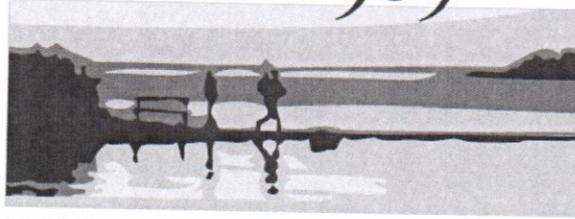


Supervisor Dennis Kortekaas 326-1882  
Supervisor Jay Bowers 999-7747  
Supervisor Ken Haubrich 327-1351  
Supervisor Peggy Clayton 327-5513  
Treasurer Becky Adams 259-1192  
Clerk Cari Ann Alleman 244-1811  
[harristownshipclerk@gmail.com](mailto:harristownshipclerk@gmail.com)

# Harris Township

SINCE 1909



NEIGHBORS, SHORES & MORE

**Mission Statement:**  
The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

[www.harristownshipmn.org](http://www.harristownshipmn.org)

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

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** –minutes from January 11 regular meeting, January 25 P & D meeting.
3. **Business from the floor**
4. **Consent Agenda**  
We had the Board of Audit on January 30<sup>th</sup>. It went smoothly and we were able to get through the general fund for 2018.
5. **Roads**
  -
6. **Recreation**
  - Rink report
7. **Correspondence**
  - Board Action items:
  - Noteworthy items:
    -
  - Non-action items
8. **Old Business**
  - Meeting with Amber with the employee handbook
  - Snow plowing and the Emergency plan
9. **New Business**
  - Secure room in basement for cleaning supplies
  - fire resistant container for the township records
  - Paint floor in the service center
  - Metal ceiling in garage
  - Cable commission
10. **Treasurer's Report** – dated February 8, 2017 (of January 2017 financials)
11. **Approve payment of bills for January, 2017**

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

**13. Adjourn**

**UPCOMING Events / Meetings**

Mon Feb. 6 Budget Meeting.....	6:00pm Maintenance cnt
Mon Feb. 13 Budget Meeting.....	5:00pm Blandin Foundation
Mon Feb. 13 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Feb. 15 Public Meeting.....	6:00pm Harris Town Hall
Wed Feb. 22 Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed Mar. 8 Regular Meeting.....	7:30pm Harris Town Hall

# REGULAR MEETING

## January 11, 2016 at 7:30pm

### Minutes

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

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. Motion to approve the agenda with the additions of cemetery recreation signing of the contract with John Powers, made by Supervisor Clayton seconded by Supervisor Kortekaas, passed by all.
2. **Consider approval of Minutes** –minutes from January 5 work session, December 14 regular meeting. Made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all.

### 3. Business from the floor

### 4. Consent Agenda

We had a Work session on January 5 to talk about Emergency situation if we get a storm like we did a couple of weeks ago. The Supervisors have been meeting with the County to make a plan, and the Township has decided to look into private contractors with the right equipment to be on “standby” for the township in case we need them. Second was the newsletter, one supervisor was going to talk to the volunteers who are going to be mailing it out to see what they want from the board. Volunteers was the last to be talked about, the board needs volunteers for the community who will help if and when the need arises for surveys or whatever is needed... We need to have one point person and also a supervisor on this committee.

### 5. Roads

- Memo from Glen and S E H- has not have a good chance to look with the weather that has been going on. He gave us two numbers east bound lane and a whole roadway width. We don't know if this work will be necessary until next spring. There is not anything else SEH has been working, for Harris Township, they can't go any further until they get direction from the board. Is it necessary for Glen to come to meetings until we have a direction and it would make sense not to come until after the budgets have been done? The board will call and let him know when we want him to come again.

### 6. Recreation

- Skating rink Recap- what days we were open and close and hours worked. The most we have on one rink is 26 skaters in one night. Wendigo is the busier of the two rinks. Dates we were closed is because of cold weather. Once it dips below the -10 we close the rink, one day Wendigo was open but Crystal was closed due to drifting of snow and ice.

### 7. Correspondence

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

### 8. Old Business

- February meeting at MAT and if we should send someone. L & R meeting- Mike Baltus wanted email confirmation.
- Comp plan contract for updating the comp plan... no questions, we need a motion to sign the contract with John Powers. Motion made by Supervisor Kortekaas and seconded by supervisor Clayton, passed by all. January 18 will be the first work session with him and figures 3-4 months to go through the plan.

## 9. New Business

- Emergency Broadcasting update- Supervisor Clayton was mentioned in the consent agenda on January 5<sup>th</sup>... update for the residents emergency broadcast would be broadcast to the constitute in Harris Township. There is a code red and it will come as a text message on a cell phone or call the cell phone. Set up with Sheriff's office, an application for code red is relatively simple at [www.codered.com](http://www.codered.com) or paper applications available at the Sheriff's office or on line. You can fill it out and turn in, or we can fill them out on line for them. We would like to have as many of our residents on the system. We will have as much information out there as possible, we will be posted on the Harris Township website and also on the Harris Township Facebook page. We do not have a deadline to get the process going. It should be about 6 months, and Supervisor Clayton will be the contract person. We need one who is responsible for contact with the Sheriff's office, we would want to be able to broadcast what we need and the contact person would be the Chairman of the Board. It can be for anything from flooding to bad weather. You can send the applications to the maintenance center at 20876 Wendigo Park Road or go online to submit the application. You can receive notices through emails, cell phones, text message, and land lines. Cell phones ask a service provider.
- Set up time for interviews for the new appointed supervisor Monday January 16, at 6 pm motion to have a closed meeting after the interview are done on 1/16/17 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- Set up time to start the audit for the 2018 budget. Board of Audit on February 6 at 6pm at the Town Hall made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all. The budget meeting for the going over and amend the date of the Board of Audit motion to move the audit to the 30<sup>th</sup> of January at 6 made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all. Motion to approve the February 6 budget meeting on February 6 made by Supervisor Clayton seconded by Supervisor Kortekaas passed by all. Second meeting for the budget is February 13 at 5 pm at the Blandin Foundation if possible motion made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- Cemetery Deed- motion to approve made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.

**10. Treasurer's Report** – dated January 11, 2016 (of December 2016 financials) bills that didn't make the bill list because this is the last one for 2016. The funds will adjust between our internal audit and the only thing that would move is fund balances for the road and bridge, because it is negative and capital improvements is a positive number, so it would change as we move buckets. The portioned check came in and went into the bank in December. Approve the treasurer's report made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all. We have some of the funds to pay Hawkinson and look at where we are at, because the money has to carry until June of 2017

## 11. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 12/13/16 no comments

**12. Maintenance Report:** November and December motion to accept caretaker and maintenance reports made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

**13. Approve payment of bills** for December, 2016- a little quieter as we are processing through the end of the year. The number for the checks will be 17395-17424. Questions on the bills: Metal signs are the posts in front of the town hall. It's a process that need to be taken care of, and getting things updated is a process and I am working on them. Supervisor Clayton asked about the Verizon phone bill; none of the phones are as they are currently listed the are as follows Cari has one, Amber has one, Derrick has one,

and Dan has one. Couldn't set them up under the Harris Town name at the time but will see if they can be now. Motion to pay the bill made by Supervisor Kortekaas seconded by Supervisor Haubrich passed by all. Motion to sign checks made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all.

**14. Public Input** (please limit comments to 5 minutes)-What do we need volunteer for? The surveys who would be heading that up as we say we need this done. The Supervisors are bound by the open meeting law and we don't have a staff that can coordinate between the supervisors. The board can't communicate without violating the open meeting law and if we have a group of volunteers to help with this. We were trying to get a group of people who have other skill sets and not necessary a list of volunteers who can be compensated for their costs; like Cyndy and Judy doing the newsletter. The board gets reimbursed as we are working for the township. The survey was about internet service for the businesses and our residences. We meet with Paul Bunyan and one area got a survey, and if numbers talk and there are areas in the township that have no service. Survey and survey monkey help but we had to get it done quickly, and that survey was put on the Facebook page. Almost all were willing to take a new service it was better. Don't take comments on the open meeting law as negative, we want to make sure that we are as transparent in our conversations as possible and open to the residents of the township.

Almost two weeks ago was an article about Itasca County and what each employee made, it came out in the Scenic Range forum and was a wonderful eye opener for the county that came out and many who made more than \$100,000 a year and many who have year \$30,000 in overtime.

**Roads were plowed out again...**

Consider approval of 12/14/16- should not read January 5 work session and December 14 meeting should not be either. Need to change the minutes.

Rink attendants are working out very well.

**15. Adjourn motion to adjourn made by Supervisor Kortekaas seconded by Supervisor Haubrich at 8:35 pm passed by all.**

**UPCOMING Events / Meetings**

Mon Feb. 13 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Feb. 8 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan. 25 Planning & Development Meeting.....	7:30pm Harris Town Hall
Wed Jan. 18 Meeting with John Powers about the Comp Plan.....	6:00pm Harris Town Hall

# PLANNING & DEVELOPMENT MEETING

## January 25, 2017 – 7:30pm

### Minutes

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

1. **Pledge to the flag-** reading of our mission statement
  
2. **Business from the Floor**
  - Appoint Jay Bowers to the board
  - Judy Meyers brought up the idea of appointment of the treasurer and clerk positions. Judy noted it has been done on this county, city, La Prairie, and Cohasset. If we put them on the ballot we have no way of screening the applicant. If we appoint they are working for the township and we can eliminate them if they don't have the right experience. If they quit we are in trouble and have a limited time to have a special election to elect a new one. We are going to be sad if we lose either the treasurer or the clerk. We have a large budget and we need to take precautions, would like to see appointed instead of elected. We need to decide if this position is a full time job. The board asks that Cari (clerk) do a business case and we have then justification to the public to move this to an appointed and full time position. We don't know the amount time she spends on what is mandatory now, and what else we fill the time up with the fulltime. Once we have a case study and have justification to be able to appoint the treasurer and clerk we will bring it to the public. You make valid points; but we need more information in front of us. If we were able to put on the ballot as a yes or no question, we would then have to move to have it that way from now on. If we were able to put it on the ballot and have the option of not doing it we would be ok with putting it on the ballot. Should the board have the option to appoint the treasurer or clerk in the future? Clerk will send to MAT before sending to Vicki at the county. Ask Vicki when she needs the question. Table it as this time and look into it further and look at benefits and table the information when the case study is done. Couple of questions that were asked also were: is medical offered now? Answer: no medical is not offered through the township, it is offered for a regular employees only for about a \$1000 a month for insurance; which includes medical, life, disability, we all get Pera. We are paying a decent wage and experienced people don't come cheap. We would have added costs to look at because it is not a full time position for a treasurer or clerk. WE are not saying it's a bad idea, we just have a lot to look at. We can't see anyone applying to these two jobs without having some kind of experience. Motion to table until further study until we have more information until February P & D made by Haubrich seconded by Clayton a passed by all.
  
3. **Consent Agenda**
  - The board interviewed 6 people for the supervisor seat E.
  - The board meet on January 15 with John Powers for the purpose of the Comprehensive plan. The board went over the entire plan with John and made the necessary meetings to move forward with the plan.
  
4. **Roads**
  - Twp. Construction Updates- Snow banks are too big by the Harris Township and Wendigo Park Road and Norberg road is bad with bumps. Township roads are being sanded today and tomorrow, the county was out before we could call. Supervisor Haubrich to call the county to see about the snowbanks.
  
5. **Recreation**

Rinks have been closed the last 4 days open again today and the weather was to warm and made the ice into water.

## **6. Town Hall Report**

- Review town hall report as prepared by town hall caretaker, dated 1-9-17- motion to accept the town hall report made by Supervisor Clayton correction of 1/9/17, seconded by Supervisor Haubrich passed by all.

**7. Maintenance Report:** 12/1/16-12/31/16- expect next month as there is more paper and will have a log of outstanding work orders and completed work orders. The maintenance crew will be about to do road inspection reports. There have been power outages and breaker tripped, we need to check the circuit and the security system was tripped. We need to update telephone numbers as Gary Rosato is the contact and with new numbers we need to let the security company know. Do we have any idea who we call and we can find a bill and find out the contact information of it? Treasurer will look for a bill with a phone number. Motion to approve the maintenance report made by Supervisor Clayton seconded Supervisor Haubrich passed by all.

## **8. Old Business**

- Comprehensive Plan- dates for the upcoming meetings are: Public Meeting February 15 @ 6 pm at the Town Hall; Draft Copy of the Comp plan to the public March 15 @ 6 pm Town hall. Encourage people to attend the meeting come one come all.
- News Letter- Would like to thank Judy and Cyndy who put together the newsletter and the show case of the businesses. Wendigo School; Louie who made the donation of the property. Judy will try to get interviews of older people to see why they are still in the area. Guy Carlson has some old maps of the area and it shows an old cart way that went to Minneapolis. When it comes to township information it's not a big deal, but we need to have smaller articles vs the larger ones, to try to keep it a smaller newsletter. Motion to approve the newsletter made by Supervisor Haubrich seconded by Supervisor Bowers passed by all.
- Quote for arrow embroidery to be able to put on clothing and safety vests and digitize the township logo; it was \$65 to just digitize it so we can print it or embroider the clothing. Will be looking at getting a quote from Clifton also.
- Bills- two checks to add to the list for January and reissued a check to Byron Snowden for a election judge and Ken Haubrich for a payroll adjustment. Byron is in the amount of \$182.38 and Ken is \$97.83. Need to be approved to be paid made by Supervisor Clayton seconded by Supervisor Bowers passed by all.
- Internet for clerk- two things on Verizon; Becky was able to change two descriptions of the phone numbers so they read clerk Harris care taker Harris. Now you can tell who the numbers are for. We have talked about having a hot spot for the clerk because of the spotty internet at her residence. We looked at getting a hot spot they would give us the device for free, and it would be about \$40 a month. Verizon made it clear that it is for business and the hot spots are not set up for streaming and it would use it up look to see how long of a contract it is first before we decide. Motion to table the internet until Verizon lets us know about the contact at the next regular meeting, made by Supervisor Clayton seconded by Supervisor Haubrich passed by all.

## **9. New Business**

- Meeting schedule for the year- motion to approve the meeting schedule of the second and fourth Wednesdays at 7:30pm at the Harris Town Hall made by Supervisor Kortekaas seconded by Supervisor Clayton passed by all.
- No alcohol at any time will be on any township property, which includes the cemetery, maintenance center, rinks, play places, and any other Harris Township owned property. It is a reminder as it is part of our policies and does it need to be there. Motion to put up signs at each property; to state no alcohol use at all Harris township property and ordinance number one (1) as not consumption of alcohol on township property, Supervisor Kortekaas seconded by Supervisor Clayton passed by all. Maintenance crew will take care of the signs.

## **10. Public Input**

- **Congratulation's Jay for the appointment position and good job Judy and Cyndy for the newsletter.**

**11. Upcoming meetings/events**

- Mon, Feb. 13 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Wed. Feb. 8 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Feb. 22 Planning & Development Meeting..... 7:30pm Harris Town Hall
- Wed. Feb. 15 Public Meeting for the Comp Plan..... 6:00pm Harris Town Hall
- Mon. Jan. 30 Board of Audit/ budget meeting..... 6:00pm Harris Town Hall
- Wed. Feb. 6 Budget Meeting..... 6:00pm Harris Maintenance center
- Wed. Feb. 13 Budget meeting..... 5-7 pm Blandin Foundation

**12. Adjourn – Motion to adjourn made by Supervisor Haubrich at 8:15pm seconded by Supervisor Bowers passed by all.**

Grand Rapids Area Cable Commission  
Feb. 1, 2017  
12p.m.  
ICTV Offices  
819 NE Fourth St.

- Call to Order
- Organizational Structure for 2017
  - Election of officers (**Dale Adams elected Chairman**)
- Changes or additions to agenda (**Grand Rapids City Hall Equipment**) **May to January**
- Review/consider minutes
- Review Financials
- Correspondence/approval of bills/approve secretary's fees
  - ⊖ Approve ICTV secretarial fee of \$75 for ~~May~~ **January**
- Old Business
  - Consider requesting public hearings in each of the GRACC communities before October 2017 for the purpose of increasing PEG fees \$.25 per subscriber in 2018.
  - Hear update from Cohasset on sound system update/donation of equipment to other GRACC communities.
  - Harris report on Mediacom expansion & its relationship to collecting PEG/Franchise fees. **Question, will franchise fees and PEG fees apply to new services? Need to look at franchise documents.**
  - **Grand Rapids City Hall Equipment : (ICTV would like to buy new HD cameras)**
- New Business
  - Approve reimbursing ICTV up to \$850 in expenses for 1 person to attend the June MACTA meeting. **Motion made to approve, passed.**
  - Approve reimbursing one Cable Commission member up to \$850 to attend the June MACTA meeting if agenda deems necessary. **Motion made to approve, passed**
- ICTV Report **Two Rivers Video project to make \$12,000. Actual \$16,000.**
- Adjourn

Meetings 2017:

- May2, 2017, 12p.m.

- Sept. 6, 2017, 12p.m.
- Dec. 6, 2017, 12p.m.

**GREATER GRAND RAPIDS AREA CABLE T.V. COMMISSION**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
For the period January 1 - December 31, 2016

Beginning Cash Balance - 01/01/16

\$ 76,639

REVENUES:

FEES	BUDGET	ACTUAL TO 12/31/16	% OF BUDGET	REMAINING BUDGET	
City of Grand Rapids	\$ 107,000	\$ 133,059	124%	\$ (26,059)	
City of LaPrairie	4,500	5,548	123%	(1,048)	
Harris Township	16,000	19,916	124%	(3,916)	
City of Cohasset	31,500	37,118	118%	(5,618)	
Total Franchise Fees	<u>159,000</u>	<u>195,642</u>	123%	<u>(36,642)</u>	
Paul Bunyan Peg Fees	18,100	20,447	113%	(2,347)	
Mediacom Peg Fees	28,400	32,089	113%	(3,689)	
Total Peg Fees	<u>46,500</u>	<u>52,536</u>	113%	<u>(6,036)</u>	
<b>TOTAL FEES</b>	<b>205,500</b>	<b>248,178</b>		<b>(42,678)</b>	
<b>MISCELLANEOUS</b>					
Fund Balance Usage	36,075	-	0%	36,075	
Miscellaneous	-	31	0%	(31)	
Interest from Investments	350	366	105%	(16)	
<b>TOTAL REVENUE</b>	<b>241,925</b>	<b>248,574</b>	103%	<b>(6,649)</b>	<u>248,574</u>
<b>TOTAL CASH AVAILABLE</b>					<b>325,214</b>
<b>EXPENDITURES:</b>					
Administrative Fees	6,200	7,445	120%	(1,245)	
Consultants	-	-	0%	-	
Legal	2,500	-	0%	2,500	
Other Contracted Services	375	300	80%	75	
Seminar/Meetings	2,000	774	39%	1,226	
Postage	-	-	0%	-	
Copy Supplies	-	1	0%	(1)	
General Insurance	1,500	1,328	89%	172	
Maint Contract (Copy Machine)	-	6	0%	(6)	
Miscellaneous	-	-	0%	-	
Dues/Subscriptions	650	550	85%	100	
ICTV -- Donations/Franchise Fees	127,200	156,513	123%	(29,313)	
ICTV -- PEG Fees	46,500	52,536	113%	(6,036)	
ICTV -- Annual Donations	15,000	-	0%	15,000	
ICTV -- Capital Contribution	-	-	0%	-	
Other Donations	-	-	0%	-	
Capital Outlay-Eqpt	40,000	40,000	0%	-	
<b>TOTAL EXPENDITURES</b>	<b>241,925</b>	<b>259,453</b>	107%	<b>\$ (17,528)</b>	<b>259,453</b>
<b>REVENUE &gt; EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (10,879)</b>			

CASH AVAILABLE TO CABLE TV COMMISSION AS OF 12/31/16

\$ 65,760

Cash - Restricted - Legal Fees

\$ 29,747

## PUBLIC HEARING ON PEG FEE INCREASE

**SUMMARY:** *The topic before the public hearing is a request from the Grand Rapids Area Cable Commission (GRACC) to have the council direct Mediacom and Paul Bunyan Communications to increase the current PEG fee on cable television subscribers by \$.25 bringing the total fee to \$1.25 per customer per month. A favorable motion will require notification of Paul Bunyan and Mediacom in writing prior to Nov. 1, 2017.*

---

**HISTORY:** The request is from the Grand Rapids Area Cable Commission (GRACC) to increase PEG fees from cable television subscribers by \$.25 per month as allowed by the franchising authority with Mediacom and Paul Bunyan Communications.

In 2006, all four communities operating the GRACC as a joint powers board agreed to request of their citizens a \$.75 per month PEG fee to be collected and provided by their television providers as allowed under the franchise agreement and line agreements with Paul Bunyan Communications and Mediacom.

The operating agreement GRACC signed with the non-profit ICTV directed all PEG fees to ICTV. Federal law dictates that PEG fees collected be spent on capital and/or equipment needs.

The collection and payment of such fees began in 2007. Requesting an increase in PEG fees became possible after three years, or in 2011. All four GRACC communities approved a \$.25 per subscriber increase payable beginning in 2012.

As five years have passed, it is within the scope of the Franchise Agreement to again increase this fee. GRACC voted earlier in February 2017 to request the communities consider a \$.25 increase and, thereby, hold the required public hearings. Public hearings must be held and the companies notified by Nov. 1, 2017, in order for the increase to be effective in 2018.

In 2016, all four communities in the Joint Powers Agreement (Grand Rapids, LaPrairie, Cohasset and Harris Township) contributed \$52,535 in PEG fees. An increase of \$.25 per subscriber per month would generate up to an additional \$13,000 a year from all four communities in a given year.

**Harris Township's** contribution (4<sup>th</sup> quarter 2015 through third quarter 2016) was \$5,432. **Harris** subscribers would contribute \$3 more per household annually for a total of about \$6,790 per year.

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**Cohasset's** contribution (4<sup>th</sup> quarter 2015 through third quarter 2016) was \$9,306. **Cohasset** subscribers would contribute \$3 more per household annually for a total of about \$2,326 per year.

## PUBLIC HEARING ON PEG FEE INCREASE

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**HISTORY:** The request is from the Grand Rapids Area Cable Commission (GRACC) to increase PEG fees from cable television subscribers by \$.25 per month as allowed by the franchising authority with Mediacom and Paul Bunyan Communications.

In 2006, all four communities operating the GRACC as a joint powers board agreed to request of their citizens a \$.75 per month PEG fee to be collected and provided by their television providers as allowed under the franchise agreement and line agreements with Paul Bunyan Communications and Mediacom.

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In 2016, all four communities in the Joint Powers Agreement (Grand Rapids, LaPrairie, Cohasset and Harris Township) contributed \$52,535 in PEG fees. An increase of \$.25 per subscriber per month could generate up to an additional \$13,000 a year from all four communities in a given year.

**Grand Rapids'** contribution (4<sup>th</sup> quarter 2015 through third quarter 2016) was \$36,148.35. **Grand Rapids** subscribers would contribute \$3 more per household annually for a total of about \$45,185 per year.

## **PUBLIC HEARING ON PEG FEE INCREASE**

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**HISTORY:** The request is from the Grand Rapids Area Cable Commission (GRACC) to increase PEG fees from cable television subscribers by \$.25 per month as allowed by the franchising authority with Mediacom and Paul Bunyan Communications.

In 2006, all four communities operating the GRACC as a joint powers board agreed to request of their citizens a \$.75 per month PEG fee to be collected and provided by their television providers as allowed under the franchise agreement and line agreements with Paul Bunyan Communications and Mediacom.

The operating agreement GRACC signed with the non-profit ICTV directed all PEG fees to ICTV. Federal law dictates that PEG fees collected be spent on capital and/or equipment needs.

The collection and payment of such fees began in 2007. Requesting an increase in PEG fees became possible after three years, or in 2011. All four GRACC communities approved a \$.25 per subscriber increase payable beginning in 2012.

As five years have passed, it is within the scope of the Franchise Agreement to again increase this fee. GRACC voted earlier in February 2017 to request the communities consider a \$.25 increase and, thereby, hold the required public hearings. Public hearings must be held and the companies notified by Nov. 1, 2017, in order for the increase to be effective in 2018.

In 2016, all four communities in the Joint Powers Agreement (Grand Rapids, LaPrairie, Cohasset and Harris Township) contributed \$52,535 in PEG fees. An increase of \$.25 per subscriber per month would generate up to an additional \$13,000 a year from all four communities in a given year.

**LaPrairie's** contribution (4<sup>th</sup> quarter 2015 through third quarter 2016) was \$1,648.  
**LaPrairie** subscribers would contribute \$3 more per household annually for a total of about \$2,060 per year.

Grand Rapids Area Cable Commission  
Tuesday, December 06, 2016

**Members Present:**

Margie Ritter, Burl Ives, Rick Blake, Greg Hagy  
Staff: Beth George, Polly Fox

**Agenda & Minutes:**

Motion made by Rick Blake; 2nd by Burl Ives to approve agenda and minutes -  
Motion carried unanimously

Greg Hagy asked to add to New Business a couple of questions-

**Approval of bills:**

Motion made by Greg Hagy; and 2<sup>nd</sup> by Burl Ives to approve payment of invoice #4394 for \$75  
Motion carried unanimously

**New Business:**

Approved 2017 Meeting GRACC Dates:

- Wed, Feb 1; Tue, May 2; Tue, Sept 6; and Wed, Dec 6, Noon.

Motion made by Burl Ives and 2<sup>nd</sup> by Rick Blake

Motion carried unanimously

**Liability Coverage -**

A motion to accept the liability coverage limits of \$1,500,000.00 from the League of MN Cities Insurance Trust and commission waives the monetary limits on tort liability established by MN Statue 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Motion made by Rick Blake and 2<sup>nd</sup> by Burl Ives

Motion carried unanimously

**League of MN cities insurance -**

Approve payment of up to \$1,500 to League of Minnesota Cities for above insurance coverage when billed.

Motion made by Greg Hagy and 2<sup>nd</sup> by Rick Blake

**MACTA -**

Approve payment of 2015 MACTA members <sup>W.P.</sup> in the amount not to exceed \$650.

Motion made by Burl Ives and 2<sup>nd</sup> by Greg Hagy

Motion carried unanimously

Board appointment changes-

- Rick Blake and Burl Ives will be leaving
- Margie Ritter and Steve Brown will be staying as of today  
Should know new appointments by last week in January.

City Hall Equipment changes –

- Did a walk thru with Eric at the city
- City has no monies for audio portion of upgrade
- By Feb ICTV and the city may have a bid document to bring to GRACC for approval

Burl Ives suggested looking into company MJPA for this kind of stuff; they are out of Staples and have great prices. Free to join for governments and nonprofits.

PEG Fees –

- The Commission was posed the question of whether or not it wants to go through the process of asking the public to increase PEG fees by \$0.25 per subscriber?
- Does have to go to a public hearing
- This would bring in approx.. \$15 – 20 thousand per year
- Beth will prepare a worksheet for Feb meeting on the amounts and uses so GRACC can consider it further.

Greg Hagy's questions:

1- Need to upgrade the system. Would like to make sure the upgrade is compatible with ICTV's system. When Greg has a bid and information ready to go, he will contact Jennifer Vail-Storrs to schedule an appointment to go and make sure everything is good and works with ICTV equipment.

1 – Looking for an app/web site support, to upgrade Cohassets website.  
Burl Ives suggested Art Unlimited and Beth George gave White Ivy to Greg.

ICTV Report:

Website – updated, now mobile friendly

Bulletin Board – new, updated

YouTube Channel – updated

- All are coordinated together

Candidate Forum –

- Will look at how to do it in the future as too fact that 2016 was rough
- ICTV sent out 80 guest request and only 13 responded

Programming –

- Looking at stepping away from ElderCircle
- Looking for new programs
- Doing one community need, social issue

Two Rivers Video -

- Over projected budget by about \$4000.00
- Now just need to keep it going, getting them on the calendar

*Budget \$12,000 Actual \$16,000*

Burl Ives - Handed in his resignation today.

Motion made by Burl Ives and 2<sup>nd</sup> by Greg Hagy to adjourn meeting  
Meeting adjourned: 12:56