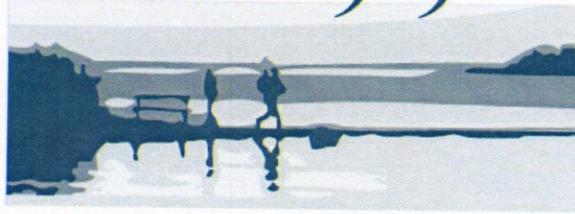


Supervisor Dennis Kortekaas 326-1882
Supervisor Mike Schack 340-8852
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 326-1551
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-1811
harristownshipclerk@gmail.com

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 April 12, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** –minutes from March 8 regular meeting, March 22 P & D meeting Comp Plan January 18, budget meeting January 30, February 6th budget meeting, March 15 Public Comp plan meeting, Peg Fees public meeting April 5, April 11th reorganizational meeting.
3. **Re-organizational items:**
 - ◆ Elect Chairman
 - ◆ Elect Vice Chairman

 - ◆ Appoint Deputy Clerk
 - ◆ Appoint Deputy Treasurer

 - ◆ Designate official newspaper
 - ◆ Designate a township attorney
 - ◆ Designate a township road engineer
 - ◆ Designate a bank as the town depository
 - ◆ Designate official posting sites

 - ◆ Affirm / appoint members to committees/boards:
 - a. Weed Inspector
 - b Collaborative Opportunities Team (or similar)
 - c. Trails Task Force
 - d. Maintenance Crew Leader
 - e. Safety Representative
 - f. Human Resource / Personnel Representative
 - g. Cable Commission Representative
 - h. County zoning and environmental services representative (to attend meetings)
 - i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives)
 - j. Firewise
 - m. Other?

3. **Business from the floor**

- Northwest Gas Talk about timeline

4. Consent Agenda

5. Roads

- Culvert Wood tick
- Plow Damage

6. Recreation

7. Correspondence

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

8. Old Business

- Keller Fence
- Screen printing shirts quotes
- Posts for the bulletin board outside

9. New Business

- Supervisor Clayton- legal short course
- Supervisor Kortekaas to go to training on weeds May 3 in Baxter

10. Treasurer’s Report – dated April 12, 2017 (of March 2017 financials)

11. Approve payment of bills for March, 2017

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

13. Adjourn

UPCOMING Events / Meetings

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

REGULAR MEETING
March 8, 2017 at 7:30pm
Minutes

[REDACTED]

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

2. **Consider approval of Minutes** –minutes from February 8 regular meeting, February 22 P & D meeting. Motion to approve the minutes made by Supervisor Haubrich seconded by Supervisor Bowers passed by all.

3. **Business from the floor**

- Dan Butterfield- brought up concerns about minutes not being updated on the website. He has brought the concern forward for friends and residents who are out of the area. There was some confusion at looking at the ballot and for logical reasons. It looks funny that there are 5 for one seat, and 2 for another, and one for the last. The clerk explained to Butterfield that when they filled out paperwork for running for a seat they were all given the same information.
- Does the public get to go see the Blind Joe at the annual Itasca County Township Association meeting in April? Yes the meeting is open to the public.

4. **Consent Agenda**

- Approve the Request for Board Action Election Judges for the upcoming election on March 14th.
- Approve the Resolution No. 2017-002

Motion to approve the consent agenda made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

5. **Roads**

- Itasca County letter contracts- snow plowing, grading, dust control for next year. The price for the plowing is same for this year which is \$700 a mile and includes a map to see what roads they do. We pay by the ton for salt and sand. It is the same for the past couple of years. We need to send out for grading bids, and dust control we do on our own. The map the County sent is includes Mornes Road, the line got moved and Mornes is the city of Grand Rapids. It's not on the list but it's on the map. Supervisor Kelley will talk to the city and have the Mornes Road removed from the map. Mileage rate will stay the same. Motion to approve the contract with the city made by Supervisor Kortekaas and seconded by Supervisor Bowers. Discussion: when do we see the costs for the salt and sand for this year? Back in January we were at about \$4,200 and we should be close to what we were last year. Passed by all.
- Itasca County 5 year road plan- Glen called and River Road and roads over in the south west of the township are going to be worked on this year by Itasca County and if we were interested we could "piggy back" on those projects. Give him a call if and when we need his services from GR to the County line on River Road. It will be about 15 miles.

6. **Recreation**

- Out houses have been pulled from all landings.

7. **Correspondence**

○ Board Action items:

- ICTA- Annual meeting, who is attending and the brochure for the evening. We will wait until the P & D meeting. Will get a list then.

○ Noteworthy items:

- Itasca Community Television letter-
- Lake Country Power Strictly Business
- Lake Country Power Annual Letter- Meeting Spang Township March 9th 5:00-7:00 pm

- Non-action items

DRAFT

8. Old Business

- Lights Maintenance Center inside- Still don't have an answer on it and have been looking at different lights. The maintenance crew is looking into other lighting from Home depot. Table until the P & D meeting.
- Paul Bunyan Right of way- We did get a map and they want to do this year. Sunny Beach Road, Mishawaka Road, Lake View, Keyview, and Woodland would get internet service this year. Thinking on Paul Bunyan; we need to extend the lines, and what they are going to do. When and where and what they are putting in? It is something our attorney could write up or should we look at the one from done before and modify for now. The clerk could whip up a letter for them and get it out. Motion to write a line extension letter for Media Com and one for Paul Bunyan made by Supervisor Haubrich seconded by Supervisor Kotekaas passed by all.
- Signs –ordered and should be here next week. Only the weight limit signs have been ordered.
- Newsletter- Postage- we were not able to get the postage as a bulk rate for this newsletter we just did. We have to apply for a permit to do that. The permit is \$240 and the yearly cost is \$240. If we want to move forward with the postage we can, I just need direction from the board. The cost would be \$588 to do the postage. It gets us a bulk rate of and that is each time it would save us money. Look at Rapids Printing they have the bulk rate from the printer. Going to email them from here on out, but will still have to mail some as not everyone will have access to a computer. Two separate checks one for the newsletter and one for the postage is what has been in the past. Have we made a commitment to do it quarterly or three times a year? We will try for about every 4 months. Articles are due July for the next letter and then we will do one at the end of the year.

9. New Business

- We have two meetings being scheduled for the same day: April 5th Meeting conflicts (Cable Commission and Comprehensive Plan) – The clerk didn't contact John Powers about the meeting so we can move it to a later date. Move it to the 24th of April at 6 pm at the Harris Town Hall. Motion to move the meeting made by Supervisor Clayton seconded by Supervisor Bowers passed by all.
- Portable toilets- Northland Portable came in at the same price as last year and \$95 a unit for a standard toilet.
- Portable john quote normal \$65 a unit handicapped \$90 per unit. Should stay with Northland Portable and in the winter time it is a wash, it's only a couple of dollars difference. Motion to stay with Northland Portable made by Supervisor Bowers seconded by Supervisor Haubrich passed by all.
- Sent in the census information and the annex information the State asked for.

10. Treasurer's Report – dated March 8, 2017 (of February 2017 financials) numbers within the accounts may change after the audit, (bottom line will stay the same) with what is outstanding (Sunny Beach Road Project) and we still need to decide when to transfer money into the Road and Bridge Fund. Treasurer Adams wants to talk to the auditor to see if it something they want us to do now or do it after the audit. We need to look at a cash flow annalist to see if we have the money to do it. Hawkinson Construction was great about giving us time. The portion that is due now, is coming out of this year's budget and after the annual meeting we will pull everything together and send it to the auditor. Motion to approve the auditor report made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.

11. Approve payment of bills for February, 2017 The snow plowing bill came in from the County and that is a lump sum from this past winter, it's for 2016 -2017 snow plowing season. It is for plowing 33.4 miles at \$700 per mile. If we get more snow it will be included in this bill. We will still get the salt and sand bill for this year once the season ends. We are tax exempt and Treasurer Adams takes that off of the bill. Election for 2016 bill November's election is included in the bill list. S.E.H. the bill was for January for misc. services; attend board meeting, meeting prep, ect. Since we are not going to have a lot of funds in our Road and Bridge fund this year we should suspend S.E.H for the rest of the year as we are not

going to be doing any road construction this year. Motion to suspend S.E.H. for the rest of the year made by Supervisor Haubrich seconded by Supervisor Bowers and passed by all effective today. Question was asked for the late fees on the credit cars through Wells Fargo and Home Depot, Treasurer Adams explained they are automatic payments so we don't get the late fees. There were the charges on the Wells Fargo card that questions were asked, Treasurer Adams pulled the receipts to see what they were. They were clothing and boots. Clothing was Briers Clothing and they get boots every couple of years for \$229.95. We have a charge for Wisconsin for \$625 Tapco. Where did we get the road signs? They were from Dakota. Motion to pay the bills made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all. Range Water cooler rental and a cooler at the service center. Check numbers 17454-17482 will be used to pay the February bills. Motion to approve signing these checks made by Supervisor Clayton seconded by Supervisor Bowers passed by all.

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

- Reminded that we forgot to mention and directed to the clerk and add the minutes of the budget meetings to the website.

13. Adjourn motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all at 8:20 pm.

UPCOMING Events / Meetings

Wed Mar. 8 Regular Meeting.....	7:30pm Harris Town Hall
Mon Mar 13 Itasca County Township Association.....	7:00 pm Blandin Foundation
Tue. Mar 14 Election.....	12-8 pm Harris Town Hall
Tue. Mar 14 Board of Canvass.....	8:15 pm Harris Town Hall
Tue. Mar 14 Annual Town Meeting.....	8:30 pm Harris Town Hall
Wed Mar 15 Public Meeting for the Comprehensive Plan.....	6:00 pm Harris Town Hall
Wed Mar 22 Planning & Development meeting.....	7:30 pm Harris Town Hall
Thu. May 4 Board of Appeal & Equalization.....	9:00 am Harris Town Hall
Mon Apr 24 comp plan.....	6:00pm Harris Town Hall
Wed Apr 5 cable commission	6:00pm Harris Town Hall

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PLANNING & DEVELOPMENT MEETING
March 22, 2017 – 7:30pm
Minutes

DRAFT

Supervisors present were: Haubrich, Kelley, Kortekaas, Schack, Clayton, Treasurer Adams, Clerk Alleman.

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

2. Oaths of Office

- ❖ Mike Schack-Supervisor E
- ❖ Peggy Clayton- Supervisor C
- ❖ Dennis Kortekaas- Supervisor B
- ❖ Becky Adams- Treasurer

3. Business from the Floor

❖

4. Consent Agenda

- ❖ Comp Plan- We had a good meeting on March 15th at 6 pm. We had a good discussion on what we would like to do and what we need to go forward for our community. We have another meeting coming up on April 24th at 6 pm. There will be another Public input meeting and would like to see more there for the meeting. Those that were there, we appreciate you coming to help voice your concerns and opinions. Clayton good discussions for the table topics accesses and 169 corridor are the main topics of discussion.
- ❖ Election Results- resolution 2017-004- Chairman Kelley read the results of the election. On file...passed by all

❖

5. Roads

- ❖ Road seminar- Gravel Road Maintenance & Design- 20th of April. Motion to amend the motion made on February 22; the Supervisors Kelley and Schack to attend the meeting. Motion made by Supervisor Kortekas seconded by Supervisor Haubrich and passed by all.
- ❖ Look at the culvert on Woodtick landing as the lake is low and it would be a perfect time to look to see if the culvert is collapsing; for liability purposes the board would like to have Glen from SEH look at it motion to have SEH look at the culvert made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.

6. Recreation

- ❖ Keller Fence Company quote for just under \$500- table to regular meeting...
- ❖ Motion to have the attorney to send a letter to PB and Media com for the expansion they want to do in Harris Township made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

6. Town Hall Report

- ❖ Review town hall report as prepared by town hall caretaker, dated 3/8/17- motion to approve the town hall report made by Supervisor Haubrich Supervisor Kortekaas seconded passed by all.

7. Maintenance Report: 2/1/17-2/28/17- We need to get a better timeline with the hours they are actually working on the time sheets both weekly and monthly. They are both putting the same amounts on both of their time sheets. The end on the month reports for each piece of equipment is used and are they paperwork heavy with all the timesheet reporting. It's a work in progress and every month we hope to see improvement, and we are starting to implement what the board wants to see. We should look at and revisit to see what we absolutely need and see where we are with time and money. We should be able to get to the point to decide what we want recorded, and what we don't. This was implemented because they are indirectly supervised and this is on effort for them to self-report their time and what they are doing on a daily basis. They have a lot of slack built into this schedule and a concern for the board is; how we track the daily progress? We would need to have

someone there supervising all day every day. It is a huge improvement to what it used to be... we want feedback as a board and we want to also provide to the maintenance crew. We will need to work with them some more to get it where we need and want it. Motion to approve the maintenance report made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

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8. Old Business

- ❖ Spring Short Course- Sawmill Inn April 6th, \$50 a person pay at the door, start time of 9 am.- Motion to approve Supervisor Clayton, Supervisor Haubrich, Supervisor Schack, Supervisor Kelley, Clerk Alleman attend the training made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.
- ❖ Legal Short Course- Rock woods Conference Center Otsego \$50 registration fee and would need to stay the night before as the conference starts at 8 am.- Motion to approve Clerk Alleman to attend the legal short course made by Supervisor Kortekas seconded by Supervisor Clayton passed by all.
- ❖ New Clerk Training- April 27th \$30 for the class- St. Michael 9:30 am-3:30 pm- Motion to approve Clerk Alleman to attend made by Supervisor Haubrich seconded by Supervisor Kotekass passed by all.
- ❖ Track Lighting for the Maintenance Shop- would like to purchase the components so we can get what we need in the most cost effective way. We can see what we are getting if it's in a store vs when it's not kept in the store. We need to do something so when we are having a meeting we have enough light. Pictures are in the agenda with the prices on them; brightness on the white is more than on the black. Supervisor Haubrich suggested the white, motion to purchase the white \$93.82 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- ❖ Embroidery- we have two quotes for three jackets and one is the price on shirts...Clafton didn't provide a quote on the shirts and the pricing on jackets is the same. Screen print shirts is what the board is looking for as we don't need jackets. Get a price on screen printing for the shirts motion to table until the next meeting made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all.

9. New Business

- ❖ Consider Approval of the notice for the Cable Commission public meeting- motion to publish both the notices after the corrections made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.
- ❖ Consider approval of the notice for the Comprehensive Plan public meeting.
- ❖ Northwest Gas- Talked to them and would like to come to meeting and go over time table and plan. When would we like to have them here was a question asked and at the Regular meeting in April 12, would be appropriate.
- ❖ Add the policy's on the meeting, set a second meeting for April 25 @ 7 compensation with follow up on the policy's, employee reviews with employee self-reviews. Send the employees a review from so they can answer how they are doing in their jobs. There is meeting if we need to go over them to change them. Becky will forward out for the reviews form. It will be a closed meeting first which is the employee reviews at 6 pm and open it up to the public at 7 pm. Motion to approve the meeting time made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.
- ❖ Schedule the Reorganizational Meeting- motion to meet April 11 @ 7 pm made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.
- ❖ Schedule Employee reviews and board compensation meeting; motion to employee reviews on April 25th at 6 pm made by Supervisor Kortekaas seconded by Supervisor Clayton, we think it would take an hour to do the employee reviews, looking at last year minutes it took over an hour, passed by all.
- ❖ Safety Training- talked about last fall piggy back with Cohasset for the safety training and we looked at the list it is going to cover are things our employees should be trained on. It's a three hour class a lot in a short time and it's a \$55 per person. The time is from 8-12 pm, covers everything that they should need and it would be a good refresher motion to send the employees to the safety course made by Supervisor Kortekaas seconded by Supervisor Haubrich. The class is held on June 8th at the Cohasset Community Center. Supervisor

Haubrich will double check the dates and have the guys charge this to the credit cards and print the receipts for Becky. Passed by all.

- ❖ Township Association meeting- who is going to attend- Haubrich 2, Kelley 1, Clayton 1, Schack 1, Myers 1, Alleman 2.

10. Public Input-

DRAFT

11. Upcoming meetings/events

- ❖ Wed. Mar. 22 Planning & Development Meeting..... 7:30 pm Town Hall
- ❖ Wed. Apr 5 Cable Commission Public Meeting.....7:00 pm Town Hall
- ❖ Wed. Apr. 12 Regular Meeting..... 7:30 pm Town Hall
- ❖ Mon. Apr. 24 Comprehensive Plan Public Meeting.....6:00 pm Town Hall
- ❖ Wed. Apr. 26 Planning and Development Meeting.....7:30 pm Town Hall
- ❖ Thur. May 4 Board of Appeal & Equalization9:00 am Town Hall

12. Adjourn – Motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all 8:30 pm.

**Work Session
January 18, 2017
Minutes**

DRAFT

Present are: Ken Haubrich, Peggy Clayton, Jim Kelley, Dennis Kortekaas, resident Jay Bowers, Burl Ives, John Powers with the Comp plan

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

John Powers wants a wide range conversation to better understand the current issues that concern the board. John would like to know why we want to update in the comprehensive plan. John will need to do additional research and we will plan the next meeting tonight. We need to write the draft document after the public meeting; and have an open-ended discussion with the public. We would like a quick turnaround to get this done as fast as possible. Quick plan as we have done this before. John has had some discussion with Supervisor Kelley about what we want done and key issues we have including the 169 corridor. Dan Swenson, from Itasca County, will come to the public meeting and talk about those individuals and businesses that have come to see him. County zoning can only issue businesses building permits that are not zoned commercial with the blessing of the Harris Township Board. We want the south boarder line and north border line to be zoned commercial except those areas that are already zoned residential.

Looking at other key issues... Building codes, in the current comp plan it refers a lot to the City of Grand Rapids building codes. We would like to be going to the state building codes. Strike anything that is referring to the City of Grand Rapids. Explain at that time concern was annexation by Grand Rapids, prior to the current plan. They were looking at annexing the area around the "s" curves on 169. To keep the commercial, does not require public utilities. The smaller businesses and the kind that were coming in to Grand Rapids, go through a lot hoops because of the codes the city has for new businesses. The County is not about to handle the orderly annexation that could be coming. That is not the small thinking we need, we need to pull it out and put something else in. We are still against tying ourselves to Grand Rapids, we need to cut those ties. We need to make sure for the future we are not tied to Grand Rapids, so when we want to incorporate into a city we are not mentioning the City of Grand Rapids so much. One reason that the other communities are booming is they don't have the building restrictions that Grand Rapids has. We want to be able to open up for commercial development. Right now we have conditional use properties that are doing business and full blown commercial properties right across the street from each other. We would like to stop doing conditional use for any property. There is a lot of property, the entire corridor should be able to be zoned commercial and have it able to be used in the future as commercial properties. Except where there is dense residential areas. We want to be able to put in the residents hands, to sell their property as a commercial property if they want. The county will not re-zone the entire area right away. If there is a resident that wants to keep it residential they have that option.

Natural Gas is an incentive to come and build in the area. In the next couple of years a map will be drawn of where all the natural gas lines are. Convenience to the residents who are already here and anticipate in the future in the raw land. Broadband is here in all the high density areas, but the rural do not. Only 169 corridor has the giga zone internet. Century link has fiber-link in the 169 corridor also. The Township has taken over roads: Lake View Trail, Wendigo Circle, Katheryn Ave, and Nicholas Street are in the road plan. Two are tarred and are two dirt roads. We will be busy having to rebuild quite a few roads and we have a 5 year plan. Discussion about the parallel road that was a loosely drawn road with an easement. There are a couple of building problems there, we still have the easement, but not sure we are going to make it into a walking trail. Wise to keep it and pull the drawing out of the document. We are keeping the easement.

Township facilities, town hall, parks, maintenance center, cemetery. Nothing has changed in that area. The community center has gone off the plan.

Boat landings are between a rock and a hard place and we have huge problems with parking. Casper landing problems with flooding and erosion and has destroyed roads and boat landings. Mishawaka

boat landing has the picnic area, with a middle hump. If the hump was removed we could get three to four more vehicles in there. Right now we have super congested area in the landing. Could we get area across the road of the landing? We could try and go after the state legacy money and build a parking lot for the access to help with the congestion. Army corps of engineers might have money like that and could be a potential thing the township could pursue. This will be one of the things we will talk about at the public meeting. Issues with water quality is a concern. Wood tick landing could be a concern, with the beaver control. They have not been into the culvert. It would be nice to see what would need to be done as the road interest to put in a culvert so kayakers could get in there. Hale Lake does not go up and down in water level like Pokegama Lake does. Hale lake has a primitive boat access that is carry in only. That is staying and it is, it has come up three times now to redo it and the county and DNR don't think it can be done.

Gravel pits, we do not have any current problems with the gravel pits. There has not been any run off or issues that we know of.

Trails- semi regional trails have a trail corridor. We have a causeway to be able to allow snowmobiles and ATV's. We have talked to ATV task force about our trails and we are looking ATV development. The city of Grand Rapids is still part of a committee with Sara Thompson, Roger Clark or Cory Cease to get the trails done. They all work with the land department and Cory is the new land commissioner. When they do development in the area to get the snowmobile trails in certain areas, there is land owners that were not communicated to in the best way. The city will have to look at expenditures to get the easements for the trails.

Future of Harris Township: Designated as an urban township as we have the second largest population in Itasca County. Attributes of the township, we don't want to box ourselves in if we need to do something. We would like to keep a sense of an urban, not urban in suburban. The lake is a beast in all in itself, as we have the lake and have the population density of Grand Rapids. If we are rural, we don't have that many farms in our township anymore. We have a sense of being rural but we have neon signs and blinking lights in the area. We might have to have a stop light in the intersection of 169 and Harris Town Road as it's a busy intersection. We don't have one resident that wants to be annexed into the city of Grand Rapids. We should do it soon, before they are in better shape to make that happen. We should have something to say to be able to govern ourselves. Everything that the city brought in has not brought income to the bottom line.

Action plan: If there is an interested party who want to come into Harris Township they will have to follow the building codes of the County. We want to make this easier on who wants to come in as the city of Grand Rapids is a 300 page building code. So anyone who comes in would be zoned by Itasca County and not the City of Grand Rapids. Cohasset could have something in place to help us with this and ad hear to the state building code. We should look into what Cohasset has.

Wood tick and Hale Lake connection, possible issues of aquatic problems. Hale Lake might be saved because of the clogged pipe. There is no damn in between the two lakes.

More potential from the county to support rezoning and support this plan going forward. We have this in our plan and we would like you to support this.

Who is taking care of the causeway? The Pokegama Lake association would not help with it, they have in the past and it's too much. It is still an issue, put it on the table at the public meeting. MN Dot is not maintaining it, it's a state highway and the beautification of it should fall under their jurisdiction If we had someone to make it nice would be great. It is such an obvious place.

Roads and transpiration: how to handle access to 169, they added a 5th lane for turning which needed to happen for the area to be zoned commercial. Contact MN Dot for the current status. We were hoping to that they would have been able to take that 5th lane and go all the way into town. Crystal Springs Road by Crystal Park the hard 90 degree turn could be a problem, go at the county board with our concerns. We need to continually update and implement the 5 year road plan.

Establish cooperative ventures with other local governments. Others who have the right to govern themselves.

Comment that was made: Harris is second largest community by population behind Grand Rapids. It's a statement about who we are. People like to live in Harris Township.

Public meeting- whoever shows up and we have four tables and we give them a couple exercises to talk about and what needs to be done in their views. They will be able to share with the group after they are able to talk about it. One is the 169 corridor pros and cons. We should have a discussion about additional zoning controls.

The structure of the public meeting will be to have John talk first give them each exercises and get them talking for about 20-25 minutes.

Homeowners would apply to the county to have their property rezoned and they would still come back to the township and have it approved. That is the way now, in the future and after we finish the comp plan it would be they could go right to the county and have it done for them.

We can run the meeting in a couple of different ways. John is setting the frame work and to guide the residents in the way people are talking to each other. They report to the group and have the citizen's talk and give us input to what they think is happening. Have the first exercise the characters of the township and are these things still valid in the community. Are these thing still important to you? You have 20 minutes and a lot of bullet points. The discussion on taxing, are we going to have them going up (taxing) or bonding. We are hoping to bring in more of a tax base to the township to help with the things in the township. Can we have this as one of the questions? Boat landing and trails need to be separate discussions as they are both big topics. First discussion would be are these still pertinent topics for the township. It would be a two hour meeting. Internet and other utility services in the area are something we would like discussed also. Road maintenance and the amount of money it will take to maintain the roads. In the agenda there will be a final thoughts about what we need to do to maintain the roads and how much do you want to spend on those roads. Cost to maintain vs rebuild and it might be something that comes into play as how do we pay for them? We would like input to fill out the action plan. Meeting on February 15 at 6-8 pm at the town hall for the discussion to help on the comp plan. Second meeting is going to be March 15 at 6-8 pm for the draft document and discussion on action plan. (March 15 was rescheduled to April 25.)

We have businesses in our area who are not zoned commercial. (Wendigo golf course)

Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Clayton, passed by all 8:30 pm

DRAFT

**Work Session
January 30, 2016
Minutes**

DRAFT

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

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

Background on how this meeting works. After the treasurer gives her rundown on how to read the financial reports we open up to questions from the supervisors. They look at the financials and the Treasurer then gets the receipts out to show they are the same and what we are getting charged for. It's a way to be very open about what we are spending and what accounts they are coming out of. The supervisors go through each fund to see what is coming out.

Over all financials, black and white receipts, color one is actuals, and treasurers summary report from 2015.

If there is an adjustment it is with in "Buckets" and it shows on the summary. This is where we officially start at the beginning of the year (2016). The receipts in the first column under the general fund you should have them all match on the summary as on the receipts page. Where these numbers come from is bill list, payroll, and check register. The transactions match the bill number and should all match. If you look at the sum fund balance that is what our budget was. We need to have the being over budget and over in the receipts is a good thing; as we are actually \$21,000 under budget in the General fund. We received state aide, we don't depend on it and we don't budget for it. So in the end we are \$16,657.73 to the good. What is the number #div/0! It is the program trying to divide by zero. The receipts at the bottom under the subtotal (\$210,751.53) should also match what is on the treasurer's summary; that matches the disbursements of 1.1 million under the road and bridge. They should all be in order and the last three sheets are the extension for the adopted budget, variance, and estimated. They are color coded so they should line up for you. When you get to the final numbers they should match the final numbers on the treasures report. When the audit gets done, we might have to shift funds, but the bottom number will not change. The only thing you we will see is if we switch funds (one account to another). HACA or state aide we sometimes get and we get different amounts so we don't budget for these as we don't always get them. When the LGA came about they cut the townships out, we do get gas tax, and that is under the road and bridge fund. We get it usually in February and we have received that every year since 2012. It is usually is about the same amount.

We were going to fix the road at the cemetery (in a plan and the funds were in the cemetery fund) and never did the project. When we knew we were going to be using the amount out of cemetery to do the big project this year we made sure we allocated those funds for the project. In the Road and Bridge fund under engineering we want to break it out. We put it in the road budget and two years ago they were not thinking we were not doing a million dollar road, and it is kind of skewed as it is all SEH engineering portion of the road.

Meeting time for employees: we don't see meetings they would do outside or on the side of the regular work hours. If they were just at a meeting with training or have a fund labeled training budget as they have not used the meeting fund. We could change that to training and could be the same as schooling, depending on schooling meetings outside of the township work. We could send them to a collaboration meeting/training. Actually remove 109 and change 104 to training /meetings.

The purpose of this meeting is to look at the treasures books. There are only two of us and the clerk does her own books. The firm the audits us every year is Wipfli. Sometimes we get those different changes in people and they had a whole new way of doing things. The new auditors tend to dig a little deeper. Treasurer Adams goes through to make sure all the formulas are correct between the spreadsheets and the accounts they are connected too.

The newsletter and was not a newsletter in 2016. They did a couple in 2015.

Road and Bridge labor- on the charge for the guys is on line 399; all the guys labor stuff is all "99" in the fund codes. The shoulder work and other equipment use, fixing the machines or maintaining them;

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like changing the oil. The maintenance crew under 299 and printed one row off. When we do contract labor from Express Employment we do that under the labor also and don't have contract labor line for rink attendance. The rinks have always have a line item and it's nice so we can see that. Items auction is for giving to the sheriff to be auction off. The old grader was sold and sent overseas. If we are on the board we can't buy anything the township puts up for sale. If you have the receipts for the Road Bridge Engineering. That is a big chunk and is huge with the big project we just did. That is one fund that we need to start watching. We should shut them off at this time and when we know if there is anything coming once we have discussed roads we can call them and ask them to come to a meeting. Crack filling estimates we should be able to do somethings in house. When they come to the meetings schedule them right in the beginning, remember they are going to charge you for it. It is really hard to see what they are charging us for in the breakdown they give us. Some come with a cover letter and some say which roads it is for. SEH sends us a bill for engineering we should be getting detailed copies for everything. We have a contract with them and we should be able to keep the files here. We should have them only here for one meeting a month. In years when we have a big project they should be here more but only if needed. We would plan our year out for the road work we are going to be doing and how much we need to have them here. Have a schedule for the year and have what is included in the 10 % of the engineering project costs include any and all meetings they should have to attend. On the Sunny Beach project it should be part of the project but they are charging us for the separate meetings. Look at the 10% to see what is included in the contract. Decide what we need to do and what we are being charged for and/or see who else is out there and we want to make sure we get our files.

What was the big expenditure in cemetery fund for \$1229.70? Some of that was ground work with Express Employment and also Hawkinson Sand and Gravel for screened top soil, cold mix; \$406 is what was written on the receipt when they received the materials.

Safety clothing- nothing there for the year and do they were able to buy coats and boots in 2015. Supervisor Haubrich has been working on getting logo stuff to be put on the coats and shirts so people know they are employees of Harris Township.

Building and grounds- satellite toilets-we used to have one at the town hall and we don't have one here anymore. We have them under the recreation and cemetery funds. 667 line is for the boat landing and take out 619. In April we have twice the amount as the invoices came too late to pay the previous month.

Cable franchise- receipts with both Paul Bunyan and Media Com. We get to keep 3% of the franchise fee and the rest of it goes to ICTV.

General misc. income line 19- we took in Minnesota Association of Townships, refund for workman's comp. We would have to have a conversation to take it out of general fund.

Cemetery and the lots that were given to Judy Myers; did we take a charge to we would have as a loss to that? We should show it had a value and it should be in the labor and loss part of the funds. In the fund it shows we paid someone to move Mr. Myers. 16 lots is what we gave the Myers family. We own equipment for the cemetery and we should have the balance with depreciation forms. This is where our capital plan comes in, and every year we talk about and every year we don't get it done. We need to do depreciation around all the equipment. How do we maintain the cemetery, and who actually owns the land and do keep owning less and less. Are we telling them what we can and can't plant around the head stones of the cemetery? We maintain the cemetery and they own the plot the you can never charge enough to keep up the rising costs of maintain the cemetery.

General Fund- expense 137 August for \$163.98 Copier maintenance and we are tax exempt on everything but vehicles. It was for toner for the copier.

Buildings and Grounds- April \$49.15 L & M service center equipment supplies and air fresheners, toilet owl cleaner, dock bumpers.

Election Supplies for June- \$106 ballots and machine programing, paid to Itasca County Auditor. The election judges would show up in March, August, and November.

Building and grounds, April \$1338 Town hall and she cleans after every meeting and payed a company to come and scrub and wax the town hall floors. Personal Dynamics was the costs at the beginning of the year, it was for 3 months to see if they wanted to keep the employee. The caretaker takes care of the renting of the town hall and the cleaning up after every party. It's not an easy position to fill as it varies to when the town shall is rented.

Road and Bridge- July Dust control for gravel roads we spray once a year. We did a road we didn't budget for and lengthened a road.

Equipment Fund-\$490.11 ASV-couple of different couple of things for the equipment.

Website- \$14.87, it is our web server.

All are good and good Job Becky. We like how it's by month, payroll, receipts, copy of the checks, Wells Fargo bank statements, its great it's all that each month is coded like that.

Book work is forever and records retention policy and somethings are lifetime. It would be nice to have Microsoft Word be able to scan and index it.

Work on the budget now with the maintenance labor, every year it's going up. There is stuff to do on the town hall that will come out of the general fund. We used to break it all out all the labor out of the different funds and we started pulling it all out of the general fund. When we are looking at the meetings \$4000 because we are doing more, and we went from 3 to a 5 board members. For much of the year we only had 4 board members. For the clerk in 2017 we budgeted \$9000 for next year. They started separating out \$100 form the cemetery fund. The treasurer's fund is staying the same. It all goes into one pot. Extras come out and charge the meetings and 108 is misc. wages/meetings is where it comes out from.

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Meetings leave the same

Supervisor wages- leave the same

Clerk's wages- leave the same

Treasurer's wages- leave the same

Training/Meetings- leave the same

Election judges are allotted \$500 a year. If the question passes and we go to November elections in 2018 that fund will need to be raised. We want to raise up that expense up to \$1700.00 budgeted for 2018. November elections and just the judges. Raise up to \$1700.00.

Election Supplies up the budget to \$1000.00.

Set up would be the maintenance crew setting it up. Cross that off the list.

Misc. fund we are low on. It covers the training for the supervisors and we have had a lot of new people on the board. We are expecting a few new ones also. This would cover anything above and beyond our regular meetings. We should bum it up to \$17,000.00

Pera- if there are no major changes, we could knock it down a little but we are going to go down to \$14,000.00.

Social Security- we can leave alone.

Medicare we can leave the same.

Advertising we can leave the same.

Legal and accounting- we can leave the same.

Cable franchise it's in and out money.

Health insurance- stay the same.

Donations and fair board and historical society and we don't have it resident choice and we have to wait until the residents pass it.

Dues Taxes and License and up it to \$2500.00.

Garbage and Dump tickets- We switched companies and a lot was done with big clean up. Leave the same.

Insurance- it is our work comp/life and so it was leave it the same.

Mileage down to \$1000/.00.

Misc.- Leave it at \$500.00.

Office- left as well \$5000.00.

Newsletter- leave at \$3000.00.

Copies and supplies leave the same.

Phones and pagers- some of the expense was the purchase of two phone and its \$40 for the \$2500.00.

Copier- up to \$750.00 with the amount we are going through.

Computer- in \$1500.00 leave in there.

Engineering/Comp plan- zero leave it at zero.

Website- drop to \$100.00.

Bank service fees- leave at \$20.00.

Maintenance crew labor leave for now at \$11,000.00.

Will know better after we are able to look at what needs to be done for the next year. The annual meeting is the deadline for the funds review. We don't have it printed out but the fire fund is at \$79,972.00 was in the budget for 2016, we budgeted last year (2017) \$80,000.00. How many fire calls in the year do we get, we had \$8000 from 2015 left and \$8000 rolled over to 2016, so we ended up with \$82,000 and we were only at \$79,000 last year.

Fire fund we could bump it up a little bit to \$82,000.00 for 2018. Leave the income the same.

Budget related we went through all the salt and sand for this year and where we are now is close to what we were at last year at this time. We are almost the same at about 1.5 tons over last year to date. The rough figure currently we can up with, we should be really close to being right on the budget for the salt and sand.

This budget is put together very well.

It's amazing and you lay it out so everyone can understand it. The numbers all match but we are slowly losing our cushion in each of the funds. It was a big budget year and when we are doing road has to cover all of last year's roads. Do we know what the exact figure on what we still owe to Hawkinson Construction to finish paying them; yes its \$496,000.08 we have paid \$918,000 in 2016. It will come out of 2017 road and bridge budget to get it paid for.

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

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**Work Session Budgets
February 6, 2016
Minutes**

DRAFT

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

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

The fire fund and general we did at the last meeting and they are all keyed in for the year. With everything that we added for in expenses we will be about 35 % of the budget for 5 months. Which is where we would like to be for all the funds so if a road takes a major down turn we can have the funds to fix it and have 6 months of a safety net and we were well beyond that. A lot comes out of general and see where we go from here.

Equipment the 2017 is what is adopted and the change is from 2016-2017 and where we are at for the 2018 proposed budget. You will see in 2016 for the equipment fund was sitting pretty healthy and in 2017 it showed we put 10,000 in there and you can see where the shift is and where we budgeted for 2018 year. The costs have grown over the last year. Supervisor Haubrich has been working with the maintenance crew and would like to see if we can see if anything for the maintenance crew will be need in the future. In 2016 you can see where the budget is, and how we can be saving. The 308 line is small equipment, you can see we added a weed wiper. We should keep it all in the same amounts as they currently are. The lawn mower has its own line item and supplies. We don't have any more spare parts at the show. We have been getting them as we need them, but would prefer to have one in stock. We are not talking a lot of supplies or money, just blades and filters. We would need to look at all the budgets if we are looking to give a raise to the crew at an estimated 3%. The fund is under budget. The lawn mowers are usually replaced every three years. We need to look at what the cost benefit is if we keep it a few more years or if we need to trade it in. The lawn mowers we have right now work well because we can use them at the cemetery and they fit between the head stones. The previous board was changing out the lawn mowers every three to four years. The maintenance crew takes really good care of the equipment and they don't need to be changed that soon. When we get to the bottom we are getting to the 28% for the 5 month fund. (We want as a general rule to keep the funds as close to 35% as possible for a safety net in money.) So back in 2012 was when the dump truck and lawn mowers was purchased. How much do we use the dump truck (purchased in 2013) we can drop the fund balance down a \$1000.00 and the lawn mowers fund balance leave where it is. Just wondering about the tires for the dump trucks and the tires for a truck are still in good condition. T the upside to 2017 in this fund is what we under spent a \$1000. We can put that towards the 2018 budget towards tires. Putting that on a rotation so we don't have to change all of them at once. It would be changing out 6 tires on the dump truck at one time. What do we have for the clothing \$400; is in the budget, and we didn't spend anything last year. This year we will have to spend a little bit but hopefully not \$400. Inspections for the trucks would go into this fund, it is \$180 for inspections for the truck and trailer. We will up the apportionment to \$13,000.00 for the equipment fund. We will leave the disbursements the same.

Cemetery fund

None of the apportionment went into this account in 2017 as we had a good balance. We have for 2017 a healthy budget at 117% of the funds. We are about 51% of the fund balance, which means we have a little cushion in case something happens. That is where we should be. Maintenance stays pretty close to the same as we have the temps do most of the mowing as we hire them as contract workers instead of having the employees do it. We are going to straighten up flag poles, we should do that here in 2017. We have talked about hiring a sexton to do the cemetery and that would be a big jump in the cemetery fund. We would like to get a rough estimate so we have some number to look at for next year's budget. It's high for some reason and we could try to coordinate with the city of Grand Rapids. We don't know if we can afford to hire Grand Rapids. Cohasset does contract with Grand Rapids, we have talked to them a couple of times just wanted it put back on the radar. Good thing to put on the agenda to get some prices. Cemetery fund to stay the same.

Recreation: levy is \$25,000 in 2016 and 2017. We slid everything over for 2018 so it's still \$25,000. 2016 are actuals and 2017 is also. Cut and pasted to 2018 for we are still sitting at 43% of the fund balance. One thing to remember the rink attendance rate went up this year so that will affect our bottom line. We will have grounds work material for Wendigo, was any major repair on the Tennis Court at Crystal. Some of the repairs we had to do were the ropes, as they were cut on the swings. We have the temps (Express Employment) mowing the lawns at the parks. We should budget for this we have \$2000 under both Crystal and Wendigo for grounds work material. The rink attendance we could put down to \$2500 on each fund (Crystal and Wendigo) It would make sense to have one attendant for both rinks, have them at the Crystal Park at the begging of the week and Wendigo at the end of the week. Now the bottom line is at 36%. The first change from grounds work materials to groundworks contract labor. If we increase a \$1000 to the fund with the \$500 in each grounds work at the parks also in the apportionment, we increase the apportionment up to \$27,000. Increasing it by \$2000.

Buildings and grounds: that's the one that we are at 101% in the bottom line. The fund in 2018 we can cut it down we would have at least allotted for what it's costing us to heat the building. We can drop the fund from \$50,000 down to \$40,000. Our landings we are going to be looking at. We have undedicated funds and it would be nice to be able to use some of that money to be able to fix some of our boat landings. We have an excess of money in the fund right now and need to spend some of it. We need to look to see if we can get a grant from the DNR to help with the costs of fixing a boat landing. The 40% that is where we need to be in the bottom line. That will still leave us some slush funds in there if we dropped it to the \$40,000. We could start spending out of the \$200,000 in reserves, if we don't want to raise taxes. The concern about spending out of the reserves that is one of our roads goes and we don't have it in the budget to fix it, we would not be able to fix it. We would have to increase the levy. How about we raise it a little bit or leave it, we don't want to nickel and dime the residents. Let's raise the levy and don't pick out it, we are at the point to raise the taxes again by about \$50,000. That is leaving buildings and grounds at \$50,000. Some of the expense came from installing natural gas and all that in tales with changing of the furnace. Satellite toilets are no longer at the Town hall but we have them at the parks, rinks, and boat landings. Some of the expense is the phone stuff (telephone and internet at the town hall) the maintenance crews phones are not included in this bill, but the bill for the towns hall and the rink warming shacks are and it's about \$150 a month. We should account for the phone at the town hall as the expense goes up each year. We up the telephone for the town hall to \$1700.00. We will need to up the building maintenance material if we want to build out the secure room in the basement, we would put the cleaning supplies in there. We will up it to \$2500.00. We will also need to do the fire proof cabinets and stuff for the minutes and agendas. Cleaning the town hall is up to \$5,000. Security system- we have a security system at the maintenance center and cemetery but not at the town hall. Some of the labor for the maintenance crew is being absorbed with fund line 699; change from \$25,000 to \$20,000, because we are going to be doing some work. The apportionment is \$50,000 and we are going to go down to \$40,000.

Roads: the Road and Bridge fund is negative by \$203,000 and we know that we will be moving some of the Capital Improvement funds into the Road and Bridge fund to help cover the cost of the Sunny Beach Road project. We still owe Hawkinson construction \$350,000 and of that \$200,000 comes from the apportionment for 2017 and \$100,000 from the Capital Improvement fund. The whole project was about 1.1 or 1.2 million to do the road. There is possible more we could take more out of the Capital Improvement fund, but it's a good safety net just in case something happened we have money to fix it. If there is an accident we will not be able to do anything because we won't have any money. We will be looking at a year of doing nothing for 2017. We tried to bond to get this done and nobody wanted it. Everyone was on the same page and what we get this year, the \$350,000 will be gone. Will have to pay the bill, and won't have the spending for 2017. Hopefully it will give us a bigger balance in 2018 so we can use another road project. We going to be putting a road plan together. There is one piece on Sunny Beach Road that might need work this summer, might need to be fixed and will probably eat up the remaining balance of the road fund.

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

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**Work Session Public meeting for the Comprehensive Plan
March 15, 2017
Minutes**

DRAFT

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

We opened the floor to John Powers at 6:05 pm after the Pledge of Allegiance and the reading of the town mission statement.

John did the instructions and handed out two sheets of papers to each table. They had questions on them. I have condensed what each table has written as their notes.

Features and characteristics that define the Harris Community. Purpose is to identify the values, features, and characteristics that define the community to contribute to the positive sense of place. The responses were:

- Open spaces, a sense of privacy, not overly populated, options for rec trails, local recreation within township, and sense of personal safety. We need to upgrade our landing and parking. Walmart having an impact on the night sky. Billboards along 169, size and height. Still viable. Infrastructure, (gas and broadband) make the area more attractive.

Highway 160 corridor was the next question posed to the community.

Define the extent of commercial development within the Highway 169 corridor. Current plan perspective, Role of County zoning, and small discussion the general type of commercial development with any incentives or restrictive that should be considered.

- Some of the comments were: Retail services, plumbing, give options to go commercial, both sides limits to the commercial corridor, electrical, not heavy equipment, buffer zone between commercial and residential areas, square footage, incentive could be lower taxes that Grand Rapids, noise is a concern how far they come off the highway. Have a limited width and depth to the parcels, no industrial, and limitation on distance off highway.

Township Lake access, provide direction on the future of the Township boat landings. Identify desired future of existing accesses, retain as is, improve, or eliminate,

- #1 Mishawaka needs to be improved to add more parking, LaPlant would need to be a little larger, and Casper needs to be redone. Premier recreational resources. Improve landings

Ease of access to Grand Rapids.

- Employment, shopping experiences, Governmental services, entertainment, social/religion/education, all are great, and worry about annexation

General comments, this is an opportunity to raise questions and discuss aspects of the planning process implementation and other related topics.

- The question was raised if we are going to go to a city. Generalized and as a local government. There has been talk, we are moving in that direction but have no formal plans to take that on right now. Possible incorporation. If annexation would bring public utilities, hostile as the city could take what they wanted, the city can take up to 120 acres in one annexation chunk.

Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Kelley passed by all. Adjourned at 8:10 pm.

Work Session
Public meeting PEG Fees
April 5, 2017 7:00 pm
Minutes

DRAFT

Present were Supervisor Jim Kelley, Supervisor Peggy Clayton, Supervisor Mike Scheck, Supervisor Ken Haubrich, Burl Ives, Beth George, Charles Beck, Clerk Cari Alleman.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. Question from the floor about the PEG Fees- ICTV- Beth George Executive Director for ICTV we receive two sets of fees from communities for ICTV. The franchise fee is 3% of the franchise fees we get from Media Com and Paul Bunyan.

Media Com say you can go up to 2 dollars per household total, and Paul Bunyan says you can only do a .25 increase once every three years.

Building, cameras, cameras to loan to community, and to keep everything operational, and keeping the computers updated are some of the things the franchise fees help pay for. The back room "brains" keeps the programing going. We have the maintenance and heat maintenance project we are currently saving up for. Part of that is we are saving up for a new roof so it won't leak. Nice amount to plan for if we raise the franchise fee to \$3.00 per house hold.

The franchise fees that are collected though Harris Township we are able to keep about 3% or \$500, the rest goes to the cable commission and they give about 80% of the fees to ICTV. The cable commission did a project to buy nice sound equipment. The biggest expense ICTV has is people. The cost and the budget is about \$300,000 a year. They have to fundraise about \$100,000 a year.

One of the biggest things for the Supervisors of Harris Township is when you are in the grocery store and people come up to you and say they saw you on TV. Our community is unique as we have a nice community based TV station. Other communities who have public stations they are not quite as nice as ours. As community public TV we have a very good public TV stations and it keeps our community informed very well. A lot more people watch the ICTV stations then we thought.

ICTV has channels 2,5, & 7. Channel two is lectures. Channel 5 is the community bulletin. Anything that is happening at Harris Township is all on the middle channel. Channel 7 is government 24/7. We have the live TV and we have web page which is called live on demand and you can watch TV all on demand. We maintain a You Tube channel; "Outdoors with Tom Chappen". You tube came and gave them pointers to get more views. They have about 300 followers on Facebook.

A question was asked if they have numbers how many people know how many watch Harris Township meetings? Beth explained we know there are lots who watch the meetings, but there is not a way to look to see who watches it as it could be on either media com or Paul Bunyan.

Bulletin channel is channel 5 and the board asked if the public meeting schedule is on there; and how do we get eh information to ICTV to put on the bulletin channel? Email is the most popular and we have staff that cross references the newspaper to put it on our bulletin channel and on our website. The email is ictv@watchictv.com we can send them and they will put it on the bulletin page.

Charles Beck has utilized ICTV with Car Club and the Northern Minnesota Building Association and he is amazed how many people watch and come up to and say they saw you on TV. It is a great asset to our community.

We (ICTV) would like to eventually educate people of the franchise agreements, and what the future holds for this agreement. These franchise agreements are only contracted for 15 years and then we have to re-do a contract. In the next couple of years they are going to change and we might not have a chance to get funding like this or it will change the dynamics to what we are doing and

what we are able to do in the future. We are learning what coming down the pipe and internet providers and not going to call themselves telephone providers anymore. ICTV would like a representative from Harris Township to travel to the meeting MACTA is having to see all the people who deal with telecommunications. It would be great to have a representative go to the meeting. It's the loss of control for the township because the companies can then decide where and when they are going to go in. They don't have to ask for permission and it's losing the rights of our ditches that we have to maintain. We could be pulling in more franchise fees, more peg fees, more money. We need to talk to community relations person for Media Com.

Losing control of the ditches and land for Harris Township, is a concern for us.

Motion to adjourn made by Supervisor Haubrich seconded by Supervisor Clayton at 7:25 pm.

DRAFT

**Work Session
Reorganization meeting
April 11, 2017 at 7 pm
Minutes**

DRAFT

Present were: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Peggy Clayton, Mike Schack, Treasurer Becky Adams, Clerk Cari Alleman, Judy Myers, and Marge Kelley.

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

2. Re-organizational items:

- ◆ Elect Chairman- Motion to have Jim Kelley as chair, Seconded by Sueprvisor Haubrich, passed by all.
- ◆ Elect Vice Chairman- Motion to have Dennis Kortekaas as Vice Chair made by Supervisor Haubrich seconded by Supervisor Schack, passed by all.

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

- ◆ Designate official newspaper- Herold Review as of last year do we want to keep it the same. Keep the same.
- ◆ Designate a township attorney- Keep Andy Shaw as the attorney.
- ◆ Designate a township road engineer –S.E.H. our Township Engineer made by Supervisor Kortekaas keep the same.
- ◆ Designate a bank as the town depository- Wells Fargo is the only one we are using at the moment, keep the same.
- ◆ Designate official posting sites- Outside the town hall, and Herold Review newspaper as needed.

- ◆ Affirm / appoint members to committees/boards:
 - a. Weed Inspector- Supervisor Kortekaas was on it last year, would need to inspect around the township. Meeting on May 3 in Baxter for a weed inspector, Supervisor Kortekaas will go to the training.
 - b Collaborative Opportunities Team (or similar)- a meeting once a month that the representatives from cities, townships, municipalities meet and get to know people and contacts. We are able to get the safety training for the guys and save some money as we collaborate with other communities. It gives you feedback from the city of Cohasset and Grand Rapids, but we haven't seen any other townships there. Once in a while there is someone from Coleraine. The meeting moves around to different locations. There is a fee for the moderator, the fee gets split between those who attend. It's kind of a voluntary thing and the city of GR put in the most money to cover eth moderator. We paid \$500 in May of 2016 to help cover the moderator fee. How long has the collaboration been meeting and how long have we been participated in it? There has been a represented from Harris Township for many years going to it. The question last year was how much do we actually get out of it? We have gotten the safety training out of it for the maintenance crew, and some ideas about other things also. They are thinking if they are going to be going to quarterly meetings. One question that has arose is do they have enough participation form the surrounding communities to keep it going? Several townships from up north collaborated on the maintenance work on their townships. They are supposed to come and speak at the

collaboration meeting. It just depends on who they have on the agenda if they go to the meeting. Conversation around do we need this and whoever is hosting it could be the moderator to cut down on those costs. The person they have doing the moderator position is a she is doing the facilitation is a neutral person. She brings up the topics, gets the speakers, and lets the different communities bring forth concerns or positives. Does she takes notes and comes out with the agenda for the meeting and different projects from the different areas. March 23rd was the last meeting and they are totally different from the township association. Stick with it until they request money and Haubrich and Clayton will continue to go. They will switch off to whomever is available to go to the meeting between Haubrich, Clayton, and Schack

c. Trails Task Force- It's an hour and half at the Sawmill, they meet once a month. They talk about the different trails they are working on and the different trails they want to do. Schack will take over that meeting.

d. Maintenance Crew Leader- Currently is Haubrich, so what is involved... maintenance the crew and supervising the crew. They meet once to 3 times a week depends on what is going on. The most is to see what needs to be done and make sure the reporting is done. You help in setting priorities for the next week. See what they are doing in the next week and make sure they list the stuff they do that is not the plan. How much time are they spending on the writing the plan out? Are you talking about the work plan or the daily time sheet? What we used to get was sheet a paper that this was done for the month. That followed the job description and followed the accounting codes. What day and time the project was done was not given in the description. We were getting requests from the community and other board member's that would like to see exactly what they were doing. The only way for that to happen is to have the self-reporting. It is always a work in progress and it's been a study improvement. WE do not know how much time they are spending on the reports but they are an improvement over what we were getting. Each month we starting something new. When Ives and Kelley started they had no idea what they all did. It's a good way to show the community what they do in a day, week, month, and year. There is a lot more going on than you actually think. There were a lot of projects that they did this winter and were able to keep up with. If you don't track the work plan we don't get any reports. It does take time for the paperwork to be entered it on the computer. If we had an intranet system we could be able to go in and look at the computer to see what is going on. Does everything they do have a work order assigned to it? No it doesn't that is mostly for the supervisors so when we are out driving and see work that needs to be done they can write it up and send it the maintenance crew. Haubrich and Schack will be the crew chiefs.

e. Safety Representative- Kelley is the current the safety rep. If there is an accident you follow up to make sure the incident and fill out the accident report. We should have a policy for that; we do. MAT has all the paperwork needed for an incident. Adams will find the right paper work for the safety rep. Kelley and Clayton will be the safety reps.

f. Human Resource / Personnel Representative- Treasurer Adams and Supervisor Kelley

g. Cable Commission Representative- Clayton will attend the quarterly meetings, We Issue permits to both of Media Com and Paul Bunyan for the line extensions. They both agreed to collect the fees on the new customers. Have Mr. Shaw look to see if it's legal for the township to collect the peg fees. Find someone from the community to go to the meetings also. Check and see if Ives would be available to go. Adams used to be on it, and was on it for a couple of years and the meetings were pretty simple and it talked about funding for ICTV. We receive for 3% of

the Peg fees. We could ask Bob Ross to see if he would be able to sit on the cable commission.

h. County zoning and environmental services representative (to attend meetings)- they attend meeting for variances, or when it is needed. Kortekaas and Haubrich were there is needed. It would be an onsite inspection to see if they can still put in a septic or a garage or anything like that. There might be a couple a year if that. Clayton and Kelley will be representatives.

i. Northwest Gas Joint Powers Board – see Resolution #2013-007 (2 representatives) Haubrich is on it now and never has been to a meeting because he has never received notification of the meeting. It is supposed to be two people the chairman and one other person on the board.

j. Firewise – try to get people around Pokegama Lake to get driveways widened out to be able to get fire trucks in there. We will have to see who is on it, Billy Brink is a member of the Firewise board. Its county wide program. It recommends that you clean out 30 feet around your house and they will come and take the brush for you. Schack will be on the board for this. Marlyn Halverson is at the airport dispatch center is another contact.

m. Other?

Clayton would like to take over the Facebook page for the Harris Township.

Administrative we will hold off until the April 25th meeting.

Compensation- resolution 2016-005

Define allocated labor above and beyond the work already assigned. Supervisor wage all the things in the job description. Supervisor the workers is above and beyond the supervisor wage. Covers salary for the supervisor would like to see what is covered under the salary.

Wage fill out an affidavit for conflict of interest. Only if you have a monetary gain from the agreement.

Seek clarification \$60. Legally and regular meeting. Get a list of the meetings that are covered under the \$60.

Is there a flat rate to attend these meetings and always been an hourly rate as they are committees they are on. Look at the committees and maintenance crew leader and he is the crew leader and he is supervising that is considered above and beyond the \$400 salary.

Ask about past through the \$16,000 for PEG and Franchise Fees need be brought up at the annual meeting to be approved.

Ask MAT if the reorganizational meeting is are require meeting.
Motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Haubrich, passed by all. Adjourn 8:15 pm.

Supervisor _____ introduced the following resolution, and moved for its adoption:

Town of Harris, Itasca County, State of Minnesota

RESOLUTION #2017-007

A RESOLUTION AUTHORIZING a \$0.25 INCREASE IN THE PUBLIC, EDUCATION, AND GOVERNMENT FEE EFFECTIVE JANUARY 1, 2018

WHEREAS, on April 5, 2017, the Harris Town Board held a public hearing regarding the proposed \$0.25 (twenty five cent) increase in the Public, Education, and Government (PEG) fee that is charged by cable companies and passed onto Itasca Community Television, Inc. and

WHEREAS, the current charge is \$1.00 per month, per subscriber, and the proposed increase of \$0.25 per subscriber, per month would be an annual increase of \$3.00 a year per subscriber, and

WHEREAS, the Grand Rapids Area cable Commission (GRACC) proposed increase to PEG fees is allowed by the franchising authority with Mediacom and Paul Bunyan Communication, and

WHEREAS, the PEG was approved in 2006 and since that time, the cost of living has increased by 9%, and

WHEREAS, this increase is also necessary to update the studio, support volunteer production equipment, volunteer and staff sound equipment; and, if future legislation allows, as portion may be used for general operating expenses.

NOW THEREFORE BE IT RESOLVED, that Town Board of the Town of Harris, Itasca County, Minnesota, authorizes a \$0.25 monthly increase in the Public, Education, and Government fee effective January 1, 2018.

Adopted this 12th day of April, 2017

Jim Kelley, Town Board Chairman

Attest:

Cari Ann Alleman, Town Clerk

Supervisor _____ seconded the foregoing resolution and the following voted in favor thereof:

_____, _____, _____; and the following voted

against the same: _____, whereby the resolution was declared duly passed and adopted.

Quotes for Screen Printing and Imbroidery

	D'Pointe	Clifton
<u>Tee Shirts</u>	<u>\$5 - \$9</u>	<u>\$4 - \$5</u>
<u>Hi Vis Vests</u>	<u>\$5 - \$9</u>	<u>\$4 - \$5</u>
<u>Hi Vis Jackets</u>	<u>\$7 Front</u>	<u>\$5-\$6 Front</u>
	<u>\$15 Back</u>	<u>\$12 - \$15 Back</u>

D'Pointe - Heat Press Lettering

Tackle Twill Letters

Clifton - Embroidered or Screen Print

DRAFT



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to view local inventory and pickup options



What can we help you find?



Fiberon Horizon 4 in. x 4 in. x 108 in. Dark Walnut Capped Composite Beaded Post Sleeve

Description +

Specifications +

Ask a Question >

Reviews No Reviews



Write a Review 

See More in Outdoor Handrails 

\$84.97 / each

Ship to Home
Estimated Arrival: **APR 18 - APR 24**

[See Shipping Options](#)

Ship to Store FREE

1

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This item cannot be shipped to the following state(s): AK, GU, HI, PR, VI

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to view local inventory and pickup options



What can we help you find?



Fiberon Horizon 4 in. x 4 in. x 108 in. Black Capped Composite Beaded Post Sleeve

Description +

Specifications +

Ask a Question >

Reviews No Reviews

Write a Review >



See More in Outdoor Handrails 

\$89.22 / each

Ship to Home
Estimated Arrival: **APR 18 - APR 24**

[See Shipping Options](#)

Ship to Store FREE

1

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Shipping & Delivery Options 

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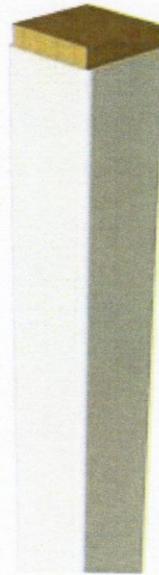




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RDI 4 in. x 4 in. x 108 in. Composite Post Sleeve

Description	+
Specifications	+
Questions (14) & Answers (13)	>
Reviews	(7) +
Write a Review	>



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\$45.63 / each

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Estimated Arrival: **APR 20 - APR 26**

[See Shipping Options](#)

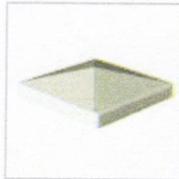
Ship to Store FREE

1 **ADD TO CART**
[+ ADD TO LIST](#)

Shipping & Delivery Options 

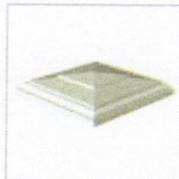
This item cannot be shipped to the following state(s): AK, GU, HI, PR, VI

Accessories



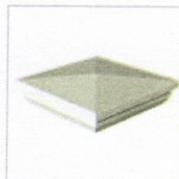
RDI
4 in. x 4 in. Vi...

\$3²⁸



RDI
6 in. x 6 in. Vi...

\$8⁰⁰



RDI
4 in. x 4 in. Vi...

\$6³¹

(1)



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Karen Brandenburg

From: harris township maint. n/a <harris-shop@hotmail.com>
Sent: Thursday, April 06, 2017 9:16 AM
To: Karen Brandenburg
Subject: Sign quote request

Good morning Karen,

Id like to request a price quote on a sign order. I need to have the cost of each sign instead of an overall price for the order so I can notify the Board Members.

Here is what I need:

- 1 - R2-1 45mph (black letter on white backing) 24X30** 47.15ea
- 1 - R8-3A No Parking Symbol 18X18** 26.30ea
- 1 - W1-4R "S" curve 30X30** 57.40ea
- 3 - W13-1 15 mph (black letter on yellow backing) 18x18** 24.55ea
- 4 - street name sign Sunny Ln (white letter on green backing) 9" sign, 6" letters** 35.15ea
- 4 - Galvanized square posts 2 1/4" 10 ft** 50.55ea

We would like to have HIP sheeting on all of the signs. If there are any questions or if I missed any details just let me know.

Thank you,

All HIP
plus freight

Derrick

*Harris Township
Maintenance Crew*

**** QUOTATION ****

Prices on quote are guaranteed for 30 days

Quote# : TQ-0025004
Ship Via :
Payment Terms : Net 30

Quote Date : 4/7/2017
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-R2-1-4524/2K3A 24X30 - 0.080 - 1 POST STD PUNCH/RADIUS - HIP - B/W SPEED LIMIT 45	1.00	23.8600	\$23.86
2	T-R8-3A18/2I3A 18X18 - 0.080 - 1 POST STD PUNCH/RADIUS - HIP - R/B/W NO P SYM	1.00	14.4500	\$14.45
3	T-W1-4R30/2E3B 30X30 - 0.080 - 1 POST STD PUNCH/RADIUS - HIP - B/Y REVERSE CURVE SYM-R	1.00	28.6400	\$28.64
4	T-W13-1-1518/2I3B 18X18 - 0.080 - 1 POST STD PUNCH/RADIUS - HIP - B/Y 15 MPH	3.00	13.3700	\$40.11
5	T-DP030009/2Z3A 30X9 - 0.080 - SPECIAL PUNCH/RADIUS - SF - HIP - DIGITAL PRINT - WHT BDR - W/G - SEE ATT LAYOUT W SPECS (4 EA) SUNNY LN DIGITAL PRINT - FLAT	4.00	21.3200	\$85.28
6	T-TLS-2.25-10 TELESPAR 2.25 IN X 10' - 12 GA	4.00	29.8500	\$119.40
7	FREIGHT FREIGHT	1.00	75.6000	\$75.60

387.34

Tax may be charged where applicable.

Legal Short Course



The 16th Annual Legal Short Course will be held on Thursday, April 20th from 8:30am to 3:30pm. Registration will open at 8:00am with coffee and rolls available.

TOPIC DESCRIPTIONS

Hiring, Handbooks, and Hairy HR Issues

Townships in hiring mode need to implement effective and legally compliant human resource practices. This presentation will include tips on job postings, job descriptions, interviewing, and background checks; must-have employment policies; and suggestions on how to handle employee performance or behavior problems.

Courtesy Prosecution by the County Attorney on Behalf of Townships for Better Local Government

Learn how the Carver County District Attorney's office has:

- historically prosecuted statutory and ordinance violations on behalf of townships;
- obtained legislative clarification in getting townships appropriate fine revenues (with reference to applicable statutes);
- what types of township cases this office will handle (and ones that we won't)
- how this model has facilitated additional Sheriff's patrol services for those townships that wished to participate.

Topic Descriptions continued to right...

TOPIC DESCRIPTIONS

Civil Action Options and Procedures for Township Ordinance Enforcement

Learn of the potential claims and procedures to enforce your township ordinance against noncompliant residents through civil litigation. This session will review the possible causes of action and potential pitfalls of forcing a resident's compliance in court. Learn practical advice and suggestions to put your township in the best position to prevail in a civil enforcement action.

Roads Established Through Use: Lessons from Battles over Minnesota's Unrecorded Roads

This presentation will discuss issues related to roads established through dedication by use. Topics discussed will include:

- How to figure out if you need to rely on dedication by use
- The effect of old, unrecorded road orders
- The significance of township maintenance activity
- What constitutes public use
- The unique problems of road width disputes
- Is it worth it? Thinking about whether it's in the township's best interest to fight for the road

Managing Meetings with Civility (The Basics)

The role of the board, the chair, and parliamentary procedures in your meetings.

Annexation Anxiety

Navigating your way through the annexation maze. With property development once again increasing, this presentation will provide a general overview of annexation with an emphasis on orderly annexation agreements. There will be an update on the status of several recent annexation opinions issued by the Office of Administrative Hearings that impact townships. The right combination of knowledge and negotiation can help your township solve its annexation anxiety.

To request disability accommodations or special diet needs (gluten free, etc.), please contact Scott Saloun at 1-800-228-0296 before April 13th. MAT is an equal opportunity educator and employer.

Legal Short Course



April 20, 2017

Rockwoods
Conference Center
9100 Quaday Avenue
Otsego, MN
763-441-6375



Grassroots Government
 Minnesota Association of Townships

Pre-Registration

This registration form must be postmarked (faxed/demailed) by April 10th to qualify for the early bird rate.



Send to:
 Minnesota Association of Townships (MAT)
 PO Box 267 - St. Michael, MN 55376
 Fax: 763-497-3361
 www.mntownships.org

EARLY BIRD RATE: \$50 per person

(Registration fee includes program expenses, printed material, refreshments and lunch)

Name: _____
 Position: _____
 Address: _____
 City/Zip: _____
 Township/County: _____
 Phone: _____
 Payment enclosed _____ Bill me _____

ON-SITE REGISTRATION WILL BE \$60

This form may be photocopied or additional registration forms can be obtained via the MAT website (www.mntownships.org) or by phone (800-228-0296).

Cancellation Policy: Refunds will be made to those that have mailed/faxed/demailed a request within 30 days from the date of the conference. Fees will be refunded, less a \$10 processing fee.

Overnight accommodations can be made directly with the **Holiday Inn Elk River (right next to Rockwoods)**. Ask for the MN Association of Townships Block. **Rate for a standard room is \$99.00/night plus taxes.**

Call **763-656-4400** to make your reservation.
 Block expires on 3/24/2017.

Agenda

- 8:00 **Registration (refreshments)**
- 8:30 **Pledge & Legislative Update**
Gary Pedersen
- 9:00 **Hiring, Handbooks, and Hairy HR Issues**
Melinda M. Sander
- 10:00 **Refreshment Break**
- 10:15 **Courtesy Prosecution by the County Attorney on Behalf of Townships for Better Local Gov't**
Peter Ivy
- Civil Action Options & Procedures for Township Ordinance Enforcement**
Robert Alsop
- 11:30 **Lunch**
- 12:30 **Road Established Through Use: Lessons from Battles over MN Unrecorded Roads**
Kenneth H. Bayliss
- 1:15 **Managing Meetings with Civility (The Basics)**
Katie Klanderud
- 2:15 **Annexation Anxiety**
Troy Gilchrist & Robert Ruppe
- 3:30 **Adjourn**

Overnight accommodations can be made directly with the **Holiday Inn Elk River (right next to Rockwoods)**. Ask for the MN Association of Townships Block. **Standard room is \$99.00/night plus taxes.**
 Call **763-656-4400** to make your reservation.
 Block expires on 3/24/2017.

Robert Alsop
 Kennedy & Graven, Chartered

Kenneth H. Bayliss
 Quinlivan & Hughes, P.A.

Troy Gilchrist
 Kennedy & Graven, Chartered

Gary Pedersen
 Executive Director, MAT

Peter Ivy
 Chief Deputy Carver County Attorney

Katie Klanderud
 Director of Board Development
 Minnesota School Board Association

Robert Ruppe
 Couri & Ruppe, PLLP

Melinda M. Sander
 Quinlivan & Hughes, P.A.



Minnesota Association of Townships

Rockwoods

Conference Center

9100 Quaday Ave

Otsego, MN

763-441-6375



Weed 'Em Out!

Identify Early Detection Invasive Plants Workshops

It is cheapest, easiest, and least harmful to find and control small populations of invasive plants before they become widespread and damaging. The dilemma is that these plant species are uncommon and therefore unfamiliar to most of us.

Learn how to identify and report these emerging invaders before they become big trouble. Attend one of the **Weed 'Em Out** workshops. You will learn identification skills then apply these skills to target species samples and distinguish them from look-alike species.

Who	People who work with vegetation on roadsides, or in parks, pastures or natural areas	
When and where	Morris Tues., April 18, 2017, 9 am – 3 pm West Central Research & Outreach Center 46352 State Highway 329 Morris, MN 56267	Baxter Wed., May 3, 2017, 9 am – 3 pm MnDOT Training Facility 7694 Industrial Park Road Baxter, MN 56425
Cost	There is no registration cost, but lunch is not included. Please bring your lunch.	
Registration	Registration is free but is required to ensure sufficient seating and materials for participants. To register visit http://z.umn.edu/2017weedemout	
Species covered	Palmer amaranth, Oriental bittersweet, Japanese hops, giant hogweed, yellow starthistle and knapweeds, common and cutleaf teasels, Dalmatian toadflax, Grecian foxglove, wild carrot, non-native common reed and black swallow-wort	

There will be two workshops in 2017 and additional workshops will be scheduled in other locations in 2018. These workshops are organized by University of Minnesota Extension and the Minnesota Departments of Agriculture, Natural Resources and Transportation and are supported by the Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizens Commission on Minnesota Resources.

