspections- We usually do these in the beginning part of May. With the new members on the board, it would be good if we can look at all the roads all together. We would have the board together to have them rate the roads the same. That way we are all on the same page for what we are looking at and filling out. If the residents would like to look at the roads with the supervisors they are more than welcome. We are putting out an invitation to have the residents join the road inspections. We are looking at a few evenings or Saturday morning. Some roads we can go through pretty quick. May 9 & 11 or 15 & 16. Motion to have the road inspections on May 9th and 11th at 6 pm made by Supervisor Kelley seconded by Supervisor Haubrich, passed by all. **DO QUARUM NOTICE** Motion to post for the meeting mad by Sueprvisor Clayton seconded by Supervisor Haubrich passed by all.
   - Wood tick culvert going across Sunny Beach Road is deteriorating and Glen will start doing research to see what the DNR would like to have put in there. We are going to see if we can do a sleeve, and Glen will get back to us how long we have to get it replaced. The DNR has a new guy in the positon that takes care of culverts, they will get back to us with a cost estimate with the recommendations the DNR would like us to do. Culvert shouldn't be a problem until next year.
   - Road Clean up- usually done the week before memorial, the 25 or 26th the 25th will work for everyone Motion to have a road clean up made by Supervisor Kortekaas seconded by Supervisor Clayton, the 25th at 5:30pm to clean up the road by the cemetery, passed by all. **DO QUARUM NOTICE**

5. **Recreation**

6. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 4/11/17- motion to approve the town hall report made by Sueprvisor Haubrich seconded by Sueprvisor Clayton passed by all. Recommending replacing sign "do not drive on the ramp" sign to "don't drive on the grass." Have the maintenance crew put up the new sign, mention about the handicapped signs to be raised up to 48 inches high. Maintenance crew will raise the signs up to 48 inches.
- Something Amber wondering about flowers again this year and was wondering if she can get the flowers out front again this year. Last year she was given a budget of $200 for the year. Motion to get the flowers made by Supervisor Kelley seconded by Supervisor Kortekaas passed by all.

7. Maintenance Report: 3/1/17-3/31/17- it's nice that they get sent everyday so they can stay caught up on it. All the purchases that have been made are on the report. The report also includes the mileages. Dates of March 9th shouldn't be listing names of the graves being opened and asked that the names be stricken from the record, under Dan and Derrick on both 9th and 10th graves openings. **Go through the maintenance report and pull out the names of the graves being opened.** It's a lot to put in all the little items to list on the report. Motion to approve the maintenance report made by Supervisor Clayton seconded by Supervisor Schack passed by all.

8. Old Business

- Embroidery- So recommendation to go with Clafton to get the screen printing done. Clafton prices were $4-$5 for T-shirts, $4-$5 for the High visible Vests, $5-$6 High visible jackets on the front and $12-$15 for the back. We need to get it done and the t-shirts need to be replaced and jackets will eventually need to be replaced. As well as the board to have vests (5) vests to be done for the board use. Have them screen printed on the back. Motion to go with Clafton for screen printing shirts and vests made by Supervisor Kelley seconded by Supervisor Kortekaas passed by all.

9. New Business

- Letter from Shaw and Shaw about the franchise fees and PEG fees. **Letter is included with the Agenda.** Table it until we find out more. The cable commission will be notified. Motion to table until we find out more made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- Collaborative meeting minutes- they invite different townships and cities. Many communities from the area to come and speak. We get to hear from different comminutes as to what is happening in their communities. It is beneficial for Harris Township. Harris Township is the only one that attends out of all townships. All the townships in Itasca County are invited to the meetings. We are also looking at maintaining membership, the meetings move around to different areas.
- Dugouts- approve the ad- last fall it was approved and the minimum bid needs to be the cost of the ad. The bids will be opened at the P & D meeting on the 24th of May. Will be published on May 7th. We will extend the May 8th out to the 22nd of May. The bids have to be received by May 22nd at 5 pm. The bids will be opened on the 24th at the P & D meeting. We have put the size and dimensions in the ad. The public can go look at them at the service center.
- Charge Accounts- No names listed on the charge accounts at L & M or at Ace. When Amber started they updated the list. The maintenance crew has Home Depot cards they use there. Meet with them and get a list of where they charge and who is on it. Depends on where they are charging and basically only at L & M and Ace.
- PerDiem is for the times you are on overnight meeting/training for the township and you have to purchase dinner. The thought is when you are going for the township you have to be there and spending money you normally would not, otherwise you would have eaten at home. Question has come up before and this is the guideline of what could be done. Motion to table to Regular meeting made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.

- Little league- asking to hold the field in Crystal Springs and Wendigo. The email received refers to the timeline and reservations they are asking for. (Agenda Packet) Check with the maintenance crew to see if they are in playing condition, and Haubrich will confirm with the maintenance crew to maintain the a parks for the summer/season. Motion to approve Little League use and reservation of our playing fields made by Supervisor Haubrich seconded by Supervisor Kelley passed by all.
- Green again sent quotes for our information. It was for weed and feed for the parks and cemetery. We haven't done anything for a number of years and the quotes were a lot of money. The board suggests an experiment with a section of Crystal Park. We would plant a grass that doesn't grow very fast so you only have to cut the grass twice a year. It is a grass seed that only gets about 6 inches high (No Mow). We would have get the No Mow that is specific to our growing area. Not sure of what needs to be done and would look into it more. The suggested area by the settling pond the SW corner of the park. We need to do research as to what the process is.
- Stiffened- we had a meeting on April 25th, we talked about the clerk and the treasurer's wages. It didn't make sense what was being said, and before we approve it all at the May Regular meeting we would like to have a discussion. We were concentrating on the hours so much in our discussion the other night that we ended up taking away the raise we thought we were giving them. The Treasurer is currently getting $600 a month for 30 hours of work, and the Clerk gets $800 a month for 40 hours of work. The discussion on 4/25/17 was that we up the treasurer to 35 hours a week and $50 a raise. We did the same thing for the Clerk. We are bring it up tonight to see what the wish of the board is since neither one wants a pay cut. It was to increase the pay, it should be a pay increase without an increase in hours. Recommendation: the treasurer hasn't had a pay raise in 7 years, and the clerk is the same, also 7 years. Motion to raise stiffened with keeping the same hours they are doing now, made by Supervisor Kelley seconded by Supervisor Haubrich, bump the treasurer to $700 a month and clerk to $800 plus the $100 for the sexton work, Passed by all.

10. Public Input

- Why we got snow plowed today? The township pays a flat rate to the county and doesn't matter for the how many miles they plow. Right now we are paying $700 per mile for the season. What happens to the roads when they plow a black top road without much snow? They are not putting down pressure on the road.
- Board of Equalization and we have to have three there Supervisor Haubrich, Supervisor Clayton, and Supervisor Kelley will be there for the quorum.
- Tuesday the 9th & 11 are the road tours; May 25 5:30 pm to do road clean up of section of River Road in front of the cemetery; Township Association meeting May 8th at 7 pm at the Blandin Foundation.
- Need to do the evaluations and not everyone needs to go, May 5th at 8 am Supervisor Clayton, Supervisor Haubrich, and Supervisor Kelley will be there to do the maintenance workers that morning. We will need to do Amber's in the afternoon. Meeting at 4:30 pm on May 4th at the town hall. Will let Amber know. Motion have the meeting on May 5th at 8 am at the service center, and May 4th at 4:30 pm at the town hall made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all.
-

11. Upcoming meetings/events

- Thur. May 4 Board of Appeal & Equalization .....9:00 am Town Hall
- Wed. May 10 Regular Meeting..... 7:30 pm Town Hall
- Wed. May 24 Planning and Development Meeting.....7:30 pm Town Hall

12. Adjourn –Motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Kelley passed by all at 8:35 pm.

Minutes of the
Board of Appeal and Equalization
Harris Township
Thursday May 4, 2017
9:00am

Pursuant to due notice and call thereof, a Local Board of Appeal and Equalization was conducted on Thursday, May 4, 2017 at 9:00am at the Harris Town Hall, with following officers of the board present: Supervisors Ken Haubrich, Peggy Clayton, and Jim Kelley, and Clerk Cari Ann Alleman. *Absent: Supervisors Dennis Kortekaas, Mike Schack, and Treasurer Becky Adams*.

Also in attendance were Cory Leinwander, Itasca County Assessor, Eric Odden -Assessor/Appraiser for Harris Township, Tony Trombely, County-Assessor/Appraiser, Carissa Nelson County-Assessor/Appraiser, Amber Peratelo, County Assesor.

There were 4 Harris Township residents in attendance.

Opening Comments
Chairman Kelley introduced the 2017 Local Board of Appeal and Equalization for Harris Township: Supervisors Kelley, Haubrich, and Clayton. He then turned the meeting over to County Assessor Odden.

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

Explanation of purpose and process for Local Board of Appeal and Equalization
Leinwander explained that this meeting was to review the 2017 classifications and assessments/valuations of Harris Township properties that are used to calculate taxes payable in 2018. Any person feeling aggrieved could discuss their complaint with the Board and Assessor. The meeting is to be kept orderly and anyone becoming loud or out of order would be asked to leave. The complaints would be reviewed in the order they appeared on the sign-in list.

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

This is a meeting of the residents; the local board should be addressed with all grievances – not the county Assessor. A reminder was given that this meeting is about property valuations - not about taxes.
Interior inspection, is walking through your home, they measure the rooms and look at the inside of the home.

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

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

- The classification for 2017 (such as homestead vs. non homestead, business vs. residential, etc.) that will affect taxable payable in 2018.
- The valuation amount that is shown on the yellow form from the county. (This was *not* a meeting to discuss *taxes* – but rather the property valuations and classifications.)

County wide changes:
Leinwander commented that there were made, does not affect Harris Township. Increase in zoning in 35 acres or more.

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

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

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

Per MN statutes, section 274.14 subdivision 1:
"A board member shall not participate in any actions of the board which shall result in the market value adjustment or classification changes to property owned by the board member, the spouse, parent, stepparent, child, stepchild, grandparent, or grandchild, brother, sister, uncle, aunt, nephew, or niece of a board member, or property in which a board member has financial interest. The relationship may be blood or marriage."

Township wide changes:
Leinwander commented that Harris Township was last reassessed in 2015-2016. Odden will go into a portion of Harris Township this year. It will be another 5 years before the assessor will reassess the properties.

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

In Harris Township, Cory Leinwander gave out the packet of the improved sales book (attached).

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

1.

Taxpayer name(s):	**Parcel number (s)**:
Herold Thompson	19-615-0120
Address:	**Classification**:
Nature of grievance:	
Herold came before the board before he goes to the county. The assessors have come out to look at the property	

again. A couple of years ago the value of his house went up $30,000 in value and went down $50,000 after going to the county and having the assessors come back out. Estimated taxes for 2018 went up, with the high water it killed a bunch of trees. Herold feels that the increase for 2018, is a large increase in one year. The values went up 20%.

Reassessment of the platted portion is what was assessed this year. Herold's property was previously assessed at the lake shore as fair to average and now at average and good. The county sees it as good lake shore, but water came up and killed several trees. The county is trying to equal out the values of the useable lakeshore on Pokegama Lake.

The property that that the county assessed is not useable land and they have assessed it at a higher rate. The county added 109 feet of lakeshore to his plat of land. Based on reassessment they are equalized on the same sales and similar lake shore. The county assessed the property close to what it would sell for. Statutory is they have to value at 100% of the estimated market value.

Herold doesn't accept a 20% increase in the property. It's quite a jump in the valuation.

The county has adopted 3 different lake shore market changes and the board of appeal is technically valid for 1 year only. The change in the effected assessment is valid is until the next assessment.

Action taken:
Affirm the value of the property and Herold will be able to take it to the county board. Supervisor Haubrich motioned to have the value reduced by 10% Seconded by Supervisor Kelley. Evaluation of the lake shore changed and 109 feet added to the plat. Is it the property or the 109 feet that popped up getting the value higher? With the better technology the county can be more accurate. They are more objective.

County asked where the 10 % will come off of. Will it be the house, property or the lakeshore? The 20% came from the lakeshore so the board suggested it come off of the lakeshore valuation. It would be on the lake shore and the total value of lakeshore right now is $296,700. Changed from fair to average and average to good. If they did the 10 % on just the lakeshore would be a reduction of $29,700. The county board accepted the lakeshore to be in the fair valuation why hasn't that been in consideration for this assessment? The assessors are using the same procedures for all the property on Pokegama Lake.

Motion to reduce the 10% just on the lake shore made by Supervisor Haubrich seconded by Sueprvisor Kelley passed by all. $535,700 is the new value of the property.

Herold still disagrees with the grade of the lakeshore. He has the opportunity to go to the county. He will get a revised property evaluation from the county in the next couple of days and if he still doesn't agree he can take it to the county.

2.

Taxpayer name(s): Daniel Lundquist	**Parcel number (s)**: 19-540-0220
Address:	**Classification**:

Nature of grievance:
Daniel wanted to make sure you knew it is not a garage it's a shed. He put in a rolling door so it makes it easier to get things in and out. He has a problem with the value, it goes up by about $10,000 every year. Daniel has it for sale. The listed price is $35,000 and the county has assessed it at $56,000.

Before he had 5+ acres on the listed property. The more property you have the more of a discount you get. It is a price adjustment with the size adjustment and it's less per acre. When he split the parcels, the size adjustment discount was taken away. There are big red pines and white pines on the property. He just wants to get rid of the property. He had two parcels but the county values it as a whole. The value of the land went up $6700 in one year. It went from $49,900 to $56,600 the building is $3400 in value. They have the property on the market at the top of what he could get for it. A 5 acre lot base rate of $.27 an square foot. They also accounted for the drive way and electric. It goes up every year. The $6,700 was the increase based on the size adjustment. The land went up and it is high land and it is not cleared. Pine crest is the address

Action taken: ***Motion to affirm the value made by Supervisor Kelley seconded by Supervisor Haubrich, passed by all.***

3.:

Taxpayer name(s): Robert Wickman	**Parcel number (s):** 19-520-0563
Address: LaPlant road	Classification:

Nature of grievance:
Robert has not made any improvements to the property, but the increase this year was $16,000 dollars. The quality of living is not the same because of the rentals on the one side of them. They feel like they are getting taxed out of their homes. New improvement value was zero on the property assessment they received form the county. The Wickman's used to have a straight line discount on their lakeshore property. The county draws a straight line from one corner of the lake shore to the other. That way they are not being taxed on a peninsula. The county has taken off the straight line adjustment as it was not needed, they didn't have a peninsula. There is not a peninsula and it was a $14,000 increase. Only 1/3 of the lakeshore is useable, it has been the same since he bought the property.

Action taken: ***Motion to affirm the value made by Supervisor Clayton seconded by Supervisor Kelley passed by all.***

4.:

Taxpayer name(s): Barb Olson	**Parcel number (s):** 19-023-4304
Address: Robinson road	**Classification:**

Nature of grievance:
Taxes have not gone up or down much every year and this year it went up $1049 dollars and now we have lakeshore that has not been ever been there. We only have 422 feet of lakeshore, we have a creek runs through the property. She went to the GIS office and talked with them. Because the GPS is so much more accurate, her property went from 10 acres to11.5 acres. Revised version for the 2018 year with the added 900 feet of lakeshore will be sent out. They reassessed it and it went back down to 422 feet of lake shore. It has never been surveyed. The property is at the lowest valuation, they used an aerial photograph to see the property lines. The county suggested to have an independent surveyor come out to survey the land. We can't change the 2017 property taxes.

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Action taken: ***Motion to affirm the value of her property made by Supervisor Haubrich seconded by Sueprvisor Clayton passed by all.***

5.

Taxpayer name(s): Loretta Barton	**Parcel number (s)**: 19-445-0090
Address: 32186 Southwood road	**Classification**:
Nature of grievance: The property was valued at $147,000. The lake shore grade changed by the county down to $$112,000. The homeowner wants it valued at $60,000. The Property owner is basing this valuation on the neighbor's property.	
Action taken: ***Motion to affirm the value made by Supervisor Haubrich seconded by Supervisor Kelley passed by all.***	

6.

Taxpayer name(s): Natalie Anderson	**Parcel number (s)**: 19-520-0510
Address:	**Classification**:
Nature of grievance: Purchased it as cabin, the county changed the value on building from $234,300 to $226,900.	
Action taken: ***Motion to affirm value made by Supervisor Kelley seconded by Supervisor Clayton passed by all.***	

7.

Taxpayer name(s): Ryan Novach	**Parcel number (s)**: 19-485-0560
Address:	**Classification**:
Nature of grievance: The county changed the grade of the house from $445,900 to $420,700 after interior inspection.	
Action taken: ***Motion to affirm value made by Supervisor Clayton seconded by Supervisor Kelley passed by all.***	

8.

Taxpayer name(s): Elizabeth Lyons	**Parcel number (s)**: 19-018-3303
Address:	**Classification**:

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Nature of grievance:
Action taken: ***Motion to affirm the value made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.***

9.

Taxpayer name(s): Alitta Frisby	**Parcel number (s):** 19-024-1303
Address:	**Classification:**
Nature of grievance:	
Action taken: ***Motion to affirm the value and the right to go to the county board made by Supervisor Kelley seconded by Supervisor Haubrich, passed by all.***	

10.

Taxpayer name(s): William Eckblad	**Parcel number (s):** 19-465-0175
Address:	**Classification:**
Nature of grievance:	
Action taken: ***Motion to affirm her value at this time Supervisor Clayton seconded by Supervisor Haubrich, motioned passed***	

11.

Taxpayer name(s): John Lamier	**Parcel number (s):** 19-520-0530
Address:	**Classification:**
Nature of grievance: The county changed lake shore grading from $202,900 to $187,300.	
Action taken: ***Motion to affirm value made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.***	

12.

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Taxpayer name(s): Eric Glorvigan	**Parcel number (s):** 19-495-0255
Address:	**Classification:**
Nature of grievance: New construction, initial assessment was $622,500 dropped the value after being able to go assess it with the homeowner. It is not 100% complete so it is currently being valued at $421,400. Will go back out and assess it after it is 100% complete.	
Action taken: ***Motion to affirm the value of the property made by Supervisor Clayton seconded by Haubrich passed by all.***	

13.

Taxpayer name(s): John Howeri	**Parcel number (s):** 19-520-0030
Address:	**Classification:**
Nature of grievance: The county did an interior inspection, made adjustments and upper level wasn't finished. Changed the valuation from $358,800 to $345,200.	
Action taken: ***Motion to affirm the value made by Supervisor Kelley seconded by Supervisor Haubrich passed by all.***	

14.

Taxpayer name(s): Paul Venne	**Parcel number (s):** 19-600-0270, 19-600-0280, 19-600-0290, 19-600-0300
Address:	**Classification:**
Nature of grievance:	
Action taken: ***Motion to affirm the value made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.***	

Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Kelley passed by all, at 10:53 am

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