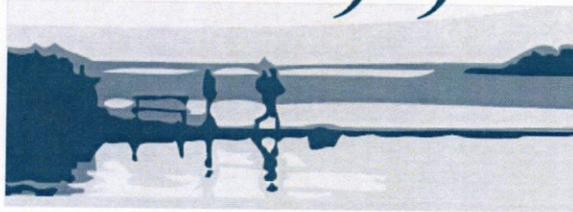


Chairman Jim Kelley
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Phone 218-327-0317

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 326-1551
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-5070
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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 December 13, 2017 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the Minutes** of the Regular Meeting October 11 & November 8, work sessions or special meetings held since the last Regular Meeting 11/8/17, Work session minutes 12/6/17, Work Session minutes 12/8/17.

TO BE APPROVED AT THE JANUARY 24 P & D MEETING MINUTES FROM NOVEMBER 29TH P & D MEETING.

3. **Additions and Corrections-**
4. **Business from the floor-** Please come up to the podium and state your name and address for the record
5. **Consent Agenda**
 - Resolution designating polling place
6. **Roads**
 - MEMO From Glen to address items below
 - Wood Tick Culvert Pay request
 - "Bump" sign quotes
 - Letter to DOT
 - Meeting with County for Road Issues
7. **Recreation**
 - Rink Attendant status
 - Cemetery Grave Heater
8. **Correspondence**
 - Dan Butterfield email
 - WIPFLI
 - WM
 - Century Link
 - Minnesota Association of Townships Agency
9. **Old Business**
 - Vacate Notice of Property on Sunny Beach Road
 - Cemetery Monuments- online orders

10. New Business

- Admin Policy
- Notice for the Town Hall
- Notice of ICTA meeting dates
- Work Session- Duties Continued
- Work Session Budget

11. Treasurer’s Report – dated December 13, November financials, 2017

12. Approve payment of bills for the month

13. Public Input (*please limit comments to 5 minutes*) please come up to the podium and state your name and address for the record

14. UPCOMING Events / Meetings

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

15. Adjourn

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

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

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

4. Consent Agenda

5. Roads

- Metzenhuber washout- Hawkinson quote, wait to see what the culvert will cost before we move forward.
- Mishawaka washout- corner by Mishawaka road, recycled blacktop or something else in there to keep the road from washing away... Motion to clean out the spill way and put the rock back in, and a couple of layers of recycle in there along with Lakeview trail and the Fieldcrest pot holes. Motion made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- Lakeview Trail/Lakeview Road washout- covered in the last bullet.
- Update on Woodtick culvert- quotes we received this morning two separate actions Casper Construction was the low quote \$74,657.50 reviewed the quotes and found no discrepancies. Do you know of any large items that are to showing up on the budget? What we see, we have about \$20K in major construction left, and we still have some in crack filling, and we have \$155 in road and bridge and \$72K is still in those two funds Major Construction and

rubberized crack filled, and gravel will have about \$10K left. Motion to accept the quote in the amount of \$74,657.50 made by Supervisor Haubrich seconded by Supervisor Schack. S.E.H. it is a unit price quote, units of measure things can vary. S.E.H. is confident that this is the price for this project. The quote does include the recycle for the winter, and does include the pavement for next spring. The estimate to get it done is end of October or early November. The optimum time is when the lake level is dropped down. They draw the lake down for the winter. Passed by all. ROLE CALL: Supervisors Clayton; Yes, Schack; Yes, Haubrich; Yes, Kortekaas; Yes, Kelley; Yes.

- Proposal: construction phase we can do it at the contract with S.E. H. for an hourly rate for the next 2 weeks, notifications for the school districts and all the other notifications to make this project go smoothly. Contract includes two signs, to road closed at wood tick crossing beginning on the specific date. Will give the notifications to the schools after talking to the contractor. Motion continue to work on Hourly basis for the next two weeks with S.E.H. made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- Beaver in the new culvert, are we going to have an issue with the same beaver, a beaver will be a problem. The road authority has the right to hire a trapper to take care of the problem now. Recommend getting the beaver out. No use cleaning it out, they will plug the new one too. Is that something we have to go through the DNR on? No we don't. The trapper will have to take care of the DNR notification. Motion to move forward to get the beavers taken care of made by Supervisor Clayton seconded by Supervisor Haubrich; do we want to put a spending limit on this, the quote is about \$1000 to get them out. \$1000 is better well spent if we have more than one beaver. Passed by all.
- Stony Point Road spelling- new sign was put up.
- Maintenance memo for the beavers- we have a beaver problem, they have it pretty packed, and we have two huts, one on Wood Tick and one by the landing.
- Letter to MN DOT- should get a letter to MN DOT to the rezoning of the 169 corridor, talk to Glen to compose and get the letter together. Is this a generic letter and Glen will compose a letter; we can just inform them the land from point A to point B has been rezoned.
- Road plans old road evaluation list and 5 year road plan, update in the future; driving of the roads this fall to see what we want to do next year. Do we want to do this on our own or do we want to do this with S.E.H.? The board did it last year and it would be worth getting Glen's input. Motion to have Glen's expertise on the road tour made by Supervisor Haubrich seconded by Supervisor Kelley, post as a meeting Saturday Morning, October 28th 8 am meeting at the town hall. Passed by all.

6. Recreation

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

7. Correspondence

- Board Action items:
- Noteworthy items:

- Non-action items:

8. Old Business

- Security System- update we attended the local collaborative session, discussion was looking at looking at security systems. Bret Skyles thought it might be worth our while to piggy back on the County system. Mark is in charge of the security, the township is broadband, and would be happy to meet with anyone to go over where they should be. Positive on our end, with the time to look into, and meet with them at sight or come to a meeting. Supervisor Haubrich can

talk to Mark and ask him to come to a meeting after they meet at the sights to go over where the township wants the cameras.

- Ice Rinks- move forward to get rink attendants, we are not looking to spend a lot of money and we owe it to the residents to keep both open, Motion to talk to Express Employment to hire rink attendants made by Supervisor Haubrich seconded by Supervisor Kortekaas, how many are we looking at, 4-5 people for the winter but most of the time we used 3. Passed by all.
- Update on Media Com- we are now upgraded and the order has been put in, it can take up to 5 weeks to get it done. Jason unfortunately said Media Com will not be plowing cable this fall, and it doesn't work and they want to be able to do some testing and plan to start plowing to get them out by June.
- Finding of Facts questions- zoning on 169 board of adjustment was today, they all passed, October 17 at 2:30 pm for the County meeting.
- Cemetery policy, update on October 10th work session, motion to approve the updated cemetery policy made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- Census Luka, copy and mail it in and the County will handle everything to do with the census.
- Cemetery talked about we haven't decided anything on that yet. Went over the policy and updated that.

9. New Business

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

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

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

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

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

13. UPCOMING Events / Meetings

Mon Oct. 16 Itasca County Township Association..... 7:00 pm Blandin Foundation
Wed Oct. 25 Planning and Development meeting..... 7:30 pm Harris Town Hall
Wed Nov. 8 Regular Meeting..... 7:30pm Harris Town Hall

Wed Nov. 29 Planning and Development meeting..... 7:30 pm Harris Town Hall
Sat oct 28 road tour
Nov 2 pay requests

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

DRAFT

REGULAR MEETING
November 8, 2017 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 October 11, Regular meeting and the October 25, P & D meeting, October 10 Work Session, October 28, work session Road Tour, November 2 Work Session. Supervisor Clayton asked the October 11 meeting minutes be pulled for further review by the clerk. Add to Nov. 2nd minutes siphon from clerk to deputy, February and May reviews... Motion to accept the minutes with corrections and excluding Oct. 11, made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

3. Business from the floor

4. Consent Agenda

- Cemetery Deed- James & Judith Christenson- motion to accept the consent agenda made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

5. Roads

- Memo S.E.H.- Construction had been delayed, November 13 will be the start date. Advanced notice has been given.
- Wood Tick Update covered above.
- Update on road work session- look at the minutes from October 28th 2017. Glen November 2nd recap, in agenda packet. Rearranging the schedule and getting to go the overlay roads quicker, as they are deteriorating. 1.72 million, would cover it all the maintenance for the roads. If we don't get to the over lay roads quick they will be in a rebuild phase.

6. Recreation

- Rink Attendants- call from Express Employment and they do have some possibilities, Supervisors Clayton and Kelley will interview. Will set up a time next week to interview. Flooding the rinks will happen in a couple of weeks.

7. Correspondence

- Board Action items:
- Noteworthy items:
 - Letter Itasca County- Blandin settlement at Itasca County Township Association.
 - Work Session Scheduled November 10 at 12 pm at the Town Hall; December 6 at 6:30 pm Town Hall.
 - Letter to DNR- variance on Sunny beach road.
 - GGR- lobbyist- at St. Paul, Clerk is the lobbyist.
- Non-action items:

8. Old Business

- Cemetery Policy update- Motion to approve the cemetery Policy with Deputy Clerk added made by Supervisor Clayton seconded by Supervisor Haubrich, Passed by all.
- Chain Saw- Maintenance crew asked to have a chain saw to cut the bigger trees, about \$1000, contractor to do it would be about \$200 a tree. **Table until January regular meeting.** Motion to table made by Supervisor Haubrich seconded by Supervisor Kelley, passed by all.

- Diamond Update- Tractor, they have ground roller and instead of bearing \$2,200 to do the update, Dan changed the bearing last summer, we have had the tractor since 2008 new one is all enclosed, they grease the tractor every day. Let it run, and look when it runs out.

9. New Business

- Insurance Employees- Table with the email Health insurance Life Disability accidental death, Table until the Nov P & D. Motion to table made by Supervisor Schack seconded by Sueprvisor Haubrich, passed by all.
- Update on Work Session-Roads- above...
- Township Snow Plowing- talked about having our maintenance crew plow certain roads, too hard for the big plows to get in there, about a mile for all 4 roads. The Sunny beach Addition, Alicia Spur, Winston Tayler, and Forest View trail.
- Letter for Funeral Homes- Add Peterson Funeral home to letters, Motion to approve the letters and send them out, made by Supervisor Kelley seconded by Supervisor Kortekaas, passed by all.
- Meeting Dates for 2018- No P & D in December due to holidays. Motion to approve the meeting dates made by Supervisor Kortekaas seconded by Clayton, passed by all.
- Deputy Clerk Duties- deputy clerk to take over the P & D meeting and cemetery duties, clerk will continue to do all other regular meeting dates, one additional was tag team the website.
- MNDot Map- Meeting map make corrections if we have corrections and add the cemetery and town hall and roads are numbered by the state. Smaller roads are numbered, motion to add the parks, cemetery, and town hall to the maps made by Supervisor Schack seconded by Supervisor Clayton, passed by all.
- Voting Booth Curtains- a lot of marking on the curtains, the maintenance crew found someone to make new ones. For about \$300 and she will buy all the material, and make them; 8 curtains will be made. Motion to approve the making of the curtains made by Supervisor Haubrich seconded by Supervisor Schack, passed by all. We will be able to order after the first of the year.
- Office Items- Motion to approve the purchase of bulletin board and shelving for the office made by Supervisor Kelley seconded by Supervisor Kortekaas, passed by all.
- Resignation letter from Maintenance Worker- Dan Key sent his resignation will not be able to give two week notice. Has to start Nov 13th. Supervisor Kelley and Treasurer Adams will meet with the maintenance crew on Friday to meet Dan to do an exit interview. Regret to accept Dan's resignation made by Supervisor Haubrich seconded by Supervisor Kelley passed by all. He has been with the township for 13 years. Set up a work session to see what we need to do...We will need to do figure out if there is any vacation to be paid out.

10. Treasurer's Report – dated November 8, October financials, 2017- Board would like the bills at their seat for all the meetings. Motion to approve the treasurer's report made by Supervisor Clayton seconded by Haubrich, passed by all.

Bills additions payment to useable life, ask we hold until the P & D meeting as the premium for a whole year, Amber had to give deposit back paid out of her own packet, needs to reimburse her for that, Question: Nortrack power plan bill is supposed to be three pages and they only received two, wondering what's it for. Receipt from maintenance worker what it was for. Verizon Bills- no detail for two phone, treasurer can log into the account and get it that way, treasurer can go print them off... would like to get them for all the phones in the packet. Ok to wait to the regular meeting to get all the phone bills. S.E. H. bill- project number; it would be nice to put a note to see what the bill is for, would typically write a little letter to say what they are billing for. Glen will talk to the others and will go back to that, would provide the additional information for the billing. Accounting line item is engineering services. Check number 17698 check was a check to a supervisor and was never cashed, it is now over 6 months and the bank won't cash it, was put into the report for April as it was not taken out again. Motion to pay the bills made by Supervisor Haubrich seconded by Supervisor Clayton, passed by all. Motion to sign checks numbered 17699-17722 made by Supervisor Haubrich seconded by Supervisor Schack, passed by all. Motion to

pay the total of \$33,941.73 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

12. Public Input *(please limit comments to 5 minutes)* quick question- is the \$5400 (design phase) a lump sum for the month, does it include the culvert for \$9200, Glen will get us a break down. This is just for Wood tick and the road tour has not been billed yet, design phase of the culvert for the 75K construction cost. We are doing it by the hour and that is the maximum is \$9200 (construction phase). That is the not to exceed the \$9200.

13. UPCOMING Events / Meetings

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

14. Adjourn motion to adjourn made by Supervisor Schack seconded by Supervisor Haubrich passed by all. 8:25 pm

SUPERVISORS JOB DESCRIPTION WORK SESSION

WEDNESDAY, DECEMBER 6TH – 6:30 PM HARRIS TOWN HALL

Minutes done by Supervisor Peggy Clayton

Chairperson Kelly called the work session to order at 6:30 pm, followed by the pledge of allegiance.

The purpose of the work session was to discuss, review, and complete job descriptions for the Township Supervisors, Township Clerk, and Township Treasurer.

Chairperson Kelly requested to pull the Clerk job description as the Clerk was absent from the meeting, but leave any “pre-discussion” regarding the job description on the agenda. Motion made by Supervisor Schack and seconded by Supervisor Clayton to pull the Clerk job description as the Clerk was absent from the meeting, but leave any “pre-discussion” regarding the job description on the agenda. Motion carried.

Duties –

Supervisor:

Discussion held on reviewing supervisor pay requests, as they relate to duties that the supervisors are performing. All agreed that the duties they are performing are consistent from month to month and reflected on monthly pay requests.

As there has never been job descriptions for any of the elected positions, with the exception of the MAT Manual on town Government descriptions, it was decided upon to fine tune/detail all duties being performed by Township supervisors.

Supervisor Clayton had pulled together a “draft” of a variety of duties that she viewed as being performed by supervisors, whether covered under the monthly stipend, paid meetings/duties not covered under the stipend, and unpaid duties performed and not covered under the stipend. This was the focus of job duties discussions.

The Supervisors discussed duties which they felt reflected what should be covered under the monthly stipend, and alluded to in the MAT “duties of township supervisors”.

These (duties) were ultimately agreed upon by all supervisors, and are as follows:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
 - By law, supervisors (have charge of all town affairs not committed to by other officers by law.” Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town’s legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the

decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.

Page Two
Job Description Work Session
December 6, 2017

- Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair's position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
 - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
 - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.
2. Duties covered under the supervisors stipend:
- Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of roads (paved or dirt)
 - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
 - Township Facebook updates
 - Working with contractors (i.e. bids, supervision of contractors/vendors)
 - Supervision of employees and volunteers
 - Emails to/from constituents (those received should be forwarded to specific supervisor)
 - Phone calls to/from constituents (those received should be forwarded to specific supervisor)
 - Inspection of weeds (noxious) aka Weed Inspector

Page Three
Job Description Work Session
December 6, 2017

3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:
 - Regular Township monthly meetings
 - Regular P & D Township monthly meetings
 - Regular Township Association monthly meetings
 - Caucus Meeting, after annual meeting
 - Audit Meeting, annually
 - Board of Equalization Meeting
4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:
 - Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
 - Training sessions
 - Work sessions
 - Emergency meetings
 - Conducting interviews
5. Mileage:
 - To be charged at the Fed. rate (2017-.54).
 - Mileage to be paid for inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
 - Mileage will also be paid for any other township related business.
 - No mileage paid for driving to/from required/mandated township monthly meetings.
6. Special Projects (**must** come before the township board for **prior** approval and/or to request payment, if applicable):
 - Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Also discussed by the Supervisors were the Sexton (Cemetery) duties. The Township Sexton is a separate set of duties/functions, which would be, but are not limited to the following.

Sexton:

- Preparing cemetery deeds, have signed by board, copy and send to County Recorder, recorded copy for town records, and mail original to purchaser
- Phone calls to/from funeral homes to arrange for burial dates/times
- Advise maintenance staff accordingly for site preparation.
- Keep records of burials in book, and watch for payment due.
- Phone calls to/from purchaser, county, and maintenance
- Emails to/from purchaser, funeral home, county, and maintenance

NOTE: These duties will also be discussed and fine-tuned with the Clerk, at a separate Work Session.

Clerk:

As the Clerk job duties were pulled from discussion, brief Clerk pre-discussion was held. It is important that all township elected officials be on the same page, when it comes to how we complete our pay requests. The Supervisors were in agreement that when completing pay requests, all emails and phone calls need to be separated from all other duties (line items) listed, with subject matter highlighted. Supervisors felt that if we are all following this same process, with respect to how we complete pay requests, we will continue to display a consistent transparency to our constituents and ourselves as stewards of the township.

A Work Session will be scheduled to discuss/review Clerk duties, at a township meeting. It is important that this work session be scheduled sooner, rather than later, in order to have all elected township officials job descriptions included in the Resolution #2016-005, by February and in order to be ready for the March annual township meeting.

Treasurer:

Becky, Township Treasurer, did hand out a detailed listing of duties (not outlined in the MAT handbook). Discussion held on those duties and adding any other duties, following the same concept of: what is considered part of the Stipend, what is considered a required/mandated meeting/duty; and what is considered an hourly stipend. The Treasurer and Supervisors were in agreement with the proposed Treasurer job description.

Discussion held on bringing the proposed Supervisor job description, and the proposed Treasurer job description to an upcoming board meeting, and setting a work session for the Clerk job description. It was agreed to have all job descriptions in place, added to Resolution #2016-005, and approved by the Board in February, so we are ready for the March Annual Township Meeting.

Adjournment:

There being no further business to come before the Work Session, a motion was made by Supervisor Schack and seconded by Supervisor Haubrich to adjourn the meeting at 8:30 pm. Motion carried.

DRAFT

**Work Session
December 8, 2017
Sawmill Inn
Minutes**

Present are Ken Haubrich, Peggy Clayton, Jim Kelley, Dennis Kortekaas, Mike Schack, Cari Alleman, Becky Adams, Derrick Marttila

1. Pledge to the flag, not available

The purpose of this meeting was to meet with Derrick to get his input on the maintenance person vacancy.

The township has always had two full time maintenance crew and Derrick and the board feel we only need one. The board will be getting bids to mow the parks, landings, and cemetery. Looking at costs between hiring it out and hiring a part time person for the summer. Derrick feels he could use another person from April 15- October 15 to get the mowing of the ditches and other routine maintenance done.

Supervisors wanted to stress to Derrick that they want to make sure he feels safe while he is working and if he does need help to call one of them, and wait for additional help.

The cemetery is one area he will need assistance with every time he needs to do a burial. The supervisors are going to look into more options for this. Derrick, for the ease of moving monuments would like to look at getting a tripod to lift and move the head stones, so nobody is standing in front of the ASV and hold the stone while moving it.

Derrick was asked about training in another person so when he goes on vacation, someone can come in and take care of the township maintenance needs, he was very open to training someone and to give direction to those we hire or contract out.

It's going to be a transition for everyone in the future for the maintenance work, what works and what doesn't. Everyone has agreed that communication is key and it needs to come from the supervisors and Derrick. If Derrick ever feels like there is an issue or concern the board asks that he bring it forward right away so there can be a solution as soon as possible.

The board wants to make sure Derrick is not over worked but also has enough work to keep him busy all year. We will have 5 part time rink attendants for the winter, the board is going to communicate with them to see if any would like to help when Derrick needs it. It will take some planning ahead to make sure we have the additional help when needed.

Motion to adjourn at 1:28 pm made by Supervisor Schack seconded by Supervisor Kortekaas. Passed by all.

WILL BE APPROVED AT THE JANUARY 24TH P&D MEETING

PLANNING & DEVELOPMENT MEETING November 29, 2017 – 7:30pm MINUTES

1. **Pledge to the flag-** reading of our mission statement
2. **Approve the minutes-**
 - ❖ P&D Meeting, dated 10/25/2017- CA- fix typos- add exhaust and gas heater to the air exchanger, the vent is too close to gas meter and there was a gas leak found- 2nd page sounds funny, should read Motion made by Kelly to have maintenance clean up.... Add deputy clerk to work session to agenda- and correct dates- Peggy will e-mail other changes to the clerk e-mail and then they can be uploaded with the corrections made. Motion to move as corrected by Supervisor Kelly, seconded by Schaak, Passed by All
 - ❖ Work Session, dated 11/10/2017- KP- pull until the next regular meeting
3. **Business from the Floor-** Please come up to the podium and state your name and address for the record
- none
4. **Additions and Corrections-** This will be moving up above Business from the floor and Approval of the minutes- per the new Admin policy. This will be the new Order after signed admin policy is in place.
Motion made by Supervisor Kelly, seconded by Supervisor Haubrich, Passed by All
5. **Consent Agenda-**
 - ❖ Approve Resolution for admin policy- 2017-006, Supervisor Kelly requests this be moved to the bottom under New Business. There are a couple minor changes to make and then can be approved.
6. **Roads-**
 - ❖ Woodtick- Culvert replacement update- Glen, A 4 page packet was given to us. Page 1- Picture of the culvert and clearly it was in bad shape. Page 2- New culvert, will last a long time- old culvert out, new one in- road is patched with class 5 and recycled mix- the final pavement will be done in the spring with other final touches that had to be held off for weather. **Place the bill for request of payment to contractor- please add to next bill meeting.** The township will need to monitor for bumps and taking care of it for winter with the break in the pavement. Add some signs to notify people of the potential for bumps and pavement break. Glen will get some prices for a contractor to do the signs. In the spring he hopes that the final bill will only be \$900 over the planned amount. Over all it was time to do the culvert and was a good call by the Board. The upkeep to the patch for the winter will be a challenge for the township- free standing signs for the winter will also be the townships responsibility and a good idea, Glen will bring some quotes-
 - ❖ Woodtick- Beavers, Glen, the trapper caught 6 beavers, rumor has it that there is still more to get. The Beavers will not be causing issues over the winter, in the spring it will need to be readdressed and planned on dealing with then.
 - ❖ Resolution- Closing Nicholas Street for Winter Resolution, no discussion- Motion made by Supervisor Kelly, seconded by Supervisor Haubrich and Kortekaas, Passed by All - Adopted 11/29/2017- Final thought that by closing the road it helps to keep it in good shape without snowplowing and damage from maintaining it in the winter causes.
7. **Recreation-**

- ❖ Inspection Reports- Supervisor Clayton, the portable-johns are being used and things are quiet- do we leave the johns open or locked during transition times? No motions made, but the Board agrees that they should be left open for people walking by and using the parks in the interim seasons. All in all the parks ready for ice and skating- Looking good!
- ❖ Rink attendance/ flooding update- Supervisor Kelly, the guys tried to start flooding, then it warmed up and still haven't been able to get it going. Supervisors Kelly and Clayton interviewed a few people and hope to have people lined up here very soon.

8. Town Hall Report-

- ❖ Review town hall report as prepared by town hall caretaker, dated 11/5/2017
Motion to approve by Supervisor Kortekaas, seconded by Supervisor Haubrich, Passed by All
Jim has to have some discussion about the town hall with Cari and will contact her.
- ❖ A.E.D for Town Hall
Supervisor Schaak would ask the Board to have conversations about getting a defibulator for the hall- emergency response time is close to town- they are rather expensive but something to think about when planning for emergency situations. No action taken.

8. Maintenance Report: 10/1-10/31/17 Supervisor Schaak noted that things are going good and there isn't a bunch going on this time of year. Derrick isn't very overwhelmed being solo, for the time being! Reminder that below is a request to set a work session to address the needs upcoming.

Motion to approve by Supervisor Kelly, seconded by Supervisors Clayton and Kortekaas, Passed by All

10. Old Business-

- ❖ Employee Insurance- Becky, handed out a packet to renew insurance- this was quoted for 2 employees \$1187.63- the change to 1 employee is \$457.24 and \$191.40 is for the Usable Life policy for the year. As of now we only have 1 employee and are out of time to search for other options but next year let's make sure we check into other options prior to the time for renewal and have the conversations more timely. No major changes to this policy for this year. Next year it is agreed to look into other options. Another employee may be added at any time to the policy, the difference in cost will have to be paid at the time of adding another employee. Becky requested the Board make a Motion to pay the insurance premiums tonight- Motion made by Supervisor Kortekaas, seconded by Supervisor Clayton, Passed by All
- ❖ Sunny Beach Rd/Wendigo Rd Approach- Jim has not met with them yet and will keep us posted
- ❖ Usable Life Bill, individual plan- as discussed above- pay as above
- ❖ Update on air exchanger- Supervisor Schaak, the work has been completed and they did a great job- there was a small gas leak, a cracked fitting that had to be repaired at the same time. It was a good find and a good thing this was fixed when it was. The vent is also now corrected.

11. New Business-

- ❖ Work Session for maintenance, (vacancy)- The Board wants to sit down with Derrick and see what his ideas would be on his list of needs for help- Supervisor Kelly will talk to Derrick and set up a time that works for him- The Board agrees to 2 times for Derrick to choose from, 12/8 or 12/11 during the lunch hour at the Sawmill. Supervisor Kelly made a Motion to ask Derrick what date will work better for him and then he will notify Cari, who intern will notify the Board and Post the Meeting. Seconded by Supervisor Kortekaas, and Passed by All. Supervisor Kelly will reserve space at the Sawmill and minutes from this work session will be at the next Regular Meeting.
- ❖ Trails and Task Force update- Supervisor Schaak was at last meeting and they are just waiting for snow- they had a speaker and have some grant money to enhance trails- they are working

on a new walking trail that will run along 63 and go around Portage Park- they were able to get a groomer for trails by Boswell for skiing. Like every snow lover, just waiting for snow. They are also looking into adding a pedestrian bridge to go over the river.

- ❖ Employee Vacation- Becky is requesting that we pay the last maintenance worker out right for the left over vacation he has accrued. 2.5 days are remaining and would request to have that added to his next pay request to clean it up before the New Year. Another problem is with only 1 worker left vacation days are harder to use. May Derrick also be paid out his remaining vacation for the year, without another worker he is having trouble taking those vacation days? Derricks balance would be 6 full days and 3 hours. Supervisor Haubrich notified Becky that Derrick is taking 2 days' vacation next week- Becky will verify with Derrick how much time he has left and if those 2 days are included or not in the totals that he gave her earlier. Supervisor Kelly made a Motion to pay old employee for the time left in his vacation bank and a Motion to pay Derrick for this year's vacation time left only- seconded by Supervisor Kortekaas, Passed by All
 - Let the Minutes reflect, Extenuating circumstances that we are allowing the maintenance employees to get paid out this year only for vacation banks left over. Next year vacation time should be taken-
 - ❖ Shredding Township documents- January the Board will set some time to look at shredding. **Motion to table to regular meeting in January 2018 by Supervisor Kelly, seconded by Supervisor Clayton, Passed by All.**
 - ❖ Contact lists and Website update- all contacts updated- Supervisor Schaak asked that **we Add committee's to the website, who is on what committee listed by each Supervisors name.**
 - ❖ Cemetery plowing- Kati, please be more careful when plowing. We had a complaint about the slush being sprayed on the headstones and creating a mess. A stone in the far corner may need repair in the spring. It appears to be leaning from the force of the snow and ice. Supervisor Clayton agrees, she also had mentioned that earlier in the year on her reports.
 - ❖ Cemetery concrete underlayment for headstones- Kati, we had a question in regard to ordering stones on-line and if we would take on the responsibility and what the cost would be for us to lay the concrete beneath the stone. Supervisor Kelly will talk to the city and try to bring ideas back to the Board by the regular meeting on what they do and address it then. **Add to December Regular Meeting, no Motion made.**
 - ❖ Mediacom meeting- tried 20 and 2 and we are broadcasting live and there may be some minor glitches- at 50 and 5 there should be no glitches- maybe a little buffering with 20 and 2- the Board will watch the next few meetings and see about what the bump up to 50 and 5 will be. Not locked into any contracts for the next 2 years but will try to see how it goes the next few meetings as the Board was assured there should be no issues at 20 and 2. **Watch it the next few meetings and see how it goes, add in February to agenda P and D. No Motion made.**
 - ❖ Grave Heater- Supervisor Haubrich, the generator to the grave heater is not working. It is a diesel 10 horse and it is not putting out the power needed- Derrick called and they have someone coming to test it and look at it and see what the options are- **Table to the next meeting. No Motion Made.**
 - ❖ Resolution above on administrative policy- fixed up a couple typos and the Order of Agenda had not saved correctly. Redone and Approved as corrected. Motion made by Supervisor Kelly, Seconded by Supervisor Clayton, Passed by All.
- 12. Public Input-** Please come up to the podium and state your name and address for the record
- Dan Butterfield, 1) webpage, it is working better- the clicking on :here: it worked this time- 2) Mediacom, something over the 1 was what was needed to broadcast live and by his recollection that was what discussed at other meetings- we only had 1 meeting so far and we should let it run for a few weeks and see how it goes. 3) Trails, when 73 and 63 meet that is biking and walking- suggestions on changing the trail rather than use 4th Street– Supervisor Schaak will bring the suggestion to the next trails meeting.

13. Upcoming meetings/events

- ❖ Wed. Dec. 6 Work Session.....6:00 pm Town Hall
for duties of Supervisors, Clerk, Treasurer-
- ❖ Mon. Dec. 11 Itasca Association of Townships7:00 pm Blandin Foundation
- ❖ Wed. Jan 10 Public Hearing3:00 pm Town Hall
- ❖ Wed. Jan. 10 Regular Meeting.....7:30 pm Town Hall
- ❖ Mon. Jan. 8 Itasca Association of Townships7:00 pm Blandin Foundation
- ❖ Wed. Jan. 24 Planning and Development Meeting.....7:30 pm Town Hall
- ❖ Meeting for work session for lunch time with Derrick at noon on the sawmill- Cari can post it after we know what day,

14. Adjourn- Motion made by Supervisor Kelly, seconded by Supervisor Schaak, Passed by All.

DRAFT

Harris Township
RESOLUTION No. 2017-011

**RESOLUTION DESIGNATING ANNUAL
POLLING PLACE**

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minn. Stat. 204B.16 requires the town board to designate its local polling place for elections annually;

NOW THEREFORE BE IT RESOLVED by the Harris Town Board, Itasca County, Minnesota, that the town board hereby designate Harris Town Hall at 21998 Airport Road Grand Rapids, Minnesota, Itasca County, as its polling place in 2018.

BE IT FINALLY RESOLVED, that the township notify residents of this designation by following the requirements of Minn. Stat. 205.16.

Adopted this _____ day of _____, 20__.

By the Board,

Town Chairman, Jim Kelley

Attest: _____
Town Clerk, Cari Ann Alleman

State of Minnesota)
) ss
County of Itasca)

I, Cari Ann Alleman, the Town Clerk of Harris Township, Itasca County, Minnesota, hereby certify that I have compared the foregoing copy of the Resolution of the Town Board of said Township with the original record thereof on file with the town clerk, as stated in the minutes of the proceedings of said Board at their meeting held on the _____ day of _____, 20__, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said Board at said meeting.

Witness my hand and seal this _____ day of _____, 20__.

CARI ANN ALLEMAN, HARRIS TOWN CLERK



MEMORANDUM

TO: Harris Township Board

FROM: Glen D. Hodgson, PE

DATE: December 8, 2017

RE: Board Agenda Items for 12/13/17
SEH No. HARRT 141706 14.00

I request that the Board consider a few "road items" at the regular meeting of December 13, 2017.

Item #1: Wood Tick Culvert Project pay estimate #1. I provided copies of the estimate to the Board at the November P & D meeting. No action was anticipated or taken at that meeting, so I am now requesting the Board to approve the estimate for payment. Total recommended payment amount to Casper Construction is \$63,270.48. **I request and recommend that the Board approve this payment.**

Item #2: Temporary "Bump" signs for the Wood Tick Culvert. As I mentioned at the P & D meeting, I suggest that some sort of sign be installed at the project site over the winter due to the fact that we have a gravel patch over the new culvert. I think "Bump" signs would make sense. SEH requested a quote from Casper Construction to basically rent two signs until spring. Casper's quote was a lump sum of \$500 to furnish and install but not maintain the signs over the winter. We also requested a quote for purchase of two signs from Earl F. Anderson Company from the Twin Cities. That quote is \$197.50. If we purchase the signs, the maintenance crew would have to install the signs now and then remove the signs in the spring. I am sure that some sort of "temporary" sign mounting system would be sufficient. One advantage of buying the signs is that they would be available for future projects.

It is our opinion that the "buy option" is preferred, so **I request and recommend that the Board approve purchase of two Bump signs from Earl F. Anderson at a cost of \$197.50.**

Item #3: Letter to Mn/DOT: At the Board's request I drafted a letter to Minnesota DOT explaining to them the Township's long range plan for development along TH 169 north of Pokegama Lake. I believe the Clerk is including a copy of that letter in the Board packet. After the Board makes any desired changes in the letter, **I request and recommend that the Board authorize the Chairman to sign the letter and mail it to Mn/DOT.**

HARRIS TOWNSHIP
 2017 Woodtick Culvert Replacement Project
 HARRT 141706

CASPER CONSTRUCTION
 GRAND RAPIDS, MN 55744

Certificate of Partial Payment
 Pay Estimate # 1
 Time Period: 11/01/17-11/20/17

Line No.	Item No.	ITEM DESCRIPTION	Unit	Est. Quant.	Unit Price	Contract Amount	Previous Estimates		This Estimate		Total to Date	
							Quant.	Amount	Quant.	Amount	Quant.	Amount
1	2021.501	MOBILIZATION	L S	1	\$13,150.00	\$13,150.00			1	\$13,150.00	1	\$13,150.00
2	2101.511	CLEARING & GRUBBING	L S	1	\$250.00	\$250.00			1	\$250.00	1	\$250.00
3	2104.501	REMOVE PIPE CULVERTS	L F	60	\$10.00	\$600.00			60	\$600.00	60	\$600.00
4	2104.501	REMOVE SILT CURTAIN	L F	230	\$2.00	\$460.00			0	\$0.00	230	\$460.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	S F	1250	\$0.45	\$562.50			0	\$0.00	1250	\$562.50
6	2104.513	SAWING BITUMINOUS PAVEMENT	L F	50	\$1.75	\$87.50			50	\$87.50	50	\$87.50
7	2105.525	TOPSOIL BORROW (LV)	C Y	4.0	\$100.00	\$400.00			14.48	\$1,448.00	18.48	\$1,848.00
8	2105.522	RECLAIMED ASPHALT AGGREGATE	C Y	17.5	\$80.00	\$1,400.00			17.5	\$1,400.00	17.5	\$1,400.00
9	2105.604	GEOTEXTILE FABRIC, TYPE V	C Y	260	\$1.25	\$325.00			90	\$112.50	350	\$437.50
10	2105.607	CRUSHED ROCK	C Y	18.0	\$100.00	\$1,800.00			18	\$1,800.00	18	\$1,800.00
11	2221.503	AGGREGATE SHOULDERING, CLASS 1	C Y	2	\$100.00	\$200.00			2	\$200.00	2	\$200.00
12	2231.604	BITUMINOUS PATCH SPECIAL	S F	1250	\$6.00	\$7,500.00			0	\$0.00	1250	\$7,500.00
13	2501.511	73" SPAN RC PIPE-ARCH CULVERT- CLASS 2A	L F	48	\$455.00	\$21,840.00			48	\$21,840.00	48	\$21,840.00
14	2501.515	73" SPAN RC APRON-ARCH CULVERT- CLASS 2A	E A	2	\$2,500.00	\$5,000.00			2	\$5,000.00	2	\$5,000.00
15	2501.515	73" SPAN STANDARD GAUGE TRASH GUARD	E A	2	\$2,250.00	\$4,500.00			2	\$4,500.00	2	\$4,500.00
16	2563.601	TRAFFIC CONTROL	L S	1	\$3,300.00	\$3,300.00			1	\$3,300.00	1	\$3,300.00
17	2564.537	FURNISH AND INSTALL SIGN G20-X1	E A	2	\$150.00	\$300.00			2	\$300.00	2	\$300.00
18	2573.502	SILT FENCE	L F	600	\$3.50	\$2,100.00			600	\$2,100.00	600	\$2,100.00
19	2573.505	INSTALL FLOATATION SILT CURTAIN	L F	230	\$30.00	\$6,900.00			230	\$6,900.00	230	\$6,900.00
20	2573.533	SEDIMENT CONTROL LOG - TYPE STRAW	E A	6	\$60.00	\$360.00			0	\$0.00	6	\$360.00
21	2575.561	CULVERT END CONTROLS	E A	2	\$100.00	\$200.00			0	\$0.00	2	\$200.00
22	2575.561	TURF ESTABLISHMENT	L S	1	\$2,000.00	\$2,000.00			1	\$2,000.00	1	\$2,000.00
23	2575.523	EROSION CONTROL BLANKET	S Y	50	\$6.00	\$300.00			50	\$300.00	50	\$300.00
24	2575.601	EROSION CONTROL	L S	1	\$750.00	\$750.00			1	\$750.00	1	\$750.00
25	2582.502	4" SOLID LINE WHITE	L F	100	\$1.85	\$185.00			0	\$0.00	100	\$185.00
26	2582.502	4" DOUBLE SOLID LINE YELLOW	L F	50	\$3.75	\$187.50			0	\$0.00	50	\$187.50
BASE BID TOTAL						\$74,657.50					\$66,600.50	\$66,600.50

Change Orders

Item No.	ITEM DESCRIPTION	Unit	Est. Quant	Unit Price	Contract Amount	Previous Estimates		This Estimate		Total to Date	
						Quant	Amount	Quant	Amount	Quant	Amount
	NO CHANGE ORDERS REQUIRED TO DATE										
	CHANGE ORDER TOTAL		0.00		\$0.00	0.00	\$0.00			0.00	\$0.00
	TOTAL CONTRACT + CHANGE ORDER				\$74,657.50		\$0.00		\$66,600.50		\$66,600.50

CONTRACT		PREVIOUS ESTIMATES		THIS ESTIMATE		TOTAL	
TOTAL BASE CONTRACT	\$74,657.50		\$0.00		\$66,600.50		\$66,600.50
CHANGE ORDER TOTAL	\$0.00		\$0.00		\$0.00		\$0.00
TOTAL CONTRACT	\$74,657.50		\$0.00		\$66,600.50		\$66,600.50

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the municipality for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota state statute.

Contractor: Tom Johnson Date: 11/27/2017 Contract Total to Date \$66,600.50
 Engineer: James Plummer Date: 11/27/2017 Less 5% Retainage \$3,330.03
 Owner: _____ Date: _____ Less Previous Payments \$0.00
 Due This Estimate \$63,270.48



SALES QUOTE

Earl F. Andersen
 Division of Safety Signs
 19784 Kenrick Avenue
 Lakeville, MN 55044
 (952) 884-7300
 www.efa-mn.com

Quote Number: 0130705
 Quote Date: 12/5/2017
 Salesperson: HOUSE ACCOUNT
 Customer Number: 0007308
 Quote Expiration Date: 12/31/5999

Quoted To:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744

Ship To:
 HARRIS TOWNSHIP
 20876 WENDIGO PARK RD
 GRAND RAPIDS, MN 55744

Confirm To:
 ORDERED BY JAYSON NEWMAN

Customer P.O.	Ship VIA	F.O.B.	Terms		
BUMPS	SPEEDEE		NET 30		
Item Code	Item Description	Unit	Ordered	Price	Amount
SIGN	36X36 BUMPS	EACH	2.00	81.250	162.50

BLACK ON ORANGE, HIP SHEETING
 PLEASE PROVIDE SIGNATURE FROM HARRIS TOWNSHIP TO AUTHORIZE THIS PURCHASE
 FREIGHT ISAN ESTIMATE

Net Quote: 162.50
 Freight: 35.00
 Sales Tax: 0.00
 Quote Total: 197.50
 Less Deposit: 0.00
 Quote Balance: 197.50

To accept this quote please sign here: _____

THIS QUOTE EXPIRES 15 DAYS FROM DATE OF ISSUE.

Special order items are not returnable. Returns and/or cancelled orders may be subject to a restocking/cancellation charge. A return authorization number is required prior to returning any product. No returns accepted after 60 days from date of original invoice date.

**** QUOTATION ****

Prices on quote are guaranteed for 30 days

Quote# : TQ-0031124
Ship Via :
Payment Terms : Net 30

Quote Date : 12/6/2017
Sales Rep : 54

Page# : X
Customer Number : HAR165
FOB :

NEWMAN SIGNS INC
PO Box 1728
Jamestown, ND 58402

Phone: 800-437-9770

Bill To:
HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS, MN 55744

Ship To:
HARRIS TOWNSHIP
20876 WENDIGDO PARK RD
GRAND RAPIDS, MN 55744

Item #	Part/Description	Line	Quantity	Unit Price	Extended Price
1	T-SP036036/2E3C 36X36 - 0.080 - 1 POST STD PUNCH/RADIUS - SF - HIP - B/ORANGE - SEE ATT LAYOUT (2 EA) BUMPS SPECIAL - 1 COLOR		2.00	56.7500	\$113.50
2	FREIGHT FREIGHT		1.00	10.0000	\$10.00
					<hr/> <hr/> 123.50

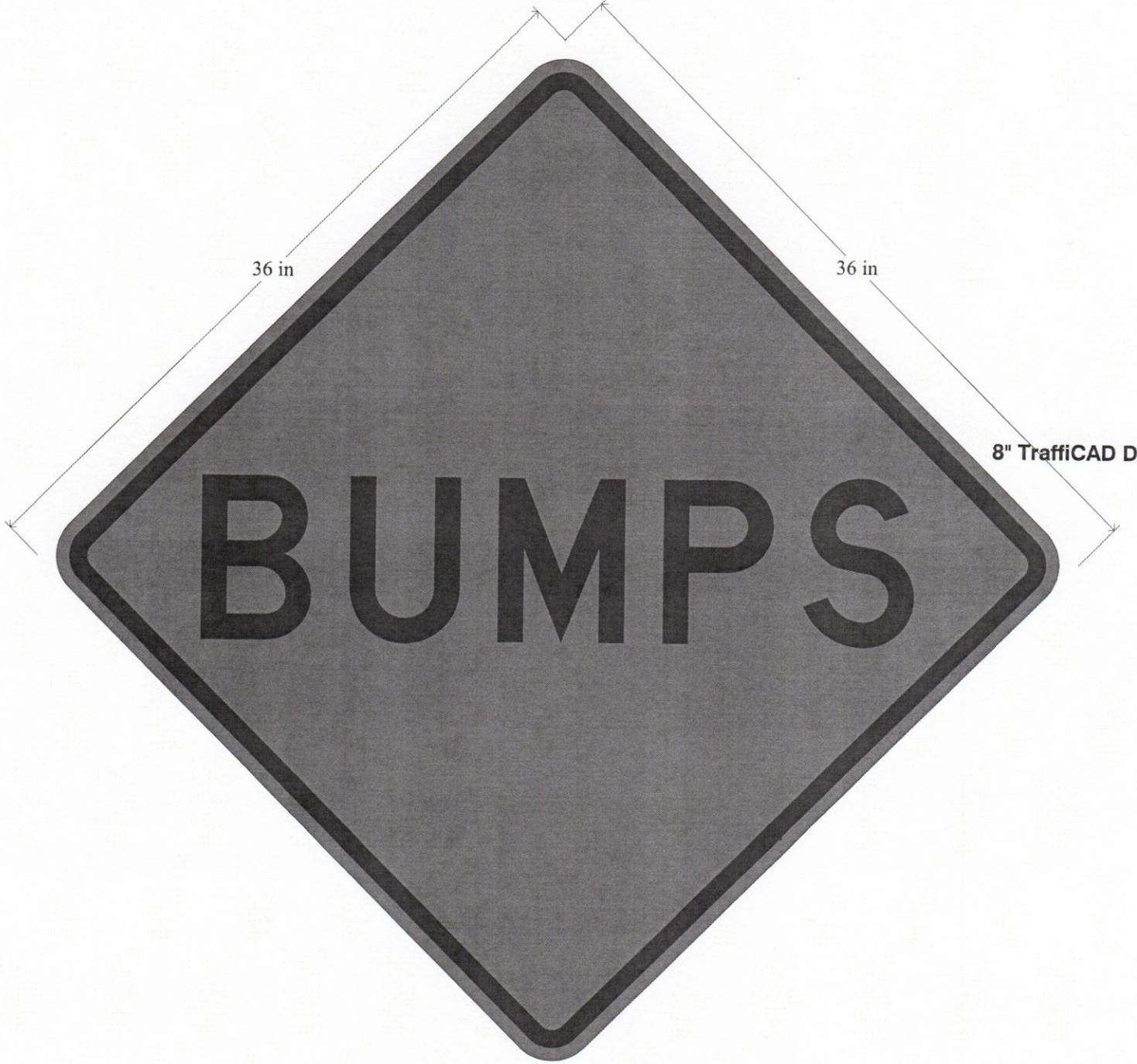
Tax may be charged where applicable.

NEWMAN

PROOF

ARTWORK APPROVAL NEEDED

Please check over this proof very carefully for errors including spelling. By signing below, you assume all responsibility for measurement and typographical errors. All colors are a simulation for placement only and may not match printed colors exactly. Artwork created by Newman Signs is the sole property of Newman Signs. Any reproduction of elements contained within this artwork is strictly prohibited. **IMPORTANT:** Your jobs will remain on HOLD until this proof is signed and returned.



Customer Approval _____

- Approved As-Is
- Approved with Noted Changes
- Need New Proof

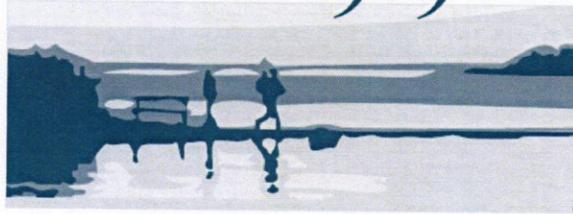
DATE: 12-6-17
DESIGNER: DZ
SAVED AS: MN-BUMPS-3636
COLOR: BLACK ON ORANGE
SALES REP: CHRISTINE/MARCIA

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

Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 326-1551
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-5070
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

December 13, 2017

Mr. Duane Hill, P.E.
District Engineer
Minnesota Department of Transportation
1123 Mesaba Avenue
Duluth, MN 55811

RE: Land Use and Transportation in Harris Township

Dear Mr. Hill:

Harris Township in Itasca County has recently updated its Comprehensive Plan. As you know, key elements of any such plan include land use and transportation. On behalf of the Township Board, I would like to bring to your attention a part of our Plan that has implications for planning efforts in your Department.

Trunk Highway 169 extends from the south boundary of the Township, goes across the Pokegama Lake causeway, and continues to the Township's shared boundary with the City of Grand Rapids. In this letter I specifically wish to address that part of TH 169 from the north end of the causeway to the City boundary.

Our Plan specifically addresses this segment of the highway and says in part: "The Township favors commercial development that requires highway access and visibility...but commercial/light industrial development of any suitable and allowable nature will be supported." The Plan goes on to say and to emphasize that within this 169 corridor **"the Township will support requests by landowners to rezone their property to Light Industrial/Commercial."** (See page 11 of the Plan.)

The Plan includes additional, specific policies related to Land Use and Transportation in this corridor, but those details are beyond the scope of this letter. We do, however, look forward to discussing the Plan in general and those details in particular at some future date.

Thank you for your time in reading this letter. If you have any questions or comments, please feel free to contact Harris Township.

Sincerely,

Jim Kelly, Chairman
Harris Town Board

Cari Ann

From: Dan Butterfield <Dbutterfield59@hotmail.com>
Sent: Sunday, December 10, 2017 10:48 AM
Subject: FYI

Hello all,

I just wanted to share some info with you.

In the Dec.7th Scenic Range News Forum, page 7, under the LaPrairie City Council heading: Councilor Margie Ritter informed the council that ISD 318 had purchased property known as the Hoolihan property, 4 parcels, for \$599,000. The Itasca County Assessor values the property at \$263,200. This purchase will remove the property from the tax revenue for the city of LaPrairie. This will result in a loss of \$4228 for 2017 tax revenue.

I know there are differing opinions on the upcoming school bond issue, and did want to share this info with you.

Dan Butterfield

November 27, 2017

Town Board
Town of Harris
20876 Wendigo Park Road
Grand Rapids, MN 55744

We are pleased to serve as your independent auditors for the Town of Harris for the year ended December 31, 2017. The purpose of this Engagement Letter (this "Letter") is to review certain details of our engagement.

Audit Services

We will audit the financial statements and the related notes to the financial statements of the Governmental Activities and the General Fund of the Town of Harris. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Harris's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Harris's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Employer's Share of Net Pension Liability
3. Schedule of Employer's contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Harris's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Balance Sheet – General Fund
2. Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – General Fund

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit will be conducted in accordance with auditing standards generally accepted in the United States (GAAS) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Harris's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements may exist and not be detected even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of law or government regulations that do not have a direct and material effect on the financial statements. However, we will inform Town of Harris management and you of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform Town of Harris's management and you of any violations of law or

government regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Harris's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

We cannot perform management functions or make management decisions on behalf of your Town of Harris. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of the Town of Harris's financial statements, but the responsibility for the financial statements remains with management.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States.

Management is also responsible for making all financial records and related information available to us, for the accuracy and completeness of that information, and for providing us with (a) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and

(c) unrestricted access to persons within the Town of Harris from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP (modified cash basis); (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP (modified cash basis); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the Town of Harris involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town of Harris received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed with Becky Adams. Timely completion of this work will facilitate the completion of our engagement.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If the Town of Harris intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time

for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The Town of Harris agrees to compensate Wipfli for the time associated with such review.

Annual Forms and Reports

Our engagement will include the preparation of 2017 Minnesota State Reporting Form. The full and timely completion of requested client assistance and provision of any adjusting entries known by you are critical in meeting the prescribed due dates for these forms. Penalties may be imposed if the filing deadlines are not met. If during the course of our engagement we become aware of additional state filing requirements, we will prepare those filings. Preparation of any additional filings and reports and accounting assistance as directed by management are not part of the fees for this engagement and will be billed at our standard hourly rates.

You are responsible for making all management decisions and performing all management functions and for designating an individual with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee these services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results. You are also responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Other

We may prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

You are responsible for assuming all management responsibilities and for overseeing these services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

Our fees will be billed as work progresses, and progress billings may be submitted. The fee for this engagement will be \$7,500. Our fee has been determined based on our understanding obtained through discussions with you regarding your preparation for the engagement and your current business operations. To the extent we encounter circumstances outside of our expectations that warrant additional procedures and time, we will communicate that fact and advise you of options and the additional fees necessary to complete the engagement. We expect payment of our billings within 30

days after submission. Interest at the lesser of 1% per month or the maximum rate permitted by law, except where prohibited by law, will be charged on the portion of your balance that is over 30 days. This engagement includes only those services specifically described in this Letter; any additional services not specified herein will be agreed to in a separate letter. This engagement is separate and discrete from our engagement to audit any prior or future years, and any such engagements are or will be covered by a separate engagement letter. In the event you request us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Town of Harris or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, you agree to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

The working papers prepared in conjunction with our audit are our property and constitute confidential information. They will be retained by us in accordance with our policies and procedures. All of the Town of Harris's original records will be returned to management at the end of this engagement. Our working papers and files are not a substitute for the original records the Town of Harris should retain. We understand that we are authorized to respond directly to inquiries from the cognizant agencies including requests to review audit workpapers. Access to the requested workpapers will be provided to the cognizant agencies under the supervision of Wipfli LLP's audit personnel and at a location designated by our firm. We will notify you of any such inquiries or requests and of our reply thereto.

Deborah J. Medlin will be your audit engagement partner.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

Whenever possible, each provision of this Letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretations, but if any provision is deemed prohibited, invalid, or otherwise unenforceable, such provision shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and such revised provision shall be made a part of this Letter. Further, the provisions of the foregoing sentence shall not invalidate the remainder of this Letter. This Letter shall be construed and governed in accordance with laws of the state in which the Wipfli office issuing this Letter is located, as determined by the address indicated on this Letter, and proper jurisdiction and venue for any matter hereunder shall be the state or federal courts of that state.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Sincerely,

Wipfli LLP

Wipfli LLP

ACCEPTED: TOWN OF HARRIS

By: _____

(Print Name and Title)

Date: _____

DJM/yy
204324



November 1, 2017

Dear Valued Customer:

The Local Boy proudly announces the sale of its commercial and residential business and assets to Waste Management of Minnesota, Inc. effective November 1, 2017.

Todd Christenson wishes to thank you all for your past patronage. It has been his pleasure servicing you and he is confident Waste Management will continue to provide you with the great service you have come to expect. Todd is keeping the Local Boy name and will continue on in the roll off business.

The Local Boy has always been fully committed to providing you with the best service. The sale to Waste Management will give you, our customer, the opportunity to maintain this level of satisfaction and the combining of our companies will allow us to enhance our service offerings to you.

We want to reassure you that your service level and charges have not changed. If there are changes to your service schedule, Waste Management will notify you in advance. You will not see any changes to your monthly total charges.

Waste Management is a leader in the waste collection and recycling industry. We look forward to providing all of your environmental service needs well into the future. If you have any questions, please call us at (763) 269-8182.

Thank you for your past patronage and continued business well into the future.

Sincerely,

A handwritten signature in black ink that reads 'Todd Christenson'.

The Local Boy

A handwritten signature in black ink that reads 'Randy Ott'.

Waste Management of Minnesota, Inc

Todd Christenson-Owner

Randy Ott - District Operations Manager



6911201932152T317QWSAHS2

Harris Township
20876 Wendigo Park Rd
Grand Rapids, MN 55744-4682

Dear Harris Township,

I am excited to share with you that CenturyLink and Level 3, a global fiber network provider to Enterprise companies, are now one company. The combination makes CenturyLink one of the largest Internet service providers in the world. This means greater access to Gigabit speeds, cloud business applications, and advanced digital services that save you time and money.

While there will be no changes to your current services or support, you will have access to more comprehensive business technology solutions including:

- High-speed Internet up to 1 Gbps
- Advanced voice service over Internet, traditional phone, and wireless voice solutions
- Business cloud services including desktop applications like Microsoft Office® 365 and secure data backup.
- Website development and promotion services
- Phone and Internet bundles for maximum savings

We value your partnership and want to assure you that we are committed to providing the excellent care and top-notch service your business needs to succeed. CenturyLink will have an enhanced focus on providing a superior customer experience to make it easier to order, get, use and support your business.

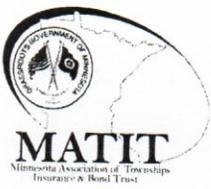
Thank you for the opportunities you give us every day to serve you. As we go forward, we will continue to place you and your company's success at the center of everything we do.

For more details, please visit www.thenewcenturylink.com or call us at 855-748-6130.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Irvin".

Vernon Irvin
President, Local Government, Medium and Small Business Segments
CenturyLink



MINNESOTA ASSOCIATION OF TOWNSHIPS AGENCY

Minnesota Association of Townships Insurance & Bond Trust (MATIT)

10/17/2017

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

RE: WORKERS' COMPENSATION RENEWAL INVOICE AND AUDIT

Enclosed please find:

1. The annual Workers' Compensation premium renewal **invoice which is due in our office by January 1, 2018**, as well as the gray return envelope for your convenience.
2. The Workers' Compensation **audit form that needs to be returned to the MAT Agency by January 31, 2018**. A larger, white return envelope is enclosed.
3. A copy of the current MAT and MATIT Audited Financial Statement is enclosed for your review.

Under the terms of the Workers' Compensation program of the Minnesota Association of Townships Insurance and Bond Trust (MATIT), your township is required to complete and return this audit to stay in compliance with the MATIT Workers' Compensation Rules and to avoid an automatic premium increase as well as penalties outlined below. The information you provide is used to determine how much your township will pay for this coverage in the future, so please be careful to fully and accurately complete the audit form.

Please Note the WC Audit Penalties:

- Missing certificates of insurance for independent contractors:
 - \$25 fee per missing certificate of insurance for the independent contractors
 - (Or) You may be charged premium based on the gross wages paid to an independent contractor if the certificate of insurance was not provided with the past year's audit as well.
- \$50 fee if WC audit is received after January 31st:
- \$100 fee plus loss of the member participation discount of 10% if the WC audit is not completed, signed and returned.

Here are a few pointers:

1. Mail the completed audit and certificates of insurance together...DO NOT mail the certificates separately from the audit.

2. Please make sure you sign your audit prior to mailing.
3. DO NOT mail a hard copy of the audit and certificates of insurance IF you've faxed or emailed them to us.
4. Due to the high volume of audits coming in, if you feel you need to confirm that your audit was received, please allow a few days to make sure we have had time to get the information entered into our system.

Thank you for your continued participation in this valuable program. Please feel free to contact us if you have any questions or if we can be of service in any way.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eric Hedtke".

Eric Hedtke
Director of Operations

Encl.



MINNESOTA ASSOCIATION OF TOWNSHIPS AGENCY

Minnesota Association of Townships Insurance & Bond Trust (MATIT)

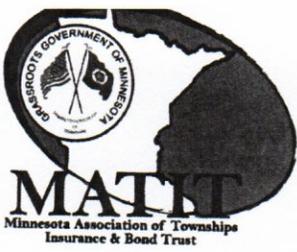
WORKERS' COMPENSATION

Harris Township Cari Ann Alleman 21583 Keyview Dr. Grand Rapids, MN 55744	2. AGENT NAME AND ADDRESS Minnesota Association of Townships Agency 805 Central Ave. E, P.O. Box 415 Saint Michael, MN 55376 763-497-2330 800-262-2864 Fax: 763-497-3233		
2. CERTIFICATE PERIOD		FROM: 1/1/2018	TO: 1/1/2019
This Member Agreement Certificate becomes effective and expires at 12:01 Standard Time at your mailing address shown above for the Certificate period stated.			
4. LIMITS OF INSURANCE			
Worker's Compensation statutory limits under Minnesota law.			
Employers Liability/Stopgap Coverage The limits of liability applicable to Employers Liability/Stopgap Coverage are: A. "Bodily Injury" by Accident: \$500,000 The most we will pay for all damages covered by this agreement because of "bodily injury" to one or more employees in any one accident. B. "Bodily Injury" by Disease – General Aggregate Limit: \$500,000 The most we will pay for all damages covered by this agreement and arising out of "bodily injury" by disease regardless of the number of employees who sustain "bodily injury" by disease. C. "Bodily Injury" by Disease – Each Employee \$100,000 The most we will pay for all damages because of "bodily injury" by disease to any one employee.			
5. NOTICE TO MEMBER			
The organization designated below is the authorized representative of the Member shown in this Member Agreement Certificate: Minnesota Association of Townships Agency 805 Central Ave. E., PO Box 415 St. Michael, MN 55376			
6. CLAIMS NOTIFICATION			
Notice of a claim should be given to: SFM Risk Solutions PO Box 9416 Minneapolis, MN 55440 Phone: 952-838-4339 or 800-937-1181 Ext: 4339 Fax: 952-838-2000 or 800-944-1169			
Note: It is important to immediately provide SFM Risk Solutions a completed <i>First Report of Injury</i> form if you have a claim.			
7. CONTRIBUTION			
In return for the payment of premium, we agree to provide coverage as stated in the Minnesota Association of Townships Insurance and Bond Trust (MATIT) Workers Compensation Coverage Document. This certificate is void if the entire premium is not received by January 1, 2018.			

Member Agreement Certificate Number: 6469

Sequence Number: 1431

This Certificate is for your Records



2018 MATIT WORKERS' COMPENSATION AUDIT REPORT

PO Box 415 • St Michael, MN 55376
 AGENCY (800) 262-2864 • FAX (763) 497-3233
 Email: WCAudit@mntownships.org

Township: Harris

County: Itasca

Clerk: Cari-Ann Alleman
 Address: 21583 Keyview Dr
 Grand Rapids, MN 55744

WC Policy Number: 6469

The following payroll report is used to calculate your workers' compensation premiums. Please read and complete it carefully and return it to the Minnesota Association of Townships Agency by **January 31, 2018**.

Total Employee Earnings

List total **employee** gross payroll paid in 2017. *Gross payroll is all regular and overtime compensation paid to any employee who worked for you in 2017.* Do not include mileage or other reimbursements. **If a person performed work in two or more different class descriptions, divide their gross payroll among the appropriate classes.**

*****DO NOT include payments to cities, counties, other towns, other public bodies or payments to independent contractors in this section...TOWNSHIP EMPLOYEES ONLY*****

Employee Class Description	**2017 Total Employee Earnings	Office Use Only
Clerk/Treasurers/Election Judges	\$	8810
Supervisors/Planning Commissions/Moderators/Zoning Boards	\$	9410
Road Maintenance/Roadside Mowing/Snow Plowing/Dust Control/Excavating Employees	\$	5506
Cemetery Operations Employees	\$	9220
Building Maintenance/Janitor/Lawn Mowing or Snow Removal at Town Hall Employees	\$	9015
Parks Maintenance/Rink Attendant Employees	\$	9102
Police/Peace Officers Employees	\$	7720
Waterworks Operation/Sewer Employees	\$	7520
Garbage Disposal/Landfills Employees	\$	7590
Auto/Machinery Maintenance Employees	\$	8380
Recycling Employees	\$	8264
Tree Pruning & Tree Removal Employees	\$	106
Animal Control Employees	\$	
Do not include bounties	\$	8831

Received _____	Approved _____	C1 _____	Office Use Only	Cert Fee(s) _____	Late Audit Fee _____
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Minnesota Association of Townships

Statements of Financial Position
June 30, 2017 and 2016

Assets	2017	2016
Current assets:		
Cash and cash equivalents	\$ 896,385	\$ 940,717
Interest receivable	13,306	17,566
Accounts receivable	35,358	37,726
Commissions receivable	187,236	169,945
Prepaid expenses	19,067	21,760
Investments	1,748,220	1,447,344
Total current assets	<u>2,899,572</u>	<u>2,635,058</u>
Long-term assets:		
Certificates of deposit, nonnegotiable	570,000	570,000
Investments	-	-
Property and equipment, net of accumulated depreciation	431,094	440,519
Total long-term assets	<u>1,001,094</u>	<u>1,010,519</u>
Total assets	<u>\$ 3,900,666</u>	<u>\$ 3,645,577</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 55,183	\$ 132,632
Deferred revenue	428,881	427,366
Accrued expenses	249,995	280,123
Total current liabilities	<u>734,059</u>	<u>840,121</u>
Commitments (Note 7)		
Net assets:		
Unrestricted	<u>3,166,607</u>	2,805,456
Total liabilities and net assets	<u>\$ 3,900,666</u>	<u>\$ 3,645,577</u>

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2017, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships

Statements of Activities and Changes in Net Assets
Years Ended June 30, 2017 and 2016

	2017	2016
Revenues:		
Dues		
Administrative fees	\$ 854,004	\$ 858,865
Meetings and seminar registration fees	1,120,068	1,080,923
Newspaper advertising and subscriptions	374,530	370,937
Sales of handbooks, manuals and other	9,201	9,098
Group insurance policy dividends	12,918	10,151
Investment income	160,856	151,964
Other revenues	13,314	9,540
Total revenues	139,558	98,414
	2,684,449	2,589,892
Expenses:		
Directors' fees and expenses	204,426	201,411
Staff salaries and wages	958,552	932,988
Staff taxes, benefits and travel	373,907	369,131
Boards and committees	20,879	5,586
Meetings and seminars	309,394	299,638
Telephone	19,242	23,049
Postage	15,181	16,067
Supplies	23,435	25,425
Equipment rent and maintenance	83,146	83,254
Utilities	7,252	7,167
Real estate taxes	22,901	11,786
Miscellaneous office expenses	1,841	1,788
Newspaper printing and postage	53,223	44,968
Materials and supplies	8,384	11,528
Professional fees	154,136	104,946
National association dues	21,526	21,526
National association expenses	20,111	20,992
Insurance	29,187	30,911
Dues and registration fees	23,918	27,875
Depreciation	31,164	56,089
Related-party transfers	-	344,324
Other expenses	15,414	13,193
Total expenses	2,397,219	2,653,642
Change in net assets	287,230	(63,750)
Net assets, beginning	2,861,880	2,925,630
Net assets, end of year	\$ 3,149,110	\$ 2,861,880

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2017, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships Insurance and Bond Trust

Statements of Net Position
June 30, 2017 and 2016

Assets	2017	2016
Current assets:		
Cash and cash equivalents (Note 2)	\$ 4,351,467	\$ 5,450,461
Investments (Note 2):		
Certificates of deposit	3,236,056	1,078,651
Debt securities	2,919,960	1,654,627
Receivables:		
Contributions receivable	2,781	11,264
Investment income receivable	54,618	52,839
Reinsurance recoverable on paid losses (Notes 3 and 4)	5,609	2,659
Other assets:		
Prepaid reinsurance	11,781	510,835
Total current assets	<u>10,582,272</u>	<u>8,761,336</u>
Noncurrent assets:		
Investments (Note 2):		
Certificates of deposit	3,443,569	4,923,268
Debt securities	9,957,517	11,571,079
	<u>\$ 23,983,358</u>	<u>\$ 25,255,683</u>
Liabilities and Net Position		
Current liabilities:		
Current portion of estimated liability for losses and loss adjustment expenses (Notes 3 and 4)	\$ 1,144,477	\$ 1,231,447
Unearned contributions	1,576,664	1,619,607
Advance contributions	1,016,569	1,046,362
Special Compensation Fund assessment (Note 6)	31,782	47,714
Reinsurance premiums payable	-	14,677
Administrative fee payable (Note 7)	17,037	7,487
Dividends payable (Note 5)	1,464,391	1,914,504
Total current liabilities	<u>5,250,920</u>	<u>5,881,798</u>
Estimated liability for losses and loss adjustment expenses, less current portion (Notes 3 and 4)	1,463,758	1,457,184
Special Compensation Fund assessment, less current portion (Note 6)	57,203	61,654
Total liabilities	<u>6,771,881</u>	<u>7,400,636</u>
Net position (Note 5):		
Unrestricted	17,211,477	17,855,047
	<u>\$ 23,983,358</u>	<u>\$ 25,255,683</u>

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2017, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships Insurance and Bond Trust

Statements of Revenues, Expenses and Changes in Net Position
Years Ended June 30, 2017 and 2016

	2017	2016
Operating revenues:		
Contributions earned	\$ 4,256,288	\$ 4,097,664
Less reinsurance premiums (Note 3)	(528,617)	(469,723)
Other revenue	11,004	15,815
Net operating revenues	3,738,675	3,643,756
Operating expenses:		
Losses and loss adjustment expenses incurred (Notes 3, 4, 7 and 8)	1,252,525	2,010,053
General and administrative expenses:		
Administrative fees—related party (Note 8)	1,198,112	1,161,265
Service fees (Note 7)	206,600	211,000
Special Compensation Fund assessment (Note 6)	13	62,882
Other general and administrative expenses	168,223	156,384
Total general and administrative expenses	1,572,948	1,591,531
Member dividends (Note 5)	1,464,391	1,914,504
Total operating expenses	4,289,864	5,516,088
Operating loss	(551,189)	(1,872,332)
Nonoperating revenues (expenses):		
Net investment income	317,730	590,043
Net change in the fair value of investments (Note 2)	(410,111)	238,386
Related-party transfer (Note 8)	-	344,324
Total nonoperating revenues (expenses)	(92,381)	1,172,753
Change in net position	(643,570)	(699,579)
Net position:		
Beginning of year	17,855,047	18,554,626
End of year	\$ 17,211,477	\$ 17,855,047

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2017, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.